

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, 18th January 2023 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillors C. Argent, L.A. Carter, and P. Corbett.

IN ATTENDANCE: J. Baker (Clerk), and M. Fearnley (Deputy Clerk).

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

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
130	P.A. Johnson	✓		Leader of Scout Group is a personal friend.

117. **MAYOR’S REMARKS**

The Mayor attended the County Council’s Planning Portal training on Monday 9th January 2023; the new portal was a vast improvement on the previous system, and members were urged to try the portal when looking up applications. The Clerk would be able to provide further advice if needed. Members could create a “My Account” for further functionality.

The Mayor reminded members to submit apologies to the Clerk if they were not able to attend any meetings, to support the administration of all council meetings. The Council required at least five members to attend for full council meetings, and at least three for committee meetings. If members endeavoured to check their council emails on the iPad twice per week, for example mid-week and at the weekend, they should not miss any appointments made. Members should also check for any training courses sent through by the Clerk, to support the council’s training plan. A budget for training would be proposed later in the meeting.

The Mayor was pleased to receive an original oil painting picture of the council offices, kindly donated by the Clerk’s Father, Mr Tommy Baker, which

would be displayed in the offices on permanent loan. The Mayor would be sending a letter of thanks to Mr Baker in due course.

RESOLVED:

That Mr Tommy Baker be thanked for his kind loan of the painting.

118. PUBLIC SPEAKING

There were no such requests.

119. MINUTES & MEETINGS

119.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Wednesday 21st December 2022.

Cllr E.B. Palmer passed on thanks from Holywell Air Cadets to Cllr D. Thomas for agreeing that Cllr P. Curtis be appointed as a cadet representative.

120. PLANNING

120.1. 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/000012/23	PROPOSAL: PROPOSED ALTERATIONS, EXTENSION TO AND REFURBISHMENT OF HIGHFIELD COTTAGE AND THE ERECTION OF A DETACHED DWELLING WITHIN THE CURTILAGE. LOCATION: Highfield Cottage, The Beeches, Milwr, CH8 7SW.E. The Council noted this application as received.

120.2. Notification of Planning Appeal

Members considered a response to the appeal correspondence, for planning reference number 063033, change of use of land for the stationing of caravans for residential purposes, at Dollar Park, Bagillt Road, Holywell.

RESOLVED:

That members confirm their adherence to the previous comments made in relation to this application.

121. ACCOUNTS

121.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – DECEMBER 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9207	BP	Holywell & G/field Churches	Mayor's Civic Service 2/12/22	200.00	^^
9208	BP	A Little Magic	Attend Christmas Lights - Characters, Fire Show, Stilt Walkers, Face Painter	810.00	^^
9209	BP	St. Winefrides RC School	Eco Uniform Donation	100.00	**
9210	BP	Radio Deeside	Attend at Christmas Lights 2/12/22	50.00	^^
9211	BP	DJ Phil - Phillip Crossley	Attend at Christmas Lights 2/12/23	50.00	^^
9212	BP	SLCC	CANVA Course - Support Officer	42.00	***
9213	BP	BKB Solutions Ltd	Replace 2x Catenary Wires Tower Gardens	242.40	^^
9214	BP	BKB Solutions Ltd	Christmas Lights Contract Payment - Item 7	1,800.00	^^
9215	BP	BKB Solutions Ltd	Christmas Lights Contract Payment - Items 5,6 & 10	10,626.66	^^
9216	BP	Viking	Supply 2023 Diaries	28.20	****
9217	BP	Zurich Municipal	Insurance Addition - Former Toilet Block	56.21	****
9218	BP	Holywell Garden Centre	Supply 2 x Christmas Trees	200.00	****
9219	BP	Holywell Garden Centre	Install Remembrance Poppies, Silent Soldiers, Flag Poles	470.00	^^

9220	BP	Griffiths and Hughes Parry	Legal Fees - Asset Transfer of Toilet Block	1,025.00	***
9221	BP	Copyrite Systems	Copier Charges Aug-Nov22	118.11	****
9222	BP	UK Vending	Drink Refills	145.94	****
9223	BP	UK Vending	Hire of Drinks Machine 10/11/22-9/2/23	132.60	****
9224	BP	Delyn Press	6000 x A5 Christmas Lights Flyers	290.00	^^
9225	BP	Delyn Press	100 x Civic Service Booklets	135.00	^^
9226	BP	F.R. Kennedy & Son	Community Endeavour Award Voucher Redemption	25.00	^^
9227	BP	Sian Jones Translation Serv.	Translate Documents	8.63	****
9228	BP	Daydream Designs	Website Tech Support Dec22	94.80	****
9229	BP	Veolia	Supply Trade Waste Bags	53.04	****
9230	BP	T.J. Nicholls	Clean Windows Bank Place	12.00	****
9231	BP	Rosiez Café Ltd	Supply Sandwiches for Civic Service	280.00	^^
9232	BP	Holywell Garden Centre	Clear woodland path; Set up Christmas Trees/Lights Switch	240.00	^^
9233	BP	PhilsHarmonics	Perform at Christmas Lights Event	75.00	^^
9234	BP	A Little Magic	Christmas Market Entertainment (FCC Funded)	500.00	^^
9235	BP	James Corbett Music	Yubaba Performance - Christmas Lights Event	700.00	^^
9236	BP	Event Sound Ltd	Stage Services - Christmas Lights	900.00	^^
9237	BP	Kings Head CIC	Refreshments - Christmas Lights Event	43.44	^^
9238	BP	C. Pickstock	Reimbursement for Cupcake Boxes	10.74	^^
9239	BP	SLCC	Membership Fee - Clerk	337.00	***
9240	BP	Clwyd Pension Fund	Staff Pension Costs - Dec22	1,880.82	***
9241	BP	HMRC	Staff PAYE/Ni - Dec22	1,756.12	***
9242 - 9244	BP	Council Staff	Staff Salaries - Dec22	5,515.75	***
9245	BP	Griffiths and Hughes Parry	Land Registry Fee - Toilet Block	45.00	***
9246	DD	Plusnet	Alarm Line Dec22	23.62	****
9247	DD	Plusnet	Phone & Broadband Dec22	38.30	****
9248	DC	Tesco	Community Endeavour Award Hamper Goods	12.00	^^
9249	DC	Tesco	Christmas Lights Event Items	7.00	^^
9250	DC	Tesco	Christmas Lights Event Soup Station Items	21.90	^^
9251	DC	Facebook	Christmas Lights Promo Boost	12.91	^^
9252	DC	Tesco	Office Microwave	79.00	****
9253	DC	Tesco	Christmas Lights Event Gifts	10.00	^^

9254	DC	Bake A Wish	Cakes - Mayoral Civic Service	110.00	^^
9255	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9256	DC	Home Bargains	Christmas Sundries	0.49	****
9257	DC	Home Bargains	Community Endeavour Award Hamper Sets	37.53	^^
9258	DC	Amazon (Dailybuy Ltd)	Pack of 12 Photo Frames	31.69	****
9259	DC	Coco Sweets	Community Endeavour Award Hamper Goods	42.50	^^
9260	DC	Tesco	Refreshments	1.30	****
9261	DC	Tesco	Community Endeavour Award Hamper Goods	30.00	^^
9262	DC	Waterhouse Flowers	Community Endeavour Award Hamper Goods	47.50	^^
9263	DC	Tower Crafts	Community Endeavour Award Hamper Goods	12.50	^^
9264	DC	Kassidys Tea Rooms	Community Endeavour Award Hamper Goods	50.00	^^
9265	DC	Tesco	Refreshments	2.65	****
9266	DC	Steph's Beauty Lounge	Community Endeavour Award Hamper Goods	10.00	^^
9267	DC	Sum Up Nails	Community Endeavour Award Hamper Goods	20.00	^^
9268	DC	Home Bargains	Community Endeavour Award Hamper Goods	22.55	^^
9269	DC	S.J. Vaughan	Community Endeavour Award Hamper Goods	20.00	^^
9270	DC	Tesco	Refreshments	1.30	****
9271	DC	W. Bevan & Son Ltd	Radiator Key	1.25	****
9272	DC	Tesco	2x Gift Cards - U18 CE Awards	100.00	^^
9273	DC	The Flower Bowl	Community Endeavour Award Hamper Goods	20.00	^^
9274	DC	Home Bargains	Community Endeavour Award Hamper Goods	6.24	^^
9275	DC	Amazon	Supply A3 Card - Notice Boards	15.75	****
9276	DC	Lenovo	Laptop Warranty - Support Officer	86.09	****
9277	DC	Tesco	Refreshments	6.30	****
9278	DC	Tesco	Meeting Refreshments	16.25	****
9279	DC	Tesco	Meeting Refreshments	16.80	****
9280	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9281	DC	Tesco	Refreshments	1.30	****
9282	DC	C.M. Scott	Engrave Shop Window Shield	11.15	^^
9283	DC	Royal Mail	Postages	1.45	***
9284	DR	HSBC	Bank Charges - Nov22	11.00	****
TOTAL				30,052.76	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – DECEMBER 2022

Date	Category	Name	Payment Details	Amount £
5/12/22	Income	T. Foster	Christmas Lights Vendor	60.00
7/12/22	Income	Multiple	Christmas Lights Vendors (2)	60.00
15/12/22	Income	Flintshire County Council	Contribution to Christmas Market Event	500.00
29/12/22	Income	Flintshire County Council	Local Taxation Precept (3/3)	84,950.00
			TOTAL	85,570.00

Powers to Make Payments:

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

121.2. Interim Internal Audit Report

Members discussed the interim internal audit report, prepared by JDH Business Services Ltd. There were three issues noted and action agreed as follows:

Issue 1 – When not accepting the lowest quotation for a contract, the reasons should be referred to in the minutes of the meeting. This issue was noted and accepted by members.

Issue 2 – Cash donations should not be made as organisations should have established bank accounts. This issue was noted by members and would not recur.

Issue 3 – A signed SLA should be established with Holywell Garden Centre to ensure services required are formally identified in an agreement.

RESOLVED:

That the Resources Committee consider the Service Level Agreement (SLA) required for the Garden Centre. Clerk to prepare a draft agreement for the next meeting.

122. COMMUNITY ENGAGEMENT

122.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered the shared prosperity grant funding, and defib training.

RESOLVED:

- 1) That Councillors I. Hodge, E.B. Palmer, M. Sprake, and B. Scragg attend the shared prosperity working group on Thursday 2nd February 2023, and progress a bid with the support of Flintshire County Council.
- 2) That the Deputy Clerk send the available dates for the defib training to all members once the dates and venues are confirmed.

123. CORRESPONDENCE RECEIVED

123.1. Reports Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	OPCC Newsletter	**	19 th Dec 2022
F	Warm Spaces Update	**	20 th Dec 2022

G	Hannah Blythyn MS – Greenfield Station Update	**	22 nd Dec 2022
H	St David's Day 2023 Update	**	4 th Jan 2023
I	Blood Donor Service Statistics and Thank You	**	6 th Jan 2023
J	Flintshire LDP Adoption Report & Timetable	**	12 th Jan 2023
K	Flintshire Standards Committee Feedback	**	12 th Jan 2023

124. ANNUAL RISK MANAGEMENT ASSESSMENT

Members considered the updated risk assessment document. The Clerk confirmed that the former toilet block had been added to legal liability of asset ownership, and a new section had been created on the advice of the internal auditor, that covered Fidelity Guarantee Cover on the Council's Insurance Policy.

RESOLVED:

That the update Risk Management Assessment be approved and published.

125. MEMBERS AGENDA ITEMS

Cllr J. Jones – Covid Bereaved Families For Justice

Cllr Jones explained the background, which was to support a move for the UK Government to spend £0.79p per person per year to transform bereavement support services, as recommended by the UK Government's Bereavement Commission.

RESOLVED:

That approval be given for the Clerk to write to Matt Fowler, Co-Founder of Covid Bereaved Families For Justice, to confirm the Council's support.

126. REPRESENTATIVE REPORTS

None were reported.

127. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reported that the Flintshire Local Development Plan (LDP) would be considered by the County Council the week beginning 23rd January 2023.

Cllr E.B. Palmer reported that the rubbish had now been removed from the back of the old Spar building at the top of town.

Cllr I. Hodge reported that the bin collection review was ongoing and nothing had been agreed yet.

128. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, 129 and 130, 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 and financial considerations.

129. STAFF MATTERS

Members considered a revised working pattern for the Deputy Clerk.

RESOLVED:

That approval be given for the following hours of work:

Tuesday 9.00am – 4.30pm

Wednesday 9.00am – 5.00pm

Thursday 9.00am – 5.00pm

Remaining 3 hours to be worked at home.

130. APPLICATION FOR FINANCIAL ASSISTANCE

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council for the last three years. The Mayor read out the recommendations from the working group meeting held on Wednesday 11th January 2023.

A statement was circulated with details of donations made to date (£1,500) in the current financial year, budget provision for donations (£7,000), with remaining provision (£5,500) being available for allocation.

RESOLVED:

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

Organisation	£
Wales Air Ambulance	200
Scouts Cymru	400
Thomas Pennant Society	300
Home-Start Flintshire	500
Total	1,400

The application from Urdd Gobaith Cymru was received without a donation being approved on this occasion.

131. ANNUAL BUDGET SETTING 2023/24

The Clerk delivered a presentation to members that considered the budgetary issues and determinations for 2023/24. The Clerk identified and explained certain items for members' information and answered questions.

The key points noted for this year's budget setting process were:

- The budget protects and maintains current financial commitments.
- The reserves had been set above 3/12 of gross expenditure, in line with Council policy and best practice guidelines.
- Budget growth items of £27k were identified and considered.
- Savings options of £18k were identified and considered.
- Staff costs were increased due to salary progression, the national pay awards and increased national insurance and pension contributions.
- The local taxation precept was considered in the context of the tax base. It was noted inflation using the Consumer Price Index was 10.7% in November 2022.
- A base budget review exercise had been undertaken by the Clerk in drafting this budget ensuring that all current commitments were accounted for at the appropriate budget value. It had been necessary to adjust some budgets up or down based on current operational requirements and spending patterns.
- A table showing the current precept level for all Flintshire Town and Community Councils, for the current financial year had been circulated by the Clerk.

Members considered the probable expenditure for 2022/23, the bank balance including reserves and the determination of an appropriate local taxation precept for 2023/24. The Clerk explained that a strategy would be required in the coming years to address the budget shortfall.

RESOLVED:

- (1) That the Annual Estimates of Income and Expenditure for 2023/24, as presented by the Clerk, be approved.

- (2) That a precept of **£275,000** be issued on Flintshire County Council for the financial year 2023/24, representing an increase of **7.2%**. This would equate to **£80.81** per Band D household, representing a **£0.10** increase per household per week.
- (3) That earmarked reserves of **£10,000** be set aside to cover future election costs. This adjustment to the accounts to be made at the financial year end.

132. **CLOSE OF MEETING**

The Mayor closed the meeting at 7.40pm.

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Mayor