

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

12th December 2024

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in the **Wellbeing Hub, Greenfield Street, Holywell** on **Wednesday 18th December 2024** at **6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

3. MAYOR'S REMARKS

4. MINUTES & MEETINGS

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

- Holywell Town Council meeting held on Wednesday 16th October 2024.
- Development Committee meeting held on Wednesday 23rd October 2024.
- Resources Committee meeting held on Tuesday 29th October 2024.
- Resources Committee meeting held on Tuesday 10th December 2024.

4.2. Meetings of Committees and Working Groups

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

Resources Committee 29/10/24 – Minute No. R16 – Council iPads

The Committee discussed some options for replacement handheld devices. The Clerk was asked to research costs and different options and will present findings to the meeting.

Resources Committee 10/12/24 – Minute No. R23 – Support Officer's Working Hours

The Committee have recommended an increase in hours for the Support Officer post, from 25 to 28 hours, to cope with the developing workload. Members to consider approval.

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, 16th October 2024 at 6.00pm.

PRESENT: Councillor L. Corbett (Mayor).

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

APOLOGIES FOR ABSENCE none were received.

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

64. PRESENTATION TO ST. WINEFRIDE'S CATHOLIC PRIMARY SCHOOL ECO COUNCIL

The Mayor introduced the school teachers and pupils to the Council. The Deputy Mayor explained that this award, the Wales in Bloom Discretionary Award – The Jim Goodwin Young Persons Award 2024, was a very prestigious award normally reserved for an individual. The Wales in Bloom judge's visit to the school was a highlight on their tour, and they commented the children really were inspirational, and the Eco Council should be the envy of other schools, for being so well informed and organised. The judge was also impressed with the development of opportunities for reuse and upcycling. The Mayor and Deputy Mayor presented two commemorative plates and certificates to the pupils.

65. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

Agenda Item	Name of Councillor	Personal	Prejudicial	Nature of Interest
11.	I. Hodge	✓		Member of Age & Dementia Friendly.
11.	P. Corbett	✓		Member of Age & Dementia Friendly.

66. MAYOR'S REMARKS

The Mayor welcomed newly elected Councillor David Smith to the meeting.

The arrangements for this year's Remembrance Sunday were now confirmed. Members would receive letters from the Clerk with the details. The Holywell service

was at St. Peter's Church at 10.45am on Sunday 10th November. The Greenfield service was at the Greenfield War Memorial at 10.55am on Monday 11th November.

The Mayor was delighted to attend Ysgol Treffynnon on Tuesday 15th October and present certificates to the children that assisted with the Tower Garden mural graffiti art. The Mayor was interviewed last week about this project by Follow Films, which was arranged through the County Council.

The Council had received a clock from Kim Inspire which was a commission following the Mayor's visit with the Wales in Blook judge in July. The clock had been fabricated in the Council crest colours and would be placed on display in the members area.

The Clerk had contacted Carmel and Holywell Woodcraft Association to assist the council in the fabrication of a replacement switch on device for the Christmas Lights Event.

Father Dominic had contacted the Council to remind members about the opening of the Wellbeing Centre at the former St. James Church at 4.00pm on Sunday 20th October. Members indicated if they were planning to attend, and the Clerk would forward details to Father Dominic following the meeting.

67. MINUTES & MEETINGS

67.1. 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 September 2024.
- Town Centre & Events Committee meeting held on Wednesday 25th September 2024.

67.2. Meetings of Committees and Working Groups

Town Centre & Events Committee. Cllr E.B. Palmer reported to the Council that the new Christmas Lights Contractors had undertaken an assessment on the condition of the cabling and connections. Some urgent remedial works were required to bring the installations up to the required standard, and this work would cost in the region of £7,000.00. This would need to be funded from the Council's reserve balances.

RESOLVED:

That approval be given for the Clerk to instruct the Christmas Lights contractors to complete the remedial works required.

Town Centre & Events Committee – Minute TC18 Regeneration Working Group

The Committee had resolved to hold a Regeneration Working Group.

RESOLVED:

That the Council endorse this working group. Clerk to draft terms of reference for consideration at the first meeting.

Membership confirmed as follows:

Cllrs D. Smith, S. Rush, L. Corbett, E.B. Palmer, J. Jones, M. Sprake, D. Thomas, and P. Cooper.

Planning Working Group

It had been suggested by some members to hold a Planning Working Group, which would consider planning applications prior to each meeting of the Full Council and make a recommendation.

RESOLVED:

That the Council endorse this working group. Group members to be offered Planning training. Membership confirmed as follows:

Cllrs D. Smith (Holywell West), P. Cooper (Greenfield), P. Corbett (Holywell Central), and L. Corbett (Holywell East).

67.3. Committee Vacancies

Members considered nominations to join the Town Centre & Events Committee.

RESOLVED:

That Cllrs P. Cooper and P. Curtis be approved as members of the Town Centre & Events Committee.

68. PLANNING

68.1. 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/000726/24	APPLICATION FOR THE ADAPTATION OF THE EXISTING TALACRE ARMS PUBLIC HOUSE BUILDING INTO FOUR 2 BEDROOM SELF CONTAINED APARTMENTS [INCLUDING ONE DUPLEX UNIT] AND THE ERECTION OF FIVE NEW 3 BEDROOM DWELLINGS AND ASSOCIATED INFRASTRUCTURE INCLUDING A DETACHED BAT MITIGATION BUILDING. LOCATION: The Talacre Arms, New Road, Holywell, CH8 7LS. <i>The Council supported this application, provided that the access to and from the site was of sufficient width for two way traffic.</i>
FUL/000744/24	ERECTION OF DETACHED DOUBLE GARAGE WITH GAMES ROOM/GYMNASIUM ABOVE. LOCATION: THE ARCHES, Strand Walk, Holywell, CH8 7AN. <i>The Council supported this application and had no objections.</i>
FUL/000762/24	SINGLE STOREY SIDE EXTENSION. LOCATION: 55 Moor Lane, Holway, Holywell. <i>The Council supported this application and had no objections.</i>

68.2. Planning Appeal – Application Number FUL/001102/23

Members considered the above planning appeal. Members had determined to support this application at the Council meeting held on Wednesday 17th January 2024.

RESOLVED:

That the planning appeal be noted as received.

68.3. Mersey Tidal Power Project

Members considered correspondence from the Planning Inspectorate, which covered the above project.

RESOLVED:

That the following comments be submitted by the Clerk:

- 1) The Council would like to seek assurance that the cockle beds on the River Dee would not be affected by this proposal.
- 2) Will the area's status as a Site of Special Scientific Interest (SSSI) be affected by this proposal?
- 3) The Council welcome this proposal and the positive employment opportunities it would bring to the region.
- 4) Could a similar scheme be considered for the River Dee at a future date?
- 5) Would the River Dee be utilised for barge transport for the infrastructure related to the project, which would ease traffic congestion?

68.4. Connah's Quay Low Carbon Power Project

The Council had received correspondence that Uniper was exploring the potential development of a new gas-fired power station with carbon capture technology at its Connah's Quay site. Cllr I. Hodge had attended a briefing and provided members with an update on the proposals. The Connah's Quay site was a backup station. Exhaust gases exit the site in two cycles, with the first cycle Co2, and the second a cleaning cycle to make the process carbon neutral.

RESOLVED:

That the Council note this correspondence as received.

69. ACCOUNTS

69.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – SEPTEMBER 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10356 - 10358	BP	Council Staff	Staff Salaries - Sep24	5,916.36	***
10359	BP	HMRC	Staff PAYE/NI - Sep24	1,846.61	***

10360	BP	Clwyd Pension Fund	Staff Pension - Sep24	2,126.62	***
10361	BP	H. Jones	Reimbursement of Well Inn Items	12.96	^^
10362	BP	Flintshire CC	Loan Payment 1 of 2	7,000.00	^
10363	BP	JRB Enterprises	Dog Waste Bags for Dispensers	160.44	****
10364	BP	Tadmark Ltd	Well Inn Banners	156.95	^^
10365	BP	Daydream Designs	Well Inn Leaflets	301.20	^^
10366	BP	Daydream Designs	Website Tech Support - Sep24	94.80	****
10367	BP	Automated Systems Group	Copier Charges	72.00	****
10368	BP	St. John Ambulance	Attend Party in the Park - Medical Provision	140.40	^^
10369	BP	Veolia	Trade Waste Charges Aug24	77.74	****
10370	BP	Daniel Street	Silent Disco Hire	95.00	^^
10371	BP	Holywell Garden Centre	Caretaker Work - Multiple Jobs	420.00	^^
10372	BP	Holywell Garden Centre	Watering August	630.00	^^
10373	BP	Holywell Garden Centre	Materials for Events Hub	92.53	****
10374	BP	M.G. Fearnley	Staff Travel Costs - Aug24	21.60	***
10375	BP	Old Time Sailors	Balance of Agreed Fee - Well Inn	1,000.00	^^
10376	BP	Ace Party Ltd	Carnival Stalls - Well Inn	738.00	^^
10377	BP	Matt Bridges	Carnival Games - Well Inn	550.00	^^
10378	BP	Steve Burkwood Music	Balance of Agreed Fee - Uptown Funk Well Inn	1,900.00	^^
10379	BP	Black & White Security	Security Services - Well Inn	210.00	^^
10380	BP	A Little Magic	Well Inn Support Activities	1,200.00	^^
10381	BP	P&O Lloyd	Shuttle Bus Service - Well Inn	350.00	^^
10382	BP	PNW	Provision of Mobile Stage - Well Inn	700.00	^^
10383	BP	Event Sound Ltd	Stage, Sound & Lighting Services - Well Inn	2,040.00	^^
10384	BP	Pepe Le Moko	Perform at Well Inn Main Stage	200.00	^^
10385	BP	Salty Hog	Perform at Well Inn Main Stage	200.00	^^
10386	BP	Beverley Rogers (Freefalling)	Perform at Well Inn - Main Stage	200.00	^^
10387	BP	J. Cave (Jack Flash)	Perform at Well Inn - Main Stage	200.00	^^
10388	BP	G.D. Martin	Drums & Backline Well Inn	200.00	^^
10389	BP	Media Man Productions	Manage Museum Stage - Well Inn	250.00	^^
10390	BP	Fran Hughes	Perform at Well Inn - Museum Stage	50.00	^^

10391	BP	Dan Hollinrake	Perform at Well Inn - Museum Stage	50.00	^^
10392	BP	D.L. Lewis	Perform at Well Inn - Museum Stage	50.00	^^
10393	BP	G.L. Roberts	Perform at Well Inn - Museum Stage	50.00	^^
10394	BP	P.A. Duncan	Perform at Well Inn - Museum Stage	50.00	^^
10395	BP	Holywell Area Comm. Museum	Well Inn Lunch Vouchers	177.00	^^
10396	BP	Dannys Deli	Well Inn Lunch Vouchers	120.00	^^
10397	BP	Fu House Food	Well Inn Lunch Vouchers	111.00	^^
10398	BP	Cllr M. Sprake	Travel Costs - Wales In Blook Awards	136.00	***
10399	BP	SLCC	ILCA Training Course Supp. Off.	144.00	***
10400	DD	BNP Paribas	Copier Lease 23/8-22/11	364.80	****
10401	DD	Yu Energy	Gas Bank Place Aug24	55.47	****
10402	DD	Corona Energy	Electric 12/13 Bank Place Aug24	79.32	****
10403	DD	EDF Energy	Electric 14 Bank Place Aug24	49.04	****
10404	DD	British Telecom	Phone & Broadband Sep24	65.44	****
10405	DC	Royal Mail	Postages	4.60	****
10406	DC	eBay	Banner Paper	37.10	****
10407	DC	Tesco	Refreshments Well Inn	53.50	****
10408	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10409	DC	Tesco	Refreshments	7.50	****
10410	DC	The Angel Hotel	Wales in Bloom Stay Deputy Mayor 12/09/24	228.00	^^
10411	DC	Tesco	Refreshments/Consumables	14.45	****
10412	DC	Amazon	Mobile Phone Case	12.98	****
10413	DC	Zoom	Zoom Pro Subscription	15.59	****
10414	DC	Tesco	Refreshments	1.20	****
10415	DR	HSBC Bank	Bank Charges Aug24	10.40	****
TOTAL				31,141.19	

SCHEDULE OF ACCOUNTS RECEIVABLE – SEPTEMBER 2024

Date	Category	Name	Payment Details	Amount £
03/09/24	INCOME	Power Portal Ltd	Car Charge Point Income	68.53
03/09/24	INCOME	Multiple Debtors	Mayor's Charity Bucket	50.00
03/09/24	REFUND	Flintshire CC	Greenfield By-Election	466.72
16/09/24	INCOME	Ice Cream Vendor	Well Inn Contribution	75.00
18/09/24	INCOME	Multiple Debtors	Mayor's Charity Bucket	35.00
19/09/24	INCOME	Flintshire CC	Holywell Christmas Market	500.00
TOTAL				1,195.25

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

70. COMMUNITY ENGAGEMENT

The County Council had advised the Council of Welsh Government capital funding, to support organisations to access, store, and distribute supplies of food. Love Holway and St Peter's Church had already accessed the grant locally. Members considered potential projects for the town centre.

RESOLVED:

That this correspondence be noted as received.

71. CORRESPONDENCE

71.1. IRPW Draft Report & Determinations 2025/26

Members considered the draft report and noted that the determinations as set out in the report were similar to last year with no fundamental changes proposed.

RESOLVED:

That the IRPW correspondence be noted as received.

71.2. Benefit Advice Shop

Members considered a letter from the Benefits Advice Shop. They were looking to expand their outreach service and were exploring a base in the Holywell area.

RESOLVED:

That the Clerk responds and signposts the Benefits Advice Shop onto a range of location options, i.e. Council Offices, Flintshire Connects, Holway Community Centre, St Peters Church, and the Holywell Area Community Museum.

71.3. Holywell Tennis Courts

Members considered correspondence related to the above matter. The tennis courts were in need of refurbishment and Mr William Broster, of Aura Leisure, had completed some initial research into funding models.

RESOLVED:

That the Clerk write to Katie Wilby, Chief Officer of Streetscene to support and endorse this project and request a position statement.

71.4. 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	Clwyd Pension Fund Consultation	**	18/09/2024
H	FLVC Bulletin	**	19/09/2024 & 03/10/2024
I	Groundwork North Wales Community Grants	**	19/09/2024
J	Audit Wales Opinion – 2023/24 Accounts	**	26/09/2024

K	Wales in Bloom Report 2024	**	03/10/2024
L	Flintshire Fund Workshops	**	04/10/2024
M	Avanti West Coast Rail Update	**	07/10/2024
N	NW Transport Liaison Committee Minutes	**	07/10/2024
O	Hannah Blythyn MS – Funding Fair Information	**	08/10/2024
P	Greenfield Valley Workshop Notes	**	09/10/2024
Q	Awel y Môr Newsletter	**	09/10/2024

72. MEMBERS AGENDA ITEMS

Councillor	Subject	Motion
P. Corbett	I.D. Badges and Lanyards	Members to consider the provision of Councillor ID Badges and Lanyards, for use at events, outside appointments and home visits. <u>RESOLVED:</u> That the use of ID Badges and Lanyards be approved for councillors and staff, with an order to be placed in due course.
L. Corbett	Cycling Pump Track and Sheltered Area	Members to consider supporting research into a bicycle pump track and sheltered area installation, that would be a community asset for Holywell and surrounding area. <u>RESOLVED:</u> That this matter be delegated to the Development Committee, for further consideration.

73. APPLICATION FOR EVENT GRANT

Members considered an application for a £500 event grant, from Holywell Age & Dementia Friendly. The application was for a Bingo/Afternoon Tea event with entertainment at St. Peter's Church, Holywell. The event was to be held on 10th January 2025.

RESOLVED:

That the event grant application be approved. Clerk to inform the organisers.

74. REPRESENTATIVE REPORTS

Cllrs I. Hodge and E.B. Palmer would be attending the quarterly meeting of the North & Mid Wales Association of Local Councils on Friday 18th October.

Cllr E.B. Palmer provided an update on the sheep issue that affected Holywell West Ward, with the matter being raised at the West Flintshire Councils Group at its last meeting. It was agreed for the Clerk to write a letter of support.

Cllr I. Hodge reported that there was a consultation on the future of town and community councils, and the North & Mid Wales Association of Local Councils would be working on a response.

75. COUNTY COUNCILLOR REPORTS

Cllr E.B. Palmer reported that a new hybrid administration was now in place at the County Council, that would work together on the key issues that affected Flintshire communities.

Cllr I. Hodge reported that he had met with Becky Gittin MP about the traffic issues on Pen y Maes Road, that extended down to Glan y Don.

Cllr P.A. Johnson reported on the buffer zone being introduced on Milwr Road. The buffer zone would gradually reduce the speed limit from 60mph to 20mph.

76. CLOSE OF MEETING

The Mayor closed the meeting at 7.20pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Development Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 23rd October 2024 at 10.00am.

PRESENT: Councillor M. Sprake (Chair).
Councillors: L. Corbett, I. Hodge, and B. Scragg.

APOLOGIES FOR ABSENCE: were received from Cllr P. Cooper. Cllrs S. Rush and D. Thomas were absent without apology.

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

DC7. DECLARATIONS OF INTEREST

None were received.

DC8. GREENFIELD COMMUNITY GARDEN

Members received a presentation from Lesley Ann Jones and Stephen Clynes from the Clocktower, who were managing the project. The garden had been left to deteriorate and the intention was to develop and restore it as a community asset for the people of Greenfield. A CCTV camera unit could be considered should the project be completed. Support could be available from Keep Wales Tidy. The garden was currently owned by Flintshire County Council.

RESOLVED:

That the Clerk follows up with the County Council to confirm the project and request permission for the development work to proceed.

DC9. GREENFIELD RAILWAY STATION

The Chair advised members of the latest developments that included the planned meeting with Ken Skates MS, with the need to highlight the funding shortfall for the completion of the WelTAG Study. Cllr I. Hodge informed the Committee of meetings held and planned by the North and Mid Wales Association of Local Councils and would remind the groups about the completed North Wales Transport Study that confirmed the need for the station.

RESOLVED:

That the Clerk follows up direct with the office of Ken Skates MS to confirm the meeting date.

DC10. ACTIVE TRAVEL

The Chair provided a brief insight into discussions held with County Council representatives and Cllr I. Hodge informed members of a planned meeting with Lee Shone to discuss the requirement for Pen y Maes Road. Members recounted the original active travel proposal for linking the coastal path with the Greenfield Valley.

RESOLVED:

That members raise the active travel connectivity issues with Ken Skates MS at the scheduled meeting.

DC11. FLY TIPPING LETTER

Members noted as received a letter from Fly Tipping Action Wales that confirmed the free resources available to Councils to promote action against fly tipping.

RESOLVED:

That the Support Officer raises awareness through the Council's social media platforms and town centre notice boards.

DC12. PLAYGROUND COMMUNICATION BOARDS

The Council had three boards reserved. Fron Park had already been earmarked for a board and members discussed location options for the remaining boards, and the installation method.

RESOLVED:

- 1) That the Clerk follows up with the suppliers to confirm a collection date.
- 2) That the remaining two boards be installed at The Ridgeway and the park adjacent to Ysgol Maesglas.
- 3) That the boards be installed using a fixed post. Deputy Clerk to contact FCC Streetscene to arrange.

DC13. WALES IN BLOOM REPORT

Members reviewed this year's Judge's report and discussed further development opportunities for next year, which could be explored utilising the available budget allocation.

RESOLVED:

That the following measures be adopted for the 2025 season:

- 1) A town centre planter scheme to be considered at the next meeting of the Town Centre & Events Committee.
- 2) Barrier baskets to be placed on the overpass railings.
- 3) Greenfield Valley Trust to be allocated a page in the Wales in Bloom Portfolio.
- 4) The new Wellbeing Hub (St. James Church) to be included in the itinerary for the Judges Tour in 2025.

DC14. BICYCLE PUMP TRACK AND SHELTERED AREA

Members considered the viability, resource and funding implications for the above project and discussed some potential locations. A similar project was being progressed at Abergele subject to funding. Any installation would be of huge benefit to the community and be a major capital project that required careful consideration by the Council and other stakeholders.

RESOLVED:

That a Working Group be formed to consider this project in further detail. Cllrs L. Corbett and M. Sprake were nominated with the Clerk to seek expressions of interest from the remaining Committee members ahead of the first meeting.

DC15. CLOSE OF MEETING

The Chair closed the meeting at 11.25am.

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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 29th October 2024 at 5.30pm.

PRESENT: Councillor P. Corbett (Chair).
Councillors: M. Lewis-Jones, and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Cllrs P. Cooper, L. Corbett, B. Scragg, and M. Sprake. Cllr J. Jones was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R10. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

R11. BANK RECONCILIATION QUARTER 2 – 30th SEPTEMBER 2024

Members received the bank statement and reconciliation from the Clerk, who explained the current position at the half way point of the year. There was scope to make a further transfer of funds from the Council’s current account to its investment account.

RESOLVED:

That the Council’s banking position be noted. That the Clerk transfers the sum of £10,000 from the Council’s current account to the investment account at the next repayment date.

R12. MANAGEMENT ACCOUNTS QUARTER 2 – 30th SEPTEMBER 2024

Members received the accounts from the Clerk. The main budget variances were explained and noted. There was a favourable variance overall based on projections at this point of the year.

RESOLVED:

That the Council’s accounting position be noted.

R13. FINANCIAL REVIEW OF RESERVE BALANCES

The Clerk provided an update of the statement template, and explained the balances, projections and assumptions made. The balances would continue to be carefully monitored.

RESOLVED:

That the position on the Council's reserves be noted.

R14. BUDGET BRIEFING SESSION/FINANCE TRAINING SESSION

Members considered holding an Autumn budget review, which would give early consideration to any growth and efficiency areas. Members also considered an in house finance training session to increase financial awareness ahead of the budget setting period.

RESOLVED:

- 1) That a budget review is completed by the Council to inform next year's budget setting process. Clerk to arrange. All members would be invited to attend.
- 2) That a finance training session be arranged by the Clerk. All members would be invited to attend.

R15. WATER INSPECTION – COUNCIL BUILDINGS

Members considered a report from the Clerk about completing a legionella risk assessment on the Council's buildings, for its water connections. This was a legislative requirement.

RESOLVED:

That the Clerk be given approval to proceed with the risk assessment, through an appropriate qualified assessor.

R16. COUNCIL IPADS

Members received a report from the Clerk. The iPads were introduced in 2018 and would not get supported for updates and security after June 2025. Members discussed the available options to retain the use of business devices, which included replacement iPads, or Chromebooks/laptops, or a combination of different solutions.

RESOLVED:

That the Clerk researches the business device options and costs for further consideration at the next full council meeting.

R17. COUNCIL WEBSITE REVIEW

The Clerk provided an update to members on the website review, which involved updating some of the page information and menu options. A Council Calendar for Full Council and Committee Meetings was now used, and a What's On Calendar was in development. A volunteer had approached the Council with photography skills, who could assist with updating photo images on the website.

RESOLVED:

That the progress on the website development be noted. That the photographer be approached to assist the Council with replacing website photo images.

R18. CCTV CHARGES

Cllr E.B. Palmer reported that some towns in Flintshire were no longer making a financial contribution to the central CCTV maintenance unit managed by the County Council. This could impact on the apportionment of the recharged costs.

RESOLVED:

That the Clerk follows up with an enquiry and confirms the position.

R19. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R20, 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.

R20. STAFFING REVIEW

Members considered the existing staff structure, and the current roles and responsibilities.

RESOLVED:

- 1) That the Clerk draft an ICT policy to cover the use of ICT hardware.
- 2) That staff be advised access to business emails should be exclusively through the business laptops, as the approved ICT hardware devices.
- 3) That a working group be formed to consider further the role of the Deputy Clerk, and the associated work activity.
- 4) That a training course programme be approved for the Deputy Clerk to study sector specific qualifications as directed by the Clerk. The timeline for commencement of this programme was set at six months (end of April 2025).

R21. DATE OF NEXT MEETING

The Chair closed the meeting at 7.30pm. Clerk to advise members on the next meeting date following consultation with the Chair at the proper time.

.....
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 10th December 2024 at 4.00pm.

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

APOLOGIES FOR ABSENCE were received from Cllrs E. B. Palmer, and M. Sprake. Cllr J. Jones was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

R22. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

R23. STAFFING REVIEW

Members received an update from the Clerk on current staffing matters, that included employee working capacity, and employee welfare support. This update was aligned to objectives and recommendations agreed by members at the appointed working group meeting held on 14th November 2024.

RESOLVED:

- 1) That approval be given for the Clerk to share a draft job description with the Deputy Clerk, as had been requested by the postholder.
- 2) That approval be given for the working hours of the Support Officer to be increased from 25 to 28 hours per week from 1st January 2025, to support the developing workload associated with this post. This resolution was subject to the ratification of the full Council.

R24. DATE OF NEXT MEETING

The Chair closed the meeting at 5.10pm.

.....
Chair

5. PLANNING

5.1. New Applications

To consider the applications received.

Application Number	Proposal Details
November planning applications	
FUL/000752/24	PROPOSAL: REPLACEMENT DWELLING. LOCATION: MAEN DRIW, Pen Y Ball Hill, Holywell, CH8 8SZ.
COU/000700/24	PROPOSAL: PARTIAL CONVERSION OF EXISTING CONCRETE GARAGE TO HAIRDRESSING SALON. LOCATION: 7, Fron Park Road, Holywell, CH8 7UX.
FUL/000844/24	PROPOSAL: DEMOLISH SINGLE BRICK REAR KITCHEN EXTENSION AND EXISTING REAR CHIMNEY. INSTALL STRUCTURAL SUPPORTS ON REAR AND CONSTRUCT SINGLE STOREY KITCHEN/DINING/LIVING EXTENSION ON REAR. INSTALL DORMER ON GABLE TO CONVERT LOFT INTO BEDROOM WITH ACCESS VIA STAIRCASE. LANDSCAPE GARDENS, WITH NEW FENCING AND PATIO AREAS, RESURFACE DRIVEWAY AND INSTALL VEHICULAR AND PEDESTRIAN ACCESS GATES, CONSTRUCT HOME OFFICE IN GARDEN. LOCATION: Ailsa Craig, Fron Park Road, Holywell, CH8 7UT.
December Planning Applications	
FUL/000726/24	PROPOSAL: Application for the adaptation of the existing Talacre Arms Public House building into four 2 bedroom self-contained apartments [including one duplex unit] and the erection of five new 3 bedroom dwellings and associated infrastructure including a detached bat mitigation building. (See attached letter). LOCATION: The Talacre Arms, New Road, Holywell, CH8 7LS.

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.

Andrew Farrow
Chief Officer (Planning, Environment & Economy)
Prif Swyddog (Cynllunio, Amgylchedd ac Economi)



Holywell Town Council
HOLYWELL TOWN COUNCIL
High Street
Holywell
CH8 7TJ

Your Ref/ Eich Cof
Our Ref/ Eich Cof FUL/000726/24
Date/ Dyddiad 04-Dec-2024
Author/ Awdur Claire Morter
Direct Dial/ Ffôn Unig 01352 703331

Arddeddi Syr/Fadam

Dear Sir/Madam

Cyfeirnod/Ref: FUL/000726/24

Cynniig/Proposal: Application for the adaptation of the existing Talacre Arms Public House building into four 2 bedroom self-contained apartments [including one duplex unit] and the erection of five new 3 bedroom dwellings and associated infrastructure including a detached bat mitigation building.

Lleoliad y Safle/Site Location: The Talacre Arms, New Road, Holywell, CH8 7LS

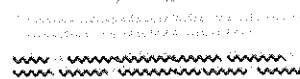
**SUT MAE'R CYNGHORAU
TREF/CYMUNED YN RHOI SYLWADAU
AM GYNLLUNIO I'R PWYLLGOR
CYNLLUNIO HYBRID AR 18/12/2024 AR
1PM**

**HOW THE TOWN/COMMUNITY COUNCIL
MAKE REPRESENTATIONS ABOUT
PLANNING TO THE HYBRID PLANNING
COMMITTEE ON 18/12/2024 AT 1PM**

Rwyf yn cyfeirio at y cais cynllunio uchod sydd yn ardal eich Cyngor Tref a Chymuned. Bydd y cais hwn yn dod gerbron cyfarfod hybrid o'r Pwyllgor Cynllunio a galkvch gofrestru i fynychu eich hun, mynychu dros y we ar blatfform ar-lein neu gyflwyno datganiad fydd yn cael ei ddarllen ar eich rhan.

I refer to the above planning application which falls within your Town and Community Council area. This application will be reported to a hybrid Planning Committee that you may either register to attend in person, attend virtually via an online platform or submit a statement that will be read out on your behalf.

County Hall, Mold, CH7 6HH
www.flintshire.gov.uk
Nesafdi y Sir, Yr Wladfa, CH7
01352 703331



Gallwch gofrestru i gyflwyno sylwadau yn Gymraeg neu yn Saesneg. Mae'n rhaid i chi gofrestru i wneud sylwadau cyn 10am Ddydd Llun 16/12/2024.

Ar ôl cofrestru, os byddwch yn dymuno ymuno dros y we, bydd y Gwasanaethau Pwyllgorau yn cysylltu â chi'n uniongyrchol ac yn anfon dolen atoch i'r cyfarfod hybrid o'r Pwyllgor Cynllunio. Os byddwch yn dymuno mynychu wyneb yn wyneb, byddwch yn cael cyfarwyddiadau pan fyddwn yn cadarnhau eich bod wedi cofrestru i siarad. Rydym hefyd yn rhoi cyfle i chi gyflwyno datganiad fydd yn cael ei ddarllen ar eich rhan os na allwch ddod i'r cyfarfod eich hun neu ar-lein.

Pan fyddwch yn ymateb i'r llythyr hwn, mae angen y manylion a ganlyn:

- a) Cyfeirnod y cais a chyfeiriad y safle
- b) Enw'r awdur
- c) Cyfeiriad e-bost yr awdur
- ch) Os ydych chi'n cefnogi neu'n gwrthwynebu
- d) Os ydych chi eisiau mynychu eich hun i siarad, mynychu dros y we neu beidio mynychu ond cyflwyno datganiad i gael ei ddarllen ar eich rhan.

Os ydych yn bwriadu ymuno â'r cyfarfod dros y we, yr ydych yn aroymell eich bod yn cyflwyno datganiad rhag ofn y bydd problem dechnegol ar adeo cyfarfod hybrid y Pwyllgor Cynllunio – ni ddylai hwn fod yn hysysu na 250 o eiriau – erbyn 10am Ddydd Llun 16/12/2024 i planning.committee@cynhorsirfflint.gov.uk. Ni fydd unrhyw beth a gyflwynir ar ôl yr amser hwnnw yn cael ei ddarllen. Bydd y datganiad hwn yn cael ei ddarllen ar eich rhan os na byddwch i ymuno â'r cyfarfod dros y we.

Byddem yn annog y rhai sydd eisiau arsylwi'r cyfarfod i wneud hynny drwy'r gweddarllediad byw ar wefan Cyngor Sir y Fflint. Rhoddir blaenoriaeth i rai sydd wedi

You may register to make representation in either English or Welsh. You must register to make representation before 10am on Monday 16/12/2024.

Following registration, if you wish to join virtually you will be contacted directly by Committee Services who will send you a link to the hybrid Planning Committee meeting. If you wish to attend in person, you will receive instructions when we confirm that you are registered to speak. We also offer the opportunity to submit a statement that will be read out on your behalf if you cannot attend the meeting either virtually or in person.

When you respond to this letter the following details are required:

- a) Application reference number and site address
- b) Name of author
- c) Email address of author
- d) Whether you are supporting or objecting
- e) Whether you wish to attend in person to speak, attend virtually or not attend but submit a statement to be read out on your behalf.

If you intend to join the meeting virtually, we recommend you submit a statement in case there is a technical issue at the time of the hybrid Planning Committee meeting – this should be no longer than 250 words by 10am on Monday 16/12/2024 to planning.committee@flintshire.gov.uk. Submissions after that time will not be accepted. This statement will be read out on your behalf if you are unsuccessful in joining the meeting virtually.

We would encourage those wanting to observe the meeting to do so via the live webcast on Flintshire County Council's website. Entry to the Council Chamber will be prioritised to those who have registered to speak in person.

cofrestru i siarad wyneb yn wyneb i fynd i mewn i Siambr y Cyngor.

Os oes unrhyw newidiadau sylweddol i'r rhaglen byddaf yn gwneud pob ymdrech i roi gwybodaeth i chi am hynny.

Os oes gennych unrhyw ymholiadau ynghyd â hyn, cysylltwch â Gweinnyddwr y Pwyllgor Cyllunio ar 01352 703331 neu drwy e-bostio

planning.committee@cynqorsirfflint.gov.uk

Mae rhagor o wybodaeth ar gael yn <https://www.sirfflint.gov.uk/cy/Resident/Planning/Submitting-at-Planning-Committee.aspx>

If there are any changes to the agenda, which are significant, I will endeavour to advise you.

If you have any queries regarding this, please contact Planning Committee Administration on 01352 703331 or email planning.committee@flintshire.gov.uk

Further information available at

<https://www.flintshire.gov.uk/en/Resident/Planning/Submitting-at-Planning-Committee.aspx>

Yours faithfully/Yr eiddoch yn gywir



Chief Officer (Planning, Environment & Economy)
Prif Swyddog (Cynllunio, Amgylchedd ac Economi)



5.2. Publication of consultation papers - Planning resilience and preserving trees

The Planning Directorate have released two consultations. Members to determine a response and consider appointing a working group to work through the detail if required. See attached letter below.

Dear Stakeholder,

We have today launched consultations on promoting a resilient and high performing planning service and preserving trees and woodlands – new regulations.

Promoting a resilient and high performing planning service

A resilient and high performing planning service is essential for a successful and inclusive country. It is fundamental to the delivery of national and local priorities providing certainty to business and communities about how places will grow and change. Ensuring that Wales has enough Planners, with the right skills in the right areas is fundamental to the delivery of our collective social, economic and environmental ambitions.

This consultation sets out a range of options which have the potential to improve the resilience and capacity of planning services. We are seeking your views on a variety of proposals including:

- Increasing planning application fees (including proposing a pathway to full cost recovery);
- Measuring and monitoring performance by re-invigorating and reintroducing the Performance Framework;
- Supporting resilience, capacity and capability through skills retention, bursaries and apprenticeships;
- Improving resilience and resources by Corporate Joint Committees through shared service delivery, planning skills hubs and extending the Local Development Plan Review period.

The consultation can be found on the Welsh Government's consultation pages at:
<https://www.gov.wales/promoting-resilient-and-high-performing-planning-service> .

Responses to this consultation are invited by **17 January 2025**.

Preserving trees and woodlands: new regulations

This consultation relates to proposed changes to the law protecting trees and woodlands in Wales. We are seeking your views on the principles underlying the proposed new regulations for the protection of trees and woodlands.

The Planning Act 2008 introduced a simpler system of control whilst retaining the existing level of protection for trees and woodland. It is envisaged that the new system introduced by the 2008 Act will be brought into effect in Wales when, and if approved by the Senedd, the Planning (Wales) Bill comes into force, accompanied by a new set of regulations. The Planning (Wales) Bill is expected to be laid before the Senedd next year.

These regulations provide for focused changes to the current system which include for example, a more streamlined process for the protection of trees, the introduction of woodland preservation orders and a definition of amenity.

The consultation can be found on the Welsh Government's consultation pages at:
<https://www.gov.wales/preserving-trees-and-woodlands-new-regulations>

Responses to this consultation are invited by **14 February 2025**.

Yours sincerely,

Neil Hemington
Chief Planner, Planning Directorate

6. ACCOUNTS

6.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – OCTOBER 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10416	BP	Age & Dementia Holywell	Mayoral Donation - Afternoon Tea Event St. Peters Church	100.00	**
10417	BP	All Electric Contractors Ltd	Installation of Power Box - Holywell Museum	742.91	^^
10418	BP	All Electric Contractors Ltd	Works to Electric Car Charge Point - Film Wrap/Sockets	849.60	^^
10419	BP	I.S. Consultancy	Install Graphic Colour Inserts - Tower Gardens Steps	1,791.60	^^
10420	BP	Philip Jones Computers	ICT Support Costs Q1 24/25	191.50	****
10421	BP	Delyn Press	Supply 100 Civic Service Books	105.00	****
10422	BP	Automated Systems Group	Copier Charges Sep24	27.42	****
10423	BP	Flintshire County Council	Business Rates - Bank Place Offices 2 of 2	4,130.16	****
10424	BP	Barry Hamilton Photography	Mayoral Photographs - post Annual Meeting	45.00	****
10425	BP	Rosiez Ltd	Civic Service Buffet	688.50	^^
10426	BP	Holywell & Greenfield Churc.	Civic Sunday Contribution 29/9/24	200.00	^^
10427	BP	Music 4 Youth	Stage Management Fee 14/9/24	250.00	^^
10428	BP	Janet J. Ross	Perform at Well Inn - Youth Stage	60.00	^^
10429	BP	L.J. Jones	Perform at Well Inn - Youth Stage	60.00	^^
10430	BP	Dawn Powell	Perform at Well Inn - Youth Stage	15.00	^^
10431	BP	Kerry Weaver Martin	Perform at Well Inn - Youth Stage	30.00	^^
10432	BP	B.J. Roberts	Perform at Well Inn - Youth Stage	15.00	^^
10433	BP	Charlene Flynn	Perform at Well Inn - Youth Stage	10.00	^^
10434	BP	Mark Robinson	Perform at Well Inn - Youth Stage	60.00	^^
10435 - 10437	BP	Council Staff	Staff Salaries - Oct 2024	5,916.16	***
10438	BP	HMRC	Staff PAYE/NI - Oct 2024	1,846.81	***

10439	BP	Clwyd Pension Fund	Staff Pension - Oct 2024	2,126.62	***
10440	BP	Cllr D. Smith	Members Allowance Payment 2024/25 (Pro Rata)	121.33	*
10441	BP	St. Winefrides RC School	Eco Uniform Donation	100.00	**
10442	BP	Society of Local Council Clerks	Joint Conference Event Fee	78.00	***
10443	BP	Holywell Garden Centre	Caretaker work including supply of Hammerite	351.95	^^
10444	BP	Holywell Garden Centre	Watering of Baskets and Take Down Costs - Sep 2024	725.00	^^
10445	BP	Veolia	Trade Waste Collection - Bank Place Offices	57.88	****
10446	BP	JRB Enterprises	Supply Waste Dispenser Bags	160.44	****
10447	BP	Gas Cymru	Boiler Service & Repairs - Bank Place Offices	240.00	****
10448	BP	St. John Ambulance	Attend the Well Inn Music Festival	187.20	^^
10449	BP	Signs At Home	Supply Desk Name Plate - Council Chamber	24.69	****
10450	BP	Holywell Garden Centre	Operate Parasols - Well Inn Music Festival	160.00	^^
10451	DD	Yu Energy	Gas Bank Place Sep24	95.27	****
10452	DD	Corona Energy	Electric Bank Place Sep24	125.72	****
10453	DD	EDF Energy	Electric 14 Bank Place Sep24	24.66	****
10454	DD	Vodafone Ltd	Business Mobile 12/10-11/11	26.10	****
10455	DD	British Telecom	Phone & Broadband Oct24	65.44	****
10456	DD	EDF Energy	Electric Events Hub Aug-Sep24	122.92	****
10457	DC	Tesco	Refreshments	1.20	****
10458	DC	The Poppy Shop	Supply Two Poppy Wreaths	44.48	^^
10459	DC	Royal Mail	Stamp Books	20.00	***
10460	DC	Tesco	Refreshments	13.75	****
10461	DC	Amazon	2x Santa Outfits	189.80	^^
10462	DC	Amazon	2x Elf Outfits	89.98	^^
10463	DC	Amazon	2x Soup Containers	25.98	^^
10464	DC	Amazon	24x Photo Frames	66.95	****
10465	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10466	DC	The Poppy Shop	Supply One Poppy Wreath	24.49	^^
10467	DC	Tesco	Refreshments	0.85	***
10468	DC	Royal Mail	Postages - Remembrance Sun.	66.00	^^
10469	DC	Tesco	Refreshments	0.85	****
10470	DC	Amazon	2x Plastic Storage Box	19.96	****
10471	DC	Amazon	1x Elf Outfit	45.99	^^
10472	DC	Zoom	Zoom Pro Subscription	15.59	****
10473	DC	Tesco	Refreshments	5.35	****
10474	DC	Tesco	Refreshments	1.20	****
10475	DC	HSBC Bank	Bank Charges - Sep24	14.90	****
			TOTAL	22,675.79	

INCOME/GRANT/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – OCTOBER 2024

Date	Category	Name	Payment Details	Amount £
1/10/24	INCOME	Various Debtors	Eco Uniform Proceeds	100.00
1/10/24	INCOME	Civic Sunday Attendees	Mayoral Charity Donation	225.00
7/10/24	INCOME	Various Debtors	Mayors Charity Tub	55.00
22/10/24	REFUND	Amazon	Elf Outfit Return	44.99
30/10/24	INCOME	Various Debtors	Mayors Charity Tub	65.00
			TOTAL	489.99

SCHEDULE OF ACCOUNTS – NOVEMBER 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10476	BP	Full Circle Security Systems	Repair & Refit Solar Camera	156.00	*****
10477	BP	Birch Designs	Wall Mural & Workshop	2,597.00	^^
10478	BP	Audit Wales	Audit Fees 2023/24	200.00	***
10479	BP	Zurich Municipal	Additional Insurance Premium - Gym/Trim Trail	105.34	****
10480	BP	NW Association of Local Councils	Munch x2 at Quarterly Meeting	24.00	^^**
10481	BP	Rentokil	Rodent Treatment Plan - Bank Place Offices	540.00	****
10482	BP	Automated Systems Group	Copier Charges 18/9-22/10	76.46	****
10483	BP	Delyn Press	Business Cards - Cllr D. Smith	84.00	****
10484	BP	Kim Inspire	Mayoral Donation - Council Clock	30.00	**
10485	BP	Flintshire County Council	Summer Playscheme Contribution 2024	7,738.20	^^^
10486	BP	Veolia	Stationery	49.27	****
10487	BP	Flintshire County Council	CCTV Charges Oct-Dec24	3,621.84	*****
10488	BP	Daydream Designs	Website Tech Support Oct24	94.80	****
10489 - 10491	BP	Council Staff	Staff Salaries - Nov24	7,222.58	***
10492	BP	HMRC	Staff PAYE/NI - Nov24	2,627.36	***
10493	BP	Clwyd Pension Fund	Staff Pension - Nov24	2,790.38	***
10494	BP	Ysgol Treffynnon	Mayoral Donation - Football Trophies	77.04	**
10495	BP	Ysgol Treffynnon	Mayoral Donation - Annual Awards	60.00	**
10496	BP	Holywell Leisure Centre	Contribution 3 of 4	2,500.00	^^^

10497	BP	Holywell Garden Centre	Caretaker work	555.00	^^
10498	BP	Holywell Garden Centre	Install Poppies and Soldiers	160.00	^^
10499	BP	Holywell Garden Centre	Tower Gardens Project - Memorial Area	2,259.00	^^
10500	BP	Holywell Garden Centre	Tower Gardens Project - Bank Tidy & Replant	2,737.80	^^
10501	BP	Welsh Water	Water Charges - Apr-Oct24 Drinking Fountain	16.31	^^
10502	BP	Welsh Water	Water Charges - Apr-Oct24 12/13 Bank Place	70.58	****
10503	BP	Welsh Water	Water Charges - May-Oct24 14 Bank Place	85.00	****
10504	BP	Welsh Water	Water Charges - Apr-Oct24 Events Hub	75.35	****
10505	BP	Viking	Mineral Water x4	46.78	****
10506	BP	Electronic Temp Instruments Ltd	Industrial Thermometer	72.00	****
10507	BP	Holywell Area Comm Museum	Refreshments for Remembrance Sunday	92.10	^^
10508	BP	Yates Playgrounds Ltd	Supply and Install Outdoor Gym	12,378.00	^^
10509	BP	Yates Playgrounds Ltd	Supply and Install Trimm Trail	9,576.00	^^
10510	BP	Yates Playgrounds Ltd	Supply and Install Skatepark Items	5,268.00	^^
10511	DD	Yu Energy	Gas Bank Place Offices Oct24	215.12	****
10512	DD	Welsh Water	Water 12/13 Bank Place May-Oct	70.58	****
10513	DD	Welsh Water	Water 14 Bank Place May-Oct	85.00	****
10514	DD	Corona Energy	Electric 12/13 Bank Place Oct24	94.36	****
10515	DD	EDF Energy	Electric 14 Bank Place Oct24	32.56	****
10516	DD	Vodafone Bus.	Office Mobile Nov24	26.10	****
10517	DD	BNP Paribas	Copier Lease 23/11-22/2	154.80	****
10518	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10519	DC	Tesco	Refreshments	1.20	****
10520	DC	Tesco	Refreshments	1.20	****
10521	DC	The Flower Bowl	Cellophane (Hamper Mayoral Donation)	3.00	**
10522	DC	Waterhouse Flowers	Candle (HMD)	12.00	**
10523	DC	Stephs Beauty Lounge	Gift Card (HMD)	15.00	**
10524	DC	Marmalade	Voucher (HMD)	10.00	**
10525	DC	Home Bargains	Gifts (Brownies MD)	19.12	**
10526	DC	Home Bargains	Goods (HMD)	11.45	**
10527	DC	Home Bargains	Wine/LED (HMD)	6.97	**
10528	DC	Tower Crafts	Poster (HMD)	2.25	**

10529	DC	Home Bargains	Cups/Plates (Flying Start MD)	17.74	**
10530	DC	Tesco	Refreshments	0.85	****
10531	DC	Zoom	Zoom Pro Subscription	15.59	****
10532	DC	Amazon	Photo Frames	70.97	****
10533	DC	Tesco	Refreshments	1.20	****
10534	DC	Tesco	Chocolates for Christmas Lights	59.00	^^
10535	DC	Tesco	Water/Crisps for Christmas Lights	43.65	^^
10536	DC	Tesco	Water for Christmas Lights	9.40	^^
10537	DC	Home Bargains	Chocolates for Christmas Lights	26.69	^^
10538	DC	HSBC Bank	Bank Charges Oct24	20.68	****
TOTAL				65,113.26	

INCOME/GRANT/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – NOVEMBER 2024

Date	Category	Name	Payment Details	Amount £
18/11/24	INCOME	Various Debtors	Mayoral Bingo Night/Tesco	1,545.00
19/11/24	REFUND	EDF Energy	Credit Balance On Account	82.68
22/11/24	INCOME	Cadwyn Clwyd	Grant – Fron Park Items	22,685.00
27/11/24	INCOME	Flintshire County Council	Grant – Well Inn Music Event	8,817.33
TOTAL				33,130.01

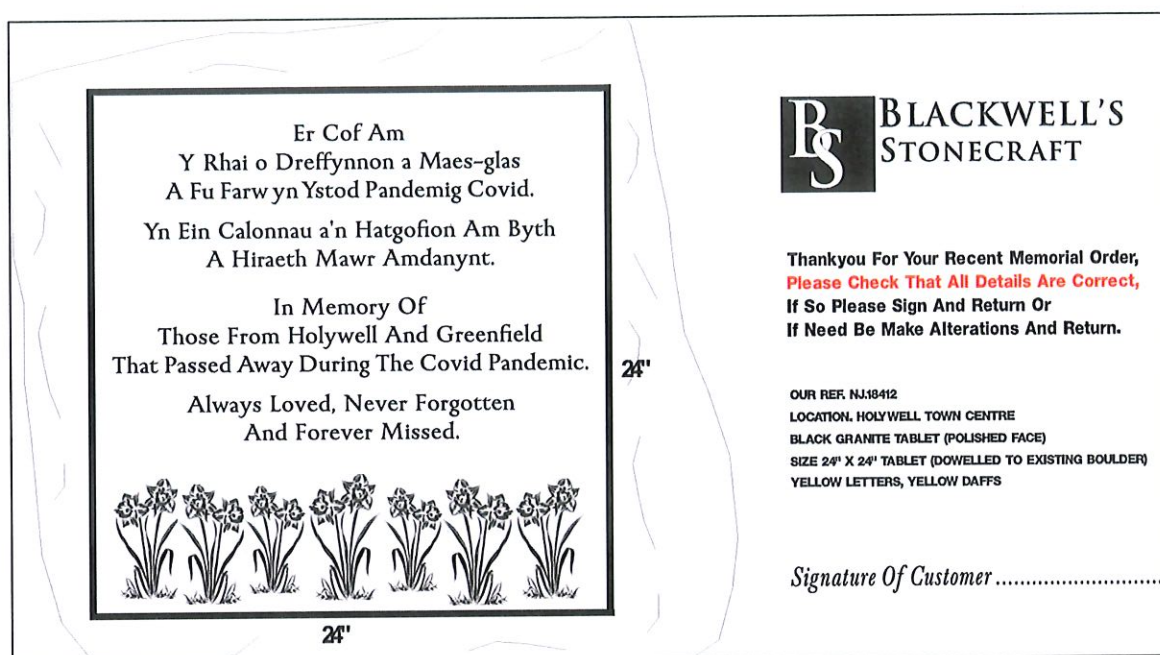
Powers to Make Payments:

- * 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. COMMUNITY ENGAGEMENT

7.1. Tower Gardens Gateway Project

This project is close to completion. The last work item involves the siting of a covid memorial plaque on the recently installed memorial boulder. Additional grant funding has been secured to fund 80% of this work, with members required to approve the additional cost to be borne by the Council. Members to endorse the final draft plaque design and inscription (see attached).



7.2. Partnership Working Opportunity – Aberystwyth University & Mürzzuschlag in Austria

Following an enquiry into the Council the Deputy Clerk was asked to undertake some initial research into this proposal, that explores a partnership of mutual benefit for Holywell and the town of Mürzzuschlag in Austria. Briefing notes are attached, and the Clerk can provide further context at the meeting. Members to determine the next steps.

Prospective Research Collaboration with Aberystwyth University and Partnership Potential between Mürzzuschlag and Holywell

Research Context and Objectives

As part of the Social Innovation Research Group (SIRG) at Aberystwyth University, two members of our team, namely Dr. Aryan Salhenegger-Niamir and Dr. Matthew Price, propose a cross-border case study on the theme of rural/urban development and regeneration in conjunction with two prospective and collaborative townships. This research initiative aims to explore the rural/urban regeneration potential for the towns of Mürzzuschlag in Austria and Holywell in Wales, two communities that face similar challenges in areas such as the local economy, demographical shifts, and the need for sustainable development. Through this comparative and ongoing research project, where Dr. Aryan Salhenegger-Niamir and Dr. Matthew Price work closely with the Gemeinde Mürzzuschlag and Holywell Town Council respectively, we aim to advance the understanding of international cooperation and rural/urban regeneration strategies and to create frameworks for knowledge exchange, cultural understanding, and sustainable economic growth.

Research Methodology and Collaboration Approach

This study aligns with the SIRG's broader objectives to examine how cross-border partnerships can lead to tangible improvements in rural/urban areas. We believe that this can be achieved through engaging directly with local stakeholders, public and private sector organisations with vested interests in our respective towns as well as our respective local authorities. We intend to document and analyse the collaborative efforts of Mürzzuschlag and Holywell and publish our findings in reports and academic journal articles throughout the duration of the project. Our work will involve continuous monitoring of development initiatives, data collection and synthesising findings with a view to producing valuable insights within resource availability. We would also offer a regular review meeting in the form of a bi- or tri-monthly review and feedback loop facilitated by SIRG's supervision. Under the guidance of Dr Lyndon Murphy, our team will ensure regular updates and consultative sessions to refine our approach based on real-time insights, as well as to cultivate a dynamic and adaptive research environment.

Benefits of the Partnership for Both Towns

We believe that the partnership between Mürzzuschlag and Holywell could offer substantial potential for mutual learning and benefit:

- **Cultural Exchange and Community Building:** Each town brings unique cultural and historical assets that, through shared events, exhibitions, and tourism initiatives, can strengthen community pride and attract visitors. This could also lead to cultural exchanges between local schools (and their pupils) in the respective towns, as well as interactions between their respective sports clubs and cultural institutions (e.g., music schools and museums).

- **Knowledge Sharing in Sustainable Development:** Through this partnership, the two towns can exchange practical knowledge on implementing green policies, community engagement in sustainability projects, and ways to overcome common challenges like limited resources and public awareness. This collaboration could further inspire and refine their sustainability strategies, while setting an example for similar rural communities across Europe to address climate goals and foster resilient local economies. Both municipalities have active sustainability initiatives, such as Mürrzuschlag's "e5" program for energy efficiency and Holywell's well-being initiatives under the Welsh Well-being of Future Generations Act.
- **Tourism Development and Cultural Exchange:** By showcasing each town's unique historical and cultural assets, the partnership can promote tourism through shared events, cross-cultural exhibitions, and collaborative marketing. Highlighting and celebrating each town's distinct heritage fosters mutual appreciation, attracts visitors, and strengthens community pride while contributing to the economic vitality of both regions.
- **Economic Revitalisation through Local Entrepreneurship:** By pooling knowledge on supporting small businesses, both towns can implement best practices for enhancing resilience and fostering local economic growth, which will be explored through SIRG's entrepreneurship research framework.

Academic Contribution and Role of the Research Team

In our capacity as researchers, we aim to generate insights that are academically rigorous and practically relevant. Our analysis will include a critical review of policy impacts and offer recommendations for enhancing the effectiveness of community initiatives. Importantly, while our work may suggest pathways for development, we recognise the inherent risks and limitations in such recommendations and will ensure that our findings are presented in an advisory capacity, acknowledging the local context's influence on implementation success. While we are committed to delivering valuable analysis, and where possible, thoughtful recommendations, it is important to note that these insights are offered purely from an academic perspective. Decisions based on our findings remain under the purview and full responsibility of the respective councils (i.e. Gemeinde Mürrzuschlag in Austria and Holywell Town Council in Wales), as our role is to inform rather than direct any specific course of action.

This study is a valuable opportunity for us as researchers at Aberystwyth University to contribute to the growing field of cross-border rural/urban development while enhancing our understanding of international cooperation in practice. We anticipate that this research will contribute meaningful insights to the academic discourse on community resilience, regeneration and social innovation, adding to SIRG's mission to cultivate a collaborative research environment.

We further believe that this partnership stands to benefit both towns, contribute to academic knowledge, and potentially provide replicable model for similar collaborations across Europe. We look forward to the ongoing support and oversight from SIRG as we embark on this important project.

Fact sheet – planned city cooperation with Holywell (Wales)

- The city of Muerzzuschlag already has a loose cooperation (urban development of tomorrow) with the University of Aberystwyth in Wales – *see press release in the Muerzzuschlag community newspaper - issue 2/2024.*
- In the international research project of Dr. Lyndon Murphy: “*Social Innovation Research Group*” (researches comparable cities in Wales and Austria, among others, to promote community development in the regions), the municipality of Muerzzuschlag is represented in an advisory capacity alongside the “Styrian Community Development Outreach Team (SCDOT).
- SCDOT's expert leadership is provided by Dr. Aryan Salhenegger-Niamir and Mag. Katrin Salhenegger-Niamir (both living in Mürzzuschlag and Wales).
- SCDOT's future focus in Muerzzuschlag will be topics such as urban development and tourism marketing of the future.
- There are ongoing conversations with the city of Holywell in Wales regarding expanding the cooperation between the city of Muerzzuschlag-Aberystwyth University-Holywell into a “**triangle cooperation**” as Holywell has on the one hand similar community structures compared to Muerzzuschlag (population, tourism, industry...) and on the other hand already cooperates with the Aberystwyth University as well.
- A triangle cooperation would also be a possible basis for a later town twinning between the town of Muerzzuschlag and the town of Holywell.
- Within the framework of the cooperation partners, future development concepts (Future Labs), research results, developments, problems solving and Know-how are exchanged free of charge.
- Joint smaller development projects with student groups from Aberystwyth University and the technical college university (FH) Wiener Neustadt (research, academic studies, solution-based concepts, mutual visitor groups, etc.) can ideally be additionally embedded within the framework of the triangle cooperation.
- There are no contractual obligations for the municipality of Muerzzuschlag. No resolution is currently required; the development of the cooperation(s) remains to be seen. Any written agreements will be brought to the attention of the mayor or the local council in advance.

This fact sheet was brought to the attention of the Administrative Committee **on November 21, 2024**. On this basis, the planned cooperation development can be advanced without any time constraints.

8. CORRESPONDENCE

8.1. Summer Playscheme 2025 - Yearly Agreements

Members to consider the attached correspondence from Darren Morris, Play Scheme Lead Officer, and determine play scheme requirements for 2025.

Please find attached the detailed costings for the **2025 Summer Playschemes**. These updated costs cover a range of essential elements to maintain a high standard of service for children and communities.

What's Included in the Package:

- **Site Location:** Each cost applies per individual site.
- **Weekly Sessions:** Five sessions per week at each location, with each session lasting 2 hours. These hours of supervised play provide a safe, engaging space for children to explore, socialise, and develop.
- **Staffing and Ratios:** Each site is supported by two trained staff members, ensuring a staff-to-child ratio of 1:13. For larger sites where additional supervision may be necessary, we can arrange extra staffing at £183.66 per week, per staff member. Please discuss this with us for your larger sites.
- **Training:** As national safeguarding requirements have evolved, staff are now mandated to complete an additional day of safeguarding training. Our comprehensive training program—delivered before the summer playschemes begin—ensures our team is fully equipped to offer high-quality, child-cantered play environments. Training covers best practices in safeguarding, risk management, and inclusivity, reinforcing our commitment to delivering safe, supportive child-led play opportunities.

Understanding Open Access Playwork:

Open Access Playwork in Wales is a supervised, inclusive approach that enables children to engage in play. This form of playwork is key to making play accessible, particularly in public spaces such as parks and community centres.

Key Features:

- **Free Access:** Open to all, ensuring accessibility for families across economic backgrounds.
- **Voluntary Participation:** Children can attend and leave as they wish, choosing their own play activities.
- **Qualified Playworkers:** Staff are trained to foster a safe yet stimulating environment without directing play. It is vital that we offer a space where children have **freely-chosen, self-directed, and intrinsically motivated** opportunities to play.

- **Community Impact:** Encourages interaction among children from various backgrounds, helping to build community bonds while supporting children's physical, social, and emotional development.

The Importance of Supervised Unstructured Playwork:

Supervised unstructured play allows children the freedom to explore, make decisions, and engage with their surroundings in a safe, supportive environment. In this type of play, children lead their activities, promoting creativity and independence.

Benefits Include:

Physical Development: Through active play like climbing and running.

Cognitive Growth: Encouraging problem-solving and decision-making.

Social and Emotional Skills: Enhancing peer interaction, self-expression, and resilience.

Our approach respects children's natural play impulses while providing oversight to ensure their safety and inclusion. Playworkers are present to supervise, manage risks, and support the children, but they do not control the play activities. This balanced approach allows children to learn through experience, take manageable risks and build essential life skills.

The Playwork Principles in Wales:

The **Playwork Principles** guide our practices, ensuring that we maintain a child-centered focus, respect play as a vital aspect of development, and create environments where children can explore and learn. Highlights include:

- Emphasis on play as a necessity for **healthy development, community well-being** and as a **Right of all children** as noted in Article 31 in the United Nations Convention of the Rights of a Child (UNCRC). – **UNCRC Articles Attached**
- Commitment to the children's right to **freely chosen, self-directed, and intrinsically motivated** play.
- Recognition of playwork's role in fostering inclusive and safe play spaces. – **Principles Attached**

These principles align with Wales commitments under the **UNCRC**, ensuring play is valued and protected as a crucial part of childhood.

Loose Parts Play:

Loose parts play involves materials such as natural items (like sticks and stones) or everyday objects (like tyres, rope, strapping, pots, pans and cardboard) that children can manipulate, use creatively, and integrate into their play. This approach supports imaginative, open-ended play, helping children to develop

resourcefulness and problem-solving skills. Loose parts play is a core element in our programme, offering children the flexibility to invent and discover at their own pace.

There will also be the standard equipment such as balls, bats, arts and crafts etc.

Next Steps:

To facilitate our recruitment process, we kindly request an agreement in principle by **December 20th**, with a final agreement no later than **January 20th**, **please completed the attached form (TCC EOI for Summer 2025) and return to Darren.Morris@flintshire.gov.uk**. This timeline allows us to advertise and secure the necessary relief staff in a timely manner, ensuring a smooth start to the summer programme.

FLINTSHIRE SUMMER PLAYScheme 1-YEAR COSTS

The following costings outline the commitment expected from your Town or Community Council for the year 2025. Opting for a yearly rolling agreement means that our service will strive to maintain affordability and competitiveness in the future. However, we cannot guarantee that the costs will remain the same as those outlined in the 3-year cycle, as we are committing to those prices. These annual costs will be determined based on the prevailing economic conditions during the budgeting period.

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graph LR; Gear[Gear Icon] -.-> 2025[2025]; 2025 -.-> Costs[3-week scheme £2,203.20  
6-week scheme £4,406.40];
```

All prices include the following:

- 1 Site location (costs are per site location)
- 5 sessions per week
- 2 hours of supervised play
- 2 members of staff*
- Contributions towards; Equipment, van hire, supervisor roles, and training
- *Staff ratio is 1:13 and therefore additional staff may be required at bigger sites at an additional cost of £183.66 per week, per member.

chwarae play
YN SIR Y FLINTSHIRE

8.2. Proposed Update to Tourist Signs in Holywell & Greenfield

Members to consider the attached email from Richard Jones, Business & Tourism Development Officer, Flintshire County Council. The proposed signs were included in an attachment on the agenda email but can be viewed again, if necessary, on the large screen at the meeting.

The council has some Shared Prosperity Funding to update the existing tourist signs directing people to Greenfield Valley Heritage Park, St Winefride's Well etc and I'd welcome your views before we place an order.

Please see attached proposed sign drawings and locations. If we can implement this update, suggest some of the benefits are: -

- Signs would be compliant with the latest Welsh Language Policy i.e. Welsh wording above English.
- Additional tourist destinations are included i.e. Basingwerk Abbey and Greenfield Dock (Wales Coast Path).
- New locations for tourist signs are proposed to direct visitors from all gateways into Holywell and Greenfield.
- Updating several signs and posts which are in poor condition. Enhancing visitors' perceptions and experiences when travelling to these destinations.

For information, I am in contact with Greenfield Valley, St Winefride's Well, Cadw, Wales Coast Park marketing and Streetscene FCC in relation to this signage package and all are supportive of the proposal attached.

8.3. Winter Preparations 2024/25

Members to consider the attached from the County Council's Streetscene Department, and confirm any provisions required.

Katie Wilby
Chief Officer (Streetscene & Transportation)
Prif Swyddog (Gwasanaethau Stryd a Thrafnidiaeth)



**FAO: All Town & Community
Councils Clerks**

Your Ref/Eich Cyt
Our Ref/Eis Cyt
Date/Dyddiad
Ask For/Gofynnwr i'w
Direct Dial/Rhif Union
Email Address

KW/DB/IB
November 2024
Ian Bushell
English/Saesneg
01352 704780
Cymraeg/Welsh
01267 224923
ian.bushell@flintshire.gov.uk
www.flintshire.gov.uk

Dear Sir/Madam

PREPARATIONS FOR THE COMING WINTER

In an attempt to improve the countywide resilience and readiness for the winter season, the Council will be offering the following services to the Town and Community Councils:

1. Information on local weather forecast and gritting actions.

Following the positive feedback from previous winters, Flintshire County Council is again offering the opportunity for Town and Community Councils to nominate a member of the community to receive daily details of the proposed gritting actions together with an accurate weather forecast for their area, at approximately 1pm each afternoon. This will allow the nominee to pass this important information on to other interested parties within the community. If you are interested in being part of this scheme, please provide the details of your nominated representative on the attached form.

2. Salt bins

As in previous winters, the Council owned bins are soon to be filled and the operation will be repeated (if required) during January 2025. Prior to filling, however, each location is to be assessed to ensure that it meets the Council's criteria for the provision of salt bins and, any found not to be meeting the criteria, will be removed. I would appreciate it if you could remind your residents through newsletters etc. that the material in the bins is for use on the highway only and is not intended for private use.

County Hall, Mold, CH7 6NF
Tel 01352 704700
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug, CH7 6NF
Ffôn 01352 704700
www.sir-y-fflint.gov.uk



We welcome correspondence in Welsh. We will respond to correspondence received in Welsh to that effect.
Byddwn i'n croeso gyswllt yn Gymraeg. Yn ddiolch i'r ffordd hon, byddwn i'n atgwyboda chi.

If the Community Council requires additional bins within their community, to be funded at their own cost, they can be supplied by the Council and, subject to the future availability of rock salt, filled at the same frequency as the Council owned bins. The bins will be supplied in a different colour (in order to distinguish them from Council bins, usually green) and the cost will be £150.00 to purchase and each refill thereafter will be charged at £60.00.

If you already have Community Council owned salt bins that require a refilling, these are charged at £60.00 per fill, per location.

3. Bagged Rock Salt

Bagged rock salt is also available and can delivered to a location of your choice, for use around Town and Community Council owned property.

To provide a cost-effective service, a minimum order quantity of **10 bags** is required, this can be a mixture of the white or brown salt if required. The costings below include delivery.

- White Rock Salt = £10.22 per 20kg bag + vat
- Brown Rock Salt = £8.34 per 20kg bag + vat

4. Community involvement in Snow Clearing

In an attempt to assist the local community to help themselves during any periods of heavy snow, the Council will be offering basic equipment in order that the community can take on some localised footway snow clearing work. It is stressed that the intention is for these operations to supplement the Council's own snow clearing operations and not to replace them. The Council will continue to provide the winter maintenance service at the current level of previous years.

If the Town and Community Council, or any other groups nominated by them, request equipment, they will receive the following:-

- 8 bags of rock salt
- 3 snow shovels
- Instructions and indemnity notices for those people carrying out the work

We will require the groups to store the equipment safely until it is required.

If your organisation(s) require(s) any of the above, then please complete the attached and return it to Streetscene Admin, Flintshire County Council, Alltami Depot, Mold Road, Alltami, Flintshire, CH7 6LG or by e-mail at: StreetsceneAdmin@flintshire.gov.uk.

Yours faithfully,



Katie Wilby
Chief Officer (Streetscene & Transportation)
Flintshire County Council – Streetscene and Transportation

8.4. CONSULTATION: Wales COVID-19 Inquiry Special Purpose Committee - UK-Covid Inquiry Module 1 Report

Members to determine if a response is required to this consultation, and if a working group is required to work through the detail. See attached letter.

**Pwyllgor Diben Arbennig Ymchwiliad
Covid-19 Cymru**

—
**Wales Covid-19 Inquiry
Special Purpose Committee**
8 November 2024

Senedd Cymru
Bae Caerdydd, Caerdydd, CF99 1SN
0300 000 0000
0300 000 0000

—
Welsh Parliament
Cardiff Bay, Cardiff, CF99 1SN
0300 000 0000
0300 000 0000

Dear colleague

Public Consultation: Consideration of UK Covid-19 Inquiry Module 1 – Resilience and Preparedness of the United Kingdom

I am writing to seek your views on matters relating to the UK Covid-19 Inquiry Module 1 Report.

On 18 July 2024 the UK Covid-19 Inquiry published its Module 1 Report - *The resilience and preparedness of the United Kingdom*, which made 10 recommendations to the UK Government and devolved administrations.

The remit of the **Wales COVID-19 Inquiry Special Purpose Committee** (the Committee) is to consider the reports at each stage of the UK Covid-19 Inquiry and to identify any gaps in the preparedness and response of the Welsh Government and other Welsh public bodies during the Covid-19 pandemic that should be subject to further examination.

The Module 1 report considered whether the pandemic was properly planned for and whether the UK was ready for that eventuality. This Module touched on the whole system of civil emergencies including resourcing, risk management and pandemic readiness. It scrutinised government decision-making relating to planning and produced a set of recommendations.

We are therefore seeking your views on any 'gaps' within the Module 1 Report and on the changes Welsh Government has made to its approach to civil contingencies planning and preparedness for a future pandemic. Our work on Module 1 is specifically in relation to the resilience and preparedness of the UK and we would therefore ask that your response addresses the specific points below. There will be an opportunity to comment on the other Modules of the UK Covid-19 Inquiry in due course.

To help us with this work we welcome your views on the following:

- Whether the recommendations in the Module 1 report capture the priority actions needed to improve the resilience and preparedness of Wales as part of the UK. Is there sufficient detail and are there any clear gaps requiring the Committee to take further evidence itself.
- The resources that will be needed in order to deliver the recommendations, within the timeframes set out in the report.
- How progress should be monitored and reported. The need for transparency and clear lines of accountability for delivery of the recommendations.

Please also provide further comments or views on any other matters that you believe to be relevant to this issue.

The deadline for submissions is 16:00 on **3 January 2024**. Please see the annex for information on how to respond.

I look forward to hearing from you.



**Senedd Cymru
Welsh Parliament**

Yours faithfully,



Joyce Watson MS and Tom Gifford MS
Wales COVID-19 Inquiry Special Purpose Committee Co-Chairs

Groeswrit goberiath yn Gyrraeg neu Saesneg.

We welcome correspondence in Welsh or English.

Annex - How to respond

The Senedd has two official languages, Welsh and English. In line with the Senedd's Official Languages Scheme, the Committee requests that documents or written responses to consultations intended for publication or use in Senedd proceedings are submitted bilingually. When documents or written responses are not submitted bilingually, we will publish in the language submitted, stating that it has been received in that language only.

We expect other organisations to implement their own standards or schemes and to comply with their statutory obligations.

We would like you to submit your views by completing this [online form](#). However should you wish to provide a fully written response to the consultation, submissions should be no longer than five sides of A4, with numbered paragraphs, and should focus on matters set out above.

If you wish to submit evidence, please submit a single document (preferably as a Word document) with any tables, spreadsheets and annexes incorporated into the paper of your submission to SeneddCovid@Senedd.Wales. Further guidance on preparing written evidence can be found on the [Senedd website](#).

The deadline for submissions is 16:00 on **3 January 2025**.

Disclosure of Information

Before submitting information to the Committee, please ensure that you have considered the [Senedd's policy on disclosure of information](#). Alternatively, a hard copy of this policy can be requested by contacting the Clerk, Fay Bowen (0300 200 6565) or SeneddCovid@Senedd.Wales.

8.5. One Voice Wales National Awards 2025

Members to determine any nominations for the above award. Details as below letter.

I am delighted to announce that One Voice Wales will be holding its National Awards on **Wednesday 23 April 2025** at Hafod a Hendre, Royal Welsh Showground, Llanelwedd, Builth Wells, LD2 3SY. ***Please use this opportunity to mark this important date in your Council diaries.***

These awards are an opportunity for your Council to showcase the services it provides for its community, and an opportunity for councillors, clerks and staff to receive the recognition they deserve. The entries will be used as an evidence base to inform Welsh Government, Unitary Authorities, the Third Sector and other key partners of the good work local councils are doing in their communities across Wales and how they can possibly support the work of the local council sector in the future.

Attached you will find a **Nomination Guide 2025** listing the award categories and details of how you can nominate your council for these prestigious awards, together with an **Application Form**. An independent panel made up from national representative bodies will undertake the judging of the entries. There will be a shortlist of nominations in each of the categories; each of the shortlisted Councils for each category will be invited to take part in showcasing their Council's initiative.

During the Awards Ceremony, the winners and runners-up will be presented with their awards and certificates. One Voice Wales will also be publishing a post-event report to be shared with local councils and stakeholder organisations throughout Wales.

The closing date for entries is Friday 28 February 2025. A judging panel will be held after this date and the shortlisted councils for each category will be informed as early as possible and invited to prepare a 10 minute (maximum) presentation in advance of the event.

Should you have any queries regarding the 2025 Awards Conference, please get in touch with Emyr John, Communications Officer: ejohn@onevoicewales.wales

I do hope that you will enter your Council for an award and help One Voice Wales to highlight and promote the innovative practices that take place in local communities throughout Wales.

Yours sincerely
Cllr Mike Theodoulou,
Chair, One Voice Wales

8.6. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. or marked ** 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	Greenfield Valley Workshop Note	**	10 th Oct 2024
H	Estuary Voluntary Car Scheme	**	11 th Oct 2024
I	FLVC E-bulletin	**	17 th Oct 2024 & 4 th Nov 2024 & 15 th Nov 2024

J	OPCC North Wales Newsletter	**	21 st Oct 2024 & 4 th Nov 2024 & 15 th Nov 2024 & 2 Dec 2024
K	North and Mid Wales Association of Town Councils - Draft Minutes - 18th October 2024	**	21 st Oct 2024
L	North and Mid Wales Association of Local Councils - Town & Community Council consultation	**	21 st Oct 2024
M	North and Mid Wales Association of Local Councils - Cambrian Rail Line	**	23 rd Oct 2024
N	Cymdeithas Thomas Pennant Society	**	25 th Oct 2024 & 8 th Nov 2024
O	Letter from Becky Gittins MP – Wales in Bloom	**	29 th Oct 2024
P	Greenfield Valley Trust Board Update	**	4 th Nov 2024 & 5 th Nov 2024
Q	Becky Gittins MP - Remembrance Day Services	**	11 th Nov 2024
R	Hannah Blythyn MS – Public Transport Forum	**	11 th Nov 2024
S	A548 Bagillt Road Consultation	**	15 th Nov 2024
T	Save The High Street Winners	**	15 th Nov 2024
U	Wales National Park Proposal	**	15 th Nov 2024
V	Avanti West Coast Rail Update	**	2 nd Dec 2024
W	Flintshire Connects Consultation	**	2 nd Dec 2024
X	Holywell Place Plan Consultation	**	9 th Dec 2024
Y	Urban Exploration Talacre Arms	**	9 th Dec 2024

9. 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
D. Smith	Recycling Issues	Members to consider mitigation measures and education to improve the recycling usage and provisions at Llesty new housing complex.

10. ANNUAL RISK MANAGEMENT ASSESSMENT

The Council is required by law to consider and approve a Risk Management Schedule on an annual basis. The draft schedule is attached below, and the Clerk will summarise any changes to the information.

HOLYWELL TOWN COUNCIL - RISK MANAGEMENT ASSESSMENT

Item	Risk	Level	Control
Assets	Protection of Physical Assets.	M	Land and buildings insured. Periodic valuations undertaken.
	Security of buildings and equipment.	H	Alarm/CCTV System. Annual Maintenance contract in place. Equipment insured. Periodic office risk assessments completed.
	Maintenance of land and buildings.	H	Buildings currently maintained on an ad hoc basis. Checked visually throughout the year and particularly following extreme weather such as high winds. Uuesty woodland maintained on an adhoc basis. Ongoing building checks carried out. Minor office improvement works completed, as necessary.
Finance	Banking.	M	Appropriate Bank Accounts held with HSBC. Reviewed by Resources Committee.
	Risk of consequential loss of income.	H	Adequate insurance cover in place. Reviews of the Council's investment strategy undertaken by Resources Committee. Review of £85,000 threshold for cash protection considered against Council's current reserve balances in the event of banking failure through insolvency.
	Loss of cash through theft or dishonesty.	H	Town Clerk/RFO controls all cash. Receipts issued. Internal Audit checks undertaken.
	Financial controls and records.	M	Monthly bank reconciliation prepared by the Town Clerk/RFO and reported to the Council / Resources Committee as appropriate. Two Councillors and Town Clerk/RFO sign all cheques and online payments. Internal (Interim & Final) and External Audits carried out. Budget analysis reporting quarterly under RBS system.
	Comply with Customs and Excise Regulations.	H	Annual claim for VAT refund made and paid into the Council's Bank Account.
	Sound budgeting to support the annual precept calculation.	M	Expenditure against budget reported to Council. Resources Committee monitor financial arrangements. Precept determined by Council to meet Flintshire County Council requirements.
	Complying with borrowing restrictions.	M	Any borrowing is subject to approval of full council and Welsh Government and must be supported by a robust business case.
	Supplier & Procurement Fraud: Financial Loss to the Council / Potential investigation and report in the public interest / Damage to Council's reputation.	M	Clerk to complete regular checks on spending patterns. Clerk to carry out validation check on any new suppliers. Council deals with a limited number of suppliers.
	Fidelity Guarantee Insurance Cover should cover the maximum risk exposure.	M	Ensure that the year-end cash and bank balances plus the next estimated precept instalment is less than the identified fidelity cover in the Council's insurance policy. Current insured level = £250k.

HOLYWELL TOWN COUNCIL - RISK MANAGEMENT ASSESSMENT

Item	Risk	Level	Control
<u>General Liability</u>	Risk to third party, property, or individuals.	M	Insurance in place. Open spaces checked regularly. Checks carried out for Christmas Lights and floral displays (Wales in Bloom).
	Legal liability as consequence of asset ownership.	H	Insurance in place for Council Offices, Events Hub, Lluestry Woodland, Pen-y-Maes Gardens Play Area, and public events. Aura Leisure maintenance staff check play area and Insurer's engineer carry out the regular safety check of play equipment. Asset Register updating and review.
<u>Employee Liability</u>	Comply with Employment Law.	M	Act on information received from various bodies.
	Comply with HMRC requirements.	M	Regular advice from HMRC. Internal and External auditors carry out annual checks.
	Ensuring activities are within legal powers.	H	Town Clerk clarifies legal position on any new proposal. Independent legal advice sought where necessary. Powers for payment of invoices indicated at each Council meeting.
	Proper and timely reporting via the Minutes.	M	Council normally meets monthly and receives and approves minutes of meetings which are made available to press and public.
	Proper document control.	M	Leases and legal documents held in the Clerk's office.
<u>Councillor Propriety</u>	Registration of Interests and gifts and hospitality in place.	M	Declarations of Interest item on all agendas. Register of Interests held by the Clerk. Members' declared interests/gifts and hospitality are published.
<u>General</u>	Business Continuity/Disaster Recovery/Global Pandemics.	H	Council information on website and off-site secure server; data on office PCs backed up daily to off-site secure server; signed hard copy of minutes routinely bound and archived at Hawarden County Archives Office; fireproof storage of key information arranged on site in secure metal cabinet. Loss of damage to office accommodation, loss of staff - initially, home working/rented premises/locum staff. Delegated powers passed to Chair & Clerk if required.

Key: H = High Risk, M = Medium Risk, L = Low Risk.

Date Completed: Thursday 5th December 2024.

Reviewed by the Full Council: Wednesday 18th December 2024.

11. ANNUAL PAY AWARD FOR LOCAL COUNCIL STAFF 2024/25

Agreement has now been reached between the joint trade unions and employers for this year's local government pay award. The Clerk had previously written to all members of the Council to confirm the details of this agreement. All Councils have been advised to implement this pay award to their staff as swiftly as possible. Members to endorse the payment of backpay due from 1st April and adjustment of the staff salaries on the November 2024 pay run.

12. OFFICE CHRISTMAS CLOSURE

The Council Offices will close for the festive period at 1.00pm on Friday 20th December 2024 and reopen at 9.00am on Friday 3rd January 2025. Members to consider a nomination to hold the call out mobile phone, and also agree on the time period for the taking of calls for this year.

13. COUNCIL COUNSELLING SERVICE

Members to consider the provision of a counselling service, to be offered to members and staff as the need arises, to support general wellbeing and help alleviate stress.

14. REPRESENTATIVE REPORTS

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

15. COUNTY COUNCILLOR REPORTS

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

NOTE: The official minutes of the meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell.wales. Copies are also available at the Council's Bank Place Offices (entrance from the Tesco car park - door 13) during normal office opening hours. Contact telephone number (01352) 711757.