

Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel: (01352) 711757

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

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

To: All Members of the Council

10th April 2025

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 16th April 2025 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

3. MAYOR'S REMARKS

4. MINUTES & MEETINGS

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

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

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

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

- Resources Committee meeting held on Tuesday 8th April 2025. Members to consider approving the committee's resolutions for water testing and asbestos surveys. Clerk to report.
- Community Conference Task and Finish Group meeting held on Thursday 10th April 2025. Cllr D. Thomas to provide an update and report any recommendations from the meeting.
- Request for a Governor at St Winefride's Catholic Primary School, Holywell. The Vice Chair of Governors has contacted the Council following the resignation of Cllr P. Cooper. Prospective nominees must be prepared to attend compulsory training within the stipulated timeframes.

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, 19th March 2025 at 6.00pm.

PRESENT: Councillor L. Corbett (Mayor).

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

APOLOGIES FOR ABSENCE were received from Cllrs C. Argent, and J. Jones.

IN ATTENDANCE: J. Baker (Clerk).

128. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

129. MAYOR’S REMARKS

The Mayor thanked all that attended the Charity Ball at the Stamford Gate on Saturday 1st March, and all those businesses that donated prizes to the raffle and auctions. Following this event, and the bingo event held last year, and the charity buckets, the Mayor was delighted to announce that the charity fund currently stands at £5,173. This would be divided equally between the four charities.

The Mayor was delighted to judge the Best Window competition for St David’s Day with Menter Iaith. The Mayor thanked all those that took part and congratulated the winners FIKA and the runner up Tower Crafts, and Pets Pantry in third place.

The Mayor was delighted to attend the reopening of Lula Mays Boutique on 5th March following their move across the High Street to new premises and also met with the new proprietor of the Former Spar Shop on 17th March, ahead of its reopening.

The Mayor attended Holywell Town Football Club along with several councillors on Friday 7th March to view the facilities implemented from the monies received from recent grants and donations. The club had invited the Council along to its next match against Colwyn Bay on Tuesday 25th March.

The Mayor attended the Covid memorial service in Tower Gardens on Sunday 9th March. The Mayor thanked Bethan Hall from Holywell and Greenfield Churches for the reading and all councillors and members of the public who attended.

The Mayor was delighted to be handed an £850 donation from Tesco Holywell on 11th March and wanted to thank the store for this very kind and generous gesture. The Mayor also picked up nine slow cookers that were donated and delivered them to the Erw Groes Family Unit. The Mayor thanked Tesco for supplying the cookers and Cllr Ian Hodge for his assistance with delivery.

130. MINUTES & MEETINGS

130.1. Minutes of Meetings

RESOLVED:

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

- Meeting of Holywell Town Council held on Wednesday 19th February 2025.
- Development Committee meeting held on Thursday 27th February 2025.
- Special Meeting of Holywell Town Council held on Tuesday 11th March 2025.

130.2. Meetings of Committees and Working Groups

Meeting with Mega Electrical Ltd as delegated by the Town Centre & Events Committee.

Cllr E.B. Palmer provided an update. The meeting was to discuss some contract variations for urgent remedial work to the Christmas Lighting components. The Clerk had processed for payment the contract sum invoice and an invoice for a contract variation related to an original estimate provided. Two further invoices required payment for additional contract variations, in order to bring all items to an acceptable standard. A further assessment would be undertaken ahead of the 2025 displays being installed. The contractors had been instructed that contract variations must be submitted in writing to the Clerk in future for consideration and sign off.

RESOLVED:

That the Clerk be given approval to process the two remaining invoices ahead of the financial year end.

131. PLANNING

131.1. New Planning Applications

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

RESOLVED:

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

Application Number	Proposal Details
	Nil Return.

132. ACCOUNTS

132.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – FEBRUARY 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10653	BP	St. Winefrides RC School	Wales in Bloom Schools Competition	50.00	^^
10654	BP	Ysgol Maes-y-Felin	Wales in Bloom Schools Competition	50.00	^^
10655	BP	JB Monitor Ltd	Asbestos Management Surveys - Council Offices & Events Hub	594.00	****
10656	BP	Holywell Garden Centre	Office Repair & Maintenance Works	224.00	****
10657	BP	Holywell Garden Centre	Clear Pavement By Shell Garage - Caretaker Work	120.00	^^
10658	BP	Automated Systems Group	Copier Charges	42.00	****
10659	BP	Veolia	Office Trade Waste Jan25	83.21	****
10660	BP	Gas Cymru	Call Out and Install Fan on Boiler - Council Offices	300.00	****
10661	BP	Holywell Leisure Centre	Contribution 4 of 4	2,500.00	^^^

10662	BP	JRB Enterprises	Supply Dispenser Refill Bags	160.44	****
10663	BP	Palm Signs	Supply plaque for Tower Gardens Garden Area	80.40	^^
10664	BP	Clwyd Pension Fund	Staff Pension Costs - Feb25	2,267.41	***
10665	BP	HMRC	Staff PAYE/NI Costs - Feb25	2,030.94	***
10666 - 10668	BP	Council Staff	Staff Salaries - Feb25	6,215.91	***
10669	BP	Support Officer	Reimbursement for Envelopes	15.59	****
10670	BP	UK Vending Ltd	Drinks Machine Lease 4/2-3/5	248.40	****
10671	BP	Age & Dementia Holywell	Event Grant - Valentines Day Event	500.00	**
10672	BP	Daydream Designs	Website Tech Support	94.80	****
10673	BP	Delia L. Thornton	Legionella Risk Assessment - Council Water Supplies	260.00	****
10674	BP	Delyn Press	Business Cards - Cllr P. Cooper	42.00	****
10675	BP	I.S. Consultancy	Screw Caps/Sealant to Tower Gardens Steps	234.00	^^
10676	BP	Mega Electrical NW Ltd	Christmas Lights Repairs	11,461.46	^^
10677	BP	Mega Electrical NW Ltd	Christmas Lights Contract Sum	19,194.00	^^
10678	DD	Yu Energy	Gas Council Offices Jan25	556.45	****
10679	DD	Corona Energy	Electric 12/13 Bank Place Jan25	104.09	****
10680	DD	EDF Energy	Electric 14 Bank Place Jan25	30.51	****
10681	DD	EDF Energy	Electric Event Hub Jan25	27.80	****
10682	DD	BNP Paribas	Copier Lease Charges	154.80	****
10683	DD	Vodafone Ltd	Office Mobile Feb25	26.10	****
10684	DC	Ionos Cloud	Annual Domain Fees	36.24	****
10685	DC	Tesco	Refreshments	5.55	****
10686	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10687	DC	OS Keys	Office Desk Keys	19.56	****
10688	DC	Tesco	Refreshments	1.20	****
10689	DC	Easy Florist Supplies	Supply Glass Vases	33.90	****
10690	DC	Amazon	Vase Bowls (Refund on card)	0.00	****
10691	DC	Tesco	Equipment/Refreshments	6.20	****
10692	DC	Zoom	Zoom Pro Subscription	15.59	****
10693	DC	Tesco	Refreshments	1.20	****
10694	DC	W. Bevan & Sons	Dust Sheet	1.75	****
10695	DC	Tesco	Refreshments	4.35	****
10696	DR	HSBC Bank	Bank Charges Jan25	16.33	****
			TOTAL	47,910.77	

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

Date	Category	Name	Payment Details	Amount £
Various	INCOME	Various Debtors	Mayors Charity Ball Tickets	1,670.00
06/02/25	INCOME	Various Debtors	Mayors Charity Bucket	30.00
14/02/25	REFUND	Amazon	Vase Bowls (Refund on card)	35.84
			TOTAL	1,735.84

Powers to Make Payments:

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

133. COMMUNITY ENGAGEMENT

133.1. Community Endeavour Awards

Members discussed the awards, which were to be held at the forthcoming Annual Meeting in May. The Clerk handed out the nomination papers and members asked to return them for each ward area. It was confirmed individuals could be nominated and they could be residents or non-residents, as long as they had made a positive benefit to the local community.

133.2. Council iPad Disposal Policy

The Council were in the process of upgrading its handheld devices. Members discussed the donation of the surplus equipment to local organisations.

RESOLVED:

That the devices are divided equally and donated to Kim Inspire, Holywell Area Community Museum, and Ability Grows. Clerk to make contact and check on any safeguarding issues.

133.3. Flintshire Against Business Crime (FABC) Radio Equipment

The contract for the above equipment was due to terminate on 31st March 2025. The contract could be renewed at a cost of £265.00. The radio was currently held in the Vic Hotel by Mr Ian Lloyd. Members discussed the pros and cons of retaining the radio equipment.

RESOLVED:

That the radio equipment contract be allowed to terminate without renewal.

134. CORRESPONDENCE

134.1. One Voice Wales Membership Renewal 2025/26

Members discussed the Council's membership renewal to One Voice Wales for the coming year. Members weighed up the ongoing costs of membership against the benefits. Some of the advice and support provided could also be accessed through other sources.

RESOLVED:

That the Council's membership to One Voice Wales is not renewed on this occasion.

134.2. Badgers on Holywell Road

Members considered an enquiry related to badger warning signs on the road from Bagillt up to Holywell. Warning signs had been requested at the top and bottom of the hill.

RESOLVED:

That the Clerk contact the County Council's Streetscene Department to request their advice and support with this enquiry.

134.3. Independent Remuneration Panel For Wales – Annual Report 2025/26

Members considered the letter and report from the Panel which outlined the new determinations for the 2025/26 civic year and noted those determinations that were mandated.

RESOLVED:

- 1) £156 mandated payment for extra costs of working from home. This payment WILL be made to all members unless members write to the Clerk individually to decline the payment.
- 2) £52 reimbursement for consumables. This payment WILL be made to all members for the cost of office consumables unless members write to the Clerk individually to decline the payment.
- 3) £500 mandated payment for specific responsibilities. Members decided against the adoption of this allowance.
- 4) Travel Costs and Overnight Stay. Allowances to be adopted by the Council for the coming year.
- 5) Financial Loss. Members decided against the adoption of this allowance.
- 6) Attendance Allowance. Members decided against the adoption of this allowance.
- 7) Mayor's Allowance. To be adopted by the Council and the value set at £1,100. Clerk to make the necessary arrangements.
- 8) Deputy Mayor's Allowance. To be adopted by the Council and the value set at £500. Clerk to make the necessary arrangements.

134.4. Reports Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	Holway Chaplaincy Newsletter	**	19 Feb 2025
H	FLVC E-Bulletin	**	20 Feb & 6 Mar 2025
I	North Wales Police and Crime Plan	**	24 Feb 2025
J	North and Mid Wales Association of Local Councils – Agenda & Draft Review Paper	**	3 Mar 2025
K	Annual Essential Cyclic Maintenance Work Programme (Spring)	**	7 Mar 2025
L	North and Mid Wales Association of Local Councils - North Wales Coast Rail Meeting	**	10 Mar 2025
M	Draft diversity and inclusion guidance for registered political parties – summary of responses to the consultation	**	10 Mar 2025
N	Senedd report published on Role, Governance and Accountability of Community and Town Council Sector	**	11 Mar 2025
O	Senedd Review Final Determinations	**	11 Mar 2025
P	Cymdeithas Thomas Pennant Society	**	11 Mar & 12 Mar 2025

135. MEMBERS AGENDA ITEMS

Councillor	Subject	Specific Matter To Be Considered
Danny Thomas	Community Conference	Members to consider holding a community conference at a suitable local venue. If approved, members to consider the date, publication, scope and agenda for this event. Cllr D. Thomas reported to members. <u>RESOLVED:</u> That a task and finish working group be appointed to scope out and plan the conference and then report back to the Council with a final proposal. Cllr P.A. Johnson, Cllr D. Thomas and the Deputy Clerk were appointed to the working group.

Ian Hodge	Community Hub - East & Central Ward	Members to consider support for the establishment of a community hub. Cllr I. Hodge reported to members. There was land available on the active travel pathway to the rear of Ysgol Treffynnon. Potential funding streams could be available to support the project. <u>RESOLVED:</u> That the Deputy Clerk research the potential funding streams available and report findings back to members.
Paul Cooper	Fly Tipping	Members to consider any appropriate action. Cllr P. Cooper reported to members his concerns about frequent fly tipping in Greenfield and the Strand estate. Concerns could be escalated to the relevant County Councillor. Flyers would soon be distributed about the three weekly bin collections. <u>RESOLVED:</u> That members report future occurrences through the Fix My Street App that includes a facility to upload photographs. Clerk to reshare the Fly Tipping Wales advice and guidance on social media.

136. REPRESENTATIVE REPORTS

Cllr D. Thomas provided an update on the Holywell Half Marathon. A private group had made contact and were interested in progressing the idea.

Cllr I. Hodge provided an update on the North-South Wales bus routes from Bangor to Carmarthen. The Shrewsbury-Chester rail service would now accommodate four carriages.

137. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reminded members that sheep season is coming up, in relation to the ongoing sheep movement that affected Fron Park Road and other nearby streets.

138. SANTANDER BANK CLOSURE

Item from Cllr. E.B. Palmer. The Bank had announced today that its Holywell branch would close on 13th August 2025. Members expressed their concerns over the announcement with Santander the last remaining bank on Holywell High Street. Members acknowledged that many people now bank online but some people still rely on local branches. Holywell Post Office could offer some banking services, and the Council had started investigating the viability of a banking hub.

RESOLVED:

That the Clerk contacts Becky Gittins MP and Hannah Blythyn MS to arrange an urgent meeting to discuss the closure and assess the options available for the community. The County Council's Regeneration Team would also be invited to the meeting. The matter would also be raised at the next West Flintshire Group meeting.

139. CLOSE OF MEETING

The Mayor closed the meeting at 7.20pm.

.....

Mayor

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 8th April 2025 at 5.30pm.

PRESENT: Councillor P. Corbett (Chair).
Councillors: L. Corbett, M. Lewis-Jones, and M. Sprake.

APOLOGIES FOR ABSENCE none were received. Cllrs P. Cooper, J. Jones, and E.B. Palmer were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R41. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

R42. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R43, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the staffing considerations.

R43. STAFFING UPDATE

The Clerk provided an update on the staffing situation.

RESOLVED:

That the position be noted and the Clerk be authorised to move forward with any action required.

R44. INTERNAL CONTROLS & INVESTMENT POLICY ANNUAL REVIEW

Members had before them the documents related to the Council’s internal controls and the investment policy. The Clerk confirmed that no changes were required for this year.

RESOLVED:

That the documents be noted and approved.

R45. WATER TESTING REPORT

The Clerk updated members on the results of the recent legionella testing on the Council Offices and Events Hub. Further sample flow testing and temperature checks would be undertaken by the Clerk periodically. Some capping off work was required at the first floor kitchenette, and the designation for the events hub toilet required confirmation.

RESOLVED:

That the capping off work be completed. That the grab rails be removed from the events hub toilet, subject to the ratification of the full council.

R46. ASBESTOS SURVEY REPORT

The Clerk updated members on the results of the recent asbestos surveys on the Council Offices and Events Hub. One incidence of asbestos was found in the ground floor kitchen underneath the sink drainer. This was categorised as very low risk by the surveyors, with the recommendation being to eventually remove and replace at the time of a kitchen refit. No further asbestos surveys were necessary.

RESOLVED:

That the asbestos material be removed as soon as practical, and a new sink drainer fitted, subject to the ratification of the full council.

R47. CLOSE OF MEETING

The Chair closed the meeting at 6.40pm.

.....
Chair

5. PLANNING

5.1. 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.

6. ACCOUNTS

6.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS PAYABLE – MARCH 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10697	BP	Council Staff	Staff Salaries - Mar25	6,215.71	***
10698 - 10700	BP	HMRC	Staff NI/PAYE - Mar25	2,031.14	***
10701	BP	Clwyd Pension Fund	Staff Pension - Mar25	2,267.41	***
10702	BP	Stamford Gate Hotel	Mayors Charity Ball 1/3/25	1,354.00	///
10703	BP	Newydd Catering	Cleaning Contract Bank Place Apr24-Sep24	601.20	****
10704	BP	Flintshire County Council	Lay Slabs Under NB	289.00	****
10705	BP	Wales in Bloom	Entry Fee - 2025 Competition	165.00	^^
10706	BP	Pure Glass	External Window Clean Council Offices	50.00	****
10707	BP	Automated Systems Group	Copier Charges 20/1-19/2	42.00	****
10708	BP	Ysgol Maes Glas	Wales in Bloom Schools Competition	50.00	^^
10709	BP	Ysgol Gwenffrwd	Wales in Bloom Schools Competition	50.00	^^
10710	BP	Flintshire County Council	Loan Payment 2 of 2	7,000.00	^
10711	BP	Flintshire County Council	Election Costs - Holywell West Ward	4,484.27	##
10712	BP	Holywell Garden Centre	Weedkiller	79.99	^^
10713	BP	Mega Electrical	Festive Lighting Repair as per Bill of Quantities	5,002.80	^^
10714	BP	Mega Electrical	Festive Lighting Repairs, Cables, Timers, Switches, Power Points	2,496.00	^^
10715	BP	Newydd Catering	Cleaning Contract Bank Place Oct24-Mar25	601.20	****
10716	BP	JRB Enterprises	2 x Dog Glove Dispenser Units	199.14	****
10717	BP	Daydream Designs	Website Tech Support - Mar25	94.80	****
10718	BP	Daydream Designs	Supply Table Plan Board	48.00	****

10719	BP	Veolia	Trade Waste Collection - Bank Place Offices	82.67	****
10720	BP	Automated Systems Group	Copier Charges 19/2-20/3	41.99	****
10721	BP	Five Villages Chronicle	Advert in Spring Edition	64.50	****
10722	DD	British Telecom	Phone & Broadband Feb25	65.44	****
10723	DD	Yu Energy	Gas Bank Place Feb25	534.94	****
10724	DD	Corona Energy	Electric 12/13 BP Feb25	100.94	****
10725	DD	EDF Energy	Electric 14 BP Feb25	25.57	****
10726	DD	Vodafone	Business Mobile 12/3-11-4	26.74	****
10727	DD	British Telecom	Phone & Broadband Mar25	65.44	****
10728	DC	Tesco	Flowers for Mayors Ball	18.00	^^
10729	DC	Royal British Legion	VE Day Flag & Bunting	121.48	^^
10730	DC	Tesco	Refreshments	1.20	****
10731	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10732	DC	W. Bevan & Sons	Glue	1.99	****
10733	DC	Tesco	Refreshments/Consumables	10.85	****
10734	DC	Tesco	Refreshments	1.20	****
10735	DC	Amazon	Orange Bin Bags	26.95	****
10736	DC	Zoom	Zoom Pro Subscription	15.59	****
10737	DC	Home Bargains	Toilet Brushes	7.47	****
10738	DR	HSBC Bank	Bank Charges Feb25	26.80	****
TOTAL				34,462.01	

SCHEDULE OF ACCOUNTS RECEIVABLE – MARCH 2025

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

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

7. CORRESPONDENCE

7.1 Play Areas' Match-Funding Scheme 2025/26

Members to consider the attached letter and determine the Council's continued support for the scheme and confirm this year's play area upgrade. Previous schemes for information in table below.

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



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

Your Ref/Eich Cyf MF/Letter/0325
Our Ref/Ein Cyf MF/0325
Deddf/Dyddiad 13 March 2025
Adk for/Gofynnwr am Richard Roberts
Direct Dial/Rhif Union
Email/Ebost

Via Email: town.clerk@holywell.wales

Dear Clerk,

**Match Funding Scheme
Improvements to Children's Play Areas 2025/26**

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2025/26 budget for the match-funding of improvement works to children's play areas. For 2025/26, the match-funding scheme will be managed by Gwella on behalf of the County Council.

Flintshire Libraries and Leisure Limited, trading as Gwella, is a Local Authority Trading Company (LATIC), wholly owned by Flintshire County Council, which began managing leisure centres, libraries, heritage services and play areas on 1 November 2024. As an independent organisation, Gwella works co-operatively with the Council to deliver valued and sustainable community services.

Flintshire County Council and Gwella wish to work in partnership with Town & Community Councils on a match-funding basis (£ for £) and seek expressions of interest for the 2025/26 scheme.

It is important that the County Council targets its future investment towards those sites of greatest need in terms of play deprivation and strategic importance. The 2025/26 match-funding scheme is aligned to the recommendations of the independent play review completed in 2021 and based upon the following principles:

- Only sites identified by the play survey as requiring an upgrade and investment will be considered to meet the match-funding criteria.
- Expressions of interest in excess of £10,000 will be considered for the 2025/26 match-funding scheme. Please note that such requests will be

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assessed on a case-by-case basis and must align to the County Council's investment strategy.

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

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

- **Bryn Mawr Play Area**

In order that we have an agreed programme in place, I would be grateful if you can confirm your expression of interest to Richard Roberts, Gwella's Play Design Officer, by 30 May 2025. The outcome of your expression of interest will then be reported back to you at the earliest opportunity. I also need to advise that Gwella and the County Council cannot guarantee that all expressions of interest will be approved.

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

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

Yours sincerely,



Paul Jones
Business Improvement & Performance Manager (Gwella)

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7.2. Shine A Light On NF Awareness Campaign

Members to consider the email below, from Nerve Tumours UK.

We will be running our annual [Shine A Light on NF Awareness Campaign](#), asking buildings and landmarks to light up in blue on Saturday 17 May, World NF Awareness Day. Please could we count on your participation and support by lighting up Holywell Town Hall this year.

NF is the new medical group name for Neurofibromatosis Type 1 (NF1), NF2-related-Schwannomatosis (NF2) and Schwannomatosis (SWN), a set of neuro-genetic conditions that cause tumours to grow on nerve endings, and which also have many associated medical conditions and complications. There are 26,500 children and adults affected by NF in the UK. Half of all cases are passed down from a parent (there is a 50 % chance of passing down the defective gene), the other half of all cases are de novo, the first time a family member has been born with the defective gene. Therefore, anyone of us could have a family member affected by the condition, in the future.

As it is still a relatively unknown condition, our attempts to raise awareness are greatly valued by the NF Community, so seeing buildings light up locally, nationally and internationally, shows the community that they are being seen and heard.

Nerve Tumours UK funds a unique Specialist Support Network, comprising regional nurses, a national helpline, clinical guidelines, information days, an interactive website, and online communities to help those diagnosed with NF, including their carers, families, and any associated medical professionals involved in their care.

We have one Specialist NF Nurse, based at University Hospital in Cardiff, who looks after around 1500 patients with NF, across Wales.

We realise that lighting up on Saturday 17 May may prove problematic, due to it being a weekend, so we would be equally happy if you lit up on Friday 16 May, or Thursday 22 May for World NF2 Day.

Many thanks in advance for your cooperation and support of Nerve Tumours UK, I look forward to hearing from you at your earliest convenience.

7.3. Entrance To Valley Heritage Park

Members to consider the follow letter from Roberta Owen, Transition Holywell and District Volunteer Group.

Dear Members of Holywell Town Council,

I am writing on behalf of Transition Holywell & District volunteer group. We are planning to bid for a grant to enable improvements to be made to two sections of the Holywell Heritage Trail (which was completed with a grant from Cadwyn Clwyd ten years ago). We will of course seek advice from relevant bodies before submitting our application.

If you agree with the following proposals, we would be very grateful if you could email a message of support.

1. Concerning the Town Centre "Gateway" area into the Greenfield Valley Heritage Park.

We would like an interesting variety of small native trees – approx. 6 -to be planted (with strong metal guards) along the upper edge of the bank – about 80m in length – which runs parallel to and above the main track and which begins on the right immediately after passing down-track under the Old Station Bridge. At present this bank is covered in long grass and scrubby weeds. If a variety of suitable bulbs were also planted between the trees and on the slope, while some of the weeds would doubtlessly persist, this whole project would significantly increase biodiversity. It would also greatly enhance the visual appearance of this key gateway area into the Heritage Park, making it more attractive to visitors/tourists with positive knock-on effects for the town centre. It would also help foster a stronger sense of local pride – and we would aim to involve local schoolchildren in the project.

2. Concerning the off-shoot path up to St Beuno's Well

1. The short, un-signposted entrance section (approx. 10m) starting behind the interpretation panel by the bus-stop (opposite the Craft Centre) is completely overgrown at present and therefore invisible. It needs clearing and surfacing and a suitable sign-post needs erecting.
2. Reconstruction work needs to be carried out on the steep flight of wooden steps which comprise part of this route before the wood rots any further and become dangerous.
3. Encroaching vegetation on other parts of the route and around the "well" itself needs to be cleared right back. (The well is actually a great big hole in the ground).

We look forward to hearing from you at your earliest convenience and thank you for your consideration.

Yours sincerely,
Roberta Owen, Co-ordinator, Transition Holywell & District

PS For your information: Unfortunately, the upper Holway path part of the Trail – leading from the bottom of the estate to the Fire Station – is no longer usable (or at least not without risk) as the present owner of most of this land has cattle and horses roaming about there and refuses to fence them off. This is of great detriment to residents of the Holway estate also.

7.4. Request For CCTV installation

Members to consider an enquiry from a resident related to CCTV provision. The enquiry email was circulated to members with the agenda.

7.5. Consultation - Clwyd Pension Fund Policies

The Clwyd Pension Fund has recently reviewed and updated their Pensions Administration Strategy. They also have a new Pensions Data Quality Policy. Members to consider responding to the consultation. Both documents were included with the agenda email.

Please find both policies attached for you to review and comment on. The consultation period will end **5pm on 30th April 2025**. If you have any comments or questions, please let me know before then. If no changes are requested, the policies will go 'live'.

Pensions Administration Strategy

A tracked changes version is attached so that you can follow the main differences between this version and the previous one. The main points to note are:

- Page 3 : mentions new data quality policy
- Page 7: mandatory for employers to submit monthly i-connect returns and also leaver forms as and when members leave the scheme
- Page 7: deletion of data protection paragraphs
- Page 8: addition of member responsibilities
- Pages 11 – 14: some changes to overall case targets
- Page 14: updates to our employer escalation process

Pensions Data Quality Policy

With regards to the new data quality policy, please be mindful to send data to us securely, e.g. via i-connect or Egress. If you send us emails containing personal data, you should also make sure to add password protection to any attachments. Passwords should be sent under separate cover.

TPR Actions (The Pensions Regulator)

There are two TPR actions that I must also make you aware of:

- Action 74: Communicate the requirements under the breaches procedure to employers as part of update to Administration strategy and annual employer update
- Action 75: Highlight the availability of training in relation to breaches requirements (in addition to other training) when communicating with employers

Due to these two points, I must remind employers that you do have a duty to report breaches of the law. Please make yourself familiar with the reporting procedure. Our 2022 Breaches Policy is currently on our website but the updated 2025 version will be available on our website from end of April:

<https://mss.clwydpensionfund.org.uk/home/investments-and-governance/strategies-and-policies/>

Miscellaneous - Optants out

Finally, can I also please take this opportunity to ask our employers to make sure you have good opt out data, as Clwyd Pension Fund will be asking for this in the future. New regulations have come into force which means we will need to contact optants out to promote LGPS to them.

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

8. MEMBERS AGENDA ITEMS

Members to consider the following matters:

Councillor	Subject	Specific Matter To Be Considered
Pat Corbett	Town Centre Walkabout Meeting with Flintshire Regeneration Team	Members to approve a walkabout meeting to identify any areas of concern and/or opportunities for improvement.
Matt Sprake	Smart Water Kits	Members to consider support for the "We don't buy crime smart water initiative." Cllr M. Sprake will provide further details at meeting.
Paul Cooper	Free Speech Union Membership	Members to consider corporate membership of the FSU. Cllr P. Cooper will report further at meeting.
Danny Thomas (Agreed As Urgent Item)	Town Centre Recycling and Fly Tipping Concerns.	Cllr D. Thomas will report further at meeting.

9. 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.

10. 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.