

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

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

PRESENT: Councillor M. Sprake (Mayor).

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

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

IN ATTENDANCE: J. Baker (Deputy Clerk).

141. **DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT**

None were declared.

142. **MAYOR’S REMARKS**

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

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

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

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

143. MINUTES & MEETINGS

143.1. Minutes of Meetings

RESOLVED:

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

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

143.2 Meetings of Committees, Working Groups, and Outside Bodies

Market Working Group Meeting – Wednesday 25th March 2026

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

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

RESOLVED:

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

144. PLANNING

144.1. New Planning Applications

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

RESOLVED:

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

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

145. **ACCOUNTS**

145.1. **Accounts for Payment**

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – MARCH 2026

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11381	BP	Mold Town Council	Charity Ball Tickets	76.00	///
11382	BP	Flintshire County Council	Charity Ball Tickets	80.00	///
11383	BP	Craig Buckley	Deposit Fish & Chip Van - Charity Ball	100.00	///
11384 - 11386	BP	Council Staff	Staff Salaries - Mar26	5,967.69	***
11387	BP	HMRC	Staff NI/PAYE - Mar26	2,071.15	***
11388	BP	Clwyd Pension Fund	Staff Pension - Mar26	2,153.72	***

11389	BP	Wales in Bloom	Town Entry Fee	165.00	^^
11390	BP	Delyn Press	Market Flyers	60.00	#*
11391	BP	Acoo Review Ltd	ID Card	11.64	****
11392	BP	Martin Fearnley	Travel Costs 14/2/26	10.80	***
11393	BP	Tadmark	Market Banners	153.14	#*
11394	BP	Flintshire County Council	Loan Repayment Charge (2 of 2)	7,000.00	^
11395	BP	Flintshire County Council	CCTV Charges 25/26	306.53	*****
11396	BP	J. Sheady	Refund of Charity Ball Tickets	60.00	///
11397	BP	Burbon & Boots	Perform at Charity Ball	200.00	///
11398	BP	Craig Buckley	Fish & Chips Van - Mayors Charity Ball	880.00	///
11399	BP	Darin Pegg	DJ Services - Mayors Charity Ball	25.00	///
11400	BP	Daz Extravagant Cakes	Cakes for Charity Ball	150.00	///
11401	BP	Amberol Ltd	Lock Assembly for Litter Bins	60.00	^^
11402	BP	Holywell Garden Centre	Caretaker Maintenance HGC132	255.00	^^
11403	BP	Automated Systems Group	Copier Charges	42.00	****
11404	BP	Daydream Designs	Website Tech Support	94.80	****
11405	BP	Veolia	Trade Waste Charges	87.73	****
11406	BP	Viking	Lever Arch Files	29.82	****
11407	DD	British Telecom	Phone & Broadband Feb26	156.79	****
11408	DD	Yu Energy	Gas Bank Place Feb26	273.19	****
11409	DD	EDF Energy	Electric 14 Bank Place Feb26	27.55	****
11410	DD	EDF Energy	Electric Events Hub Feb26	11.55	****
11411	DD	Corona Energy	Electric 12/13 Bank Place Jan/Feb26	98.05	****
11412	DD	Vodafone Business	Office Mobile Feb/Mar 26	28.54	****
11413	DD	Wirehouse HR	Employment Services Mar26	132.00	****
11414	DD	British Telecom	Phone & Broadband Mar26	136.51	****
11415	VIS	Microsoft	ICT Subscription	66.24	****
11416	VIS	Microsoft	ICT Subscription	11.52	****
11417	VIS	Tesco	Consumables	6.02	****
11418	VIS	ESET	Internet Security Renewal	284.94	****
11419	VIS	Amazon	Sum Up Card Reader & Dock	39.99	****
11420	VIS	Amazon	Flag	5.99	****
11421	VIS	Amazon	Flag	14.98	****
11422	VIS	Amazon	Lighting Gel Filters	11.99	****
11423	VIS	Tesco	Refreshments	1.20	****
11424	VIS	Tesco	Sundries (£10 Office Equip)	41.05	****
11425	VIS	Amazon	High Security Pouch	11.00	****
11426	VIS	Sum Up	Test Transaction	1.00	****
11427	VIS	Tesco	Refreshments/Card	3.45	****
11428	VIS	Marks & Spencer	Refreshments	3.75	****
11429	VIS	Tesco	Insect Spray	4.50	****

11430	VIS	Zoom	Zoom Pro Subscription	16.79	****
11431	VIS	Amazon	Consumables	25.04	****
11432	VIS	Tesco	Easter Egg Mayor Donation	54.75	^^
11433	VIS	Stamford Gate	Voucher - Mayors Ball	50.00	^^
11434	VIS	Waterhouse Flowers	Table Displays	50.00	^^
11435	VIS	C.M. Scott	Voucher - Mayors Ball	50.00	^^
11436	DR	HSBC Bank	Bank Charges	2.00	****
TOTAL				21,660.40	

SCHEDULE OF ACCOUNTS RECEIVABLE – MARCH 2026

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

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

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- ***^ Local Government Act 1972 S.13
- ****^ Local Government Act 1972 S.34
- ***** Local Government (Misc. Provisions) Act 1953 S.4
- ^^** Local Government Act 1972 S.173, S.174
- ^^^* Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923 - maintain war memorials
- #### Litter Act 1983 S.5-6
- ***** Local Government & Rating Act 1997 S.31

145.2 Appointment of Internal Auditors 2025/26 Financial Year

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

RESOLVED:

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

146. COMMUNITY ENGAGEMENT

146.1 Future of PACT Group

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

RESOLVED:

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

147. CORRESPONDENCE

147.1. Fit, Fed & Read Community Programme 2026

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

RESOLVED:

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

147.2. Play Areas Match Funding Scheme 2026/27

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

RESOLVED:

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

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

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

RESOLVED:

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

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

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

RESOLVED:

That the Clerk writes a letter of support and advises the enquirer to contact Flintshire Local Voluntary Council who could assist with obtaining a club constitution and confirm available funding. The group

could access the Council's financial assistance once constituted. Clerk to also signpost the group to potential suitable locations.

147.5 Substance Misuse Services

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

RESOLVED:

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

147.6. Quarterly Meeting – Police Engagement

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

RESOLVED:

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

147.7. Reports Received

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

Ref	Item	Date Circulated
A	Flintshire County Council Updates	Various Dates
B	Welsh Government Updates	Various Dates
C	North Wales Police Alerts	Various Dates
D	One Voice Wales Updates & Training Courses	Various Dates
E	Planning Aid Wales Training Courses	Various Dates
F	OPCC Newsletters	Various Dates
G	Book presentation – Local Author	12/03/26
H	Cymdeithas Thomas Pennant Society Update	13/03/26
I	Updated Rotary Programme 2026	18/03/26
J	Ongoing Distress Caused by Livestock Entering Holywell Cemetery	18/03/26
K	Post Office Limited – Holywell Consultation Decision	19/03/26

L	FLVC E-Bulletin	19/03/26 & 07/04/26
M	Virtual Dementia Tour Bus 23rd and 24th April	19/03/26
N	Quarterly Newsletter - Ambition North Wales	24/03/26
O	Holywell Strongest Man/Woman Event	07/04/26
P	Notification of Works A55/A494/A550/A483 (A5) Dual Carriageway	07/04/26
Q	North Wales Police Cadets	09/04/26

148. ARTISAN MARKET PROVIDER

The Council recently reviewed its arrangements for an artisan market provider, to attend at specific events through the annual events calendar. The Council approached three providers to submit an expression of interest with one provider submitting a response. The response was included with the agenda email.

RESOLVED:

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

149. MEMBERS' ITEMS

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

150. REPRESENTATIVE REPORTS

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

151. COUNTY COUNCILLOR REPORTS

None to report.

152. CLOSE OF MEETING

The Mayor closed the meeting at 6.40pm.

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Mayor