

Cyngor Tref Treffynnon Holywell Town Council

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Sir y Fflint, CH8 7TJ

Tel: (01352) 711757



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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

13th February 2025

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Wednesday 19th February 2025 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker

Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

3. SPEAKER - GREENFIELD RESIDENTS' ASSOCIATION

Liam Thorley will attend to address members and provide an overview of the recently established Greenfield Residents' Association.

4. PRESENTATION – NORTH WALES ASSOCIATION OF LOCAL COUNCILS

Robert Robinson, Secretary of the North Wales Association of Local Councils, will attend the meeting remotely to present an overview to members, outlining the key issues involved with the inquiry into the role, governance and accountability of the community and town council sector in Wales.

5. MAYOR'S REMARKS

6. MINUTES & MEETINGS

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

- Meeting of Holywell Town Council held on Wednesday 15th January 2025.
- Resources Committee meeting held on Tuesday 28th January 2025.
- Town Centre & Events Committee meeting held on Wednesday 5th February 2025.
- Resources Committee meeting held on Tuesday 11th February 2025.

6.2. Meetings of Committees and Working Groups

- To consider any recommendations for approval from Committees (where not delegated) and working groups held.
 - Resources Committee 28/01/25 – Minute R26
That a Personnel Sub-Committee be established. See attached terms of reference.
 - Resources Committee 28/01/25 – Minute R30
Interim Internal Audit Report. That the recommendations made by the Committee to address the audit issues raised be supported.
 - Town Centre & Events Committee 05/02/25 – Minute TC26
That the Clerk be given approval to sign the CCTV Services SLA with Flintshire County Council. The CCTV services would be reviewed in the early months of the 2025/26 financial year. See attached SLA with the agenda email.



HOLYWELL TOWN COUNCIL
PERSONNEL SUB-COMMITTEE
~ TERMS OF REFERENCE ~

- 1) To elect a Chair at the first formal meeting.
- 2) The Personnel Sub-Committee (PSC) can meet both formally and informally dependent upon the matter to be considered.
- 3) To review any identified staffing issues with the affected employee(s) and provide appropriate advice. The issues raised would remain confidential.
- 4) To review any identified political issues with the affected Councillor(s) and provide appropriate advice. The issues raised would remain confidential.
- 5) The PSC can meet when required and is attended by * two Holywell Town Councillors, and the Clerk. Meetings would normally be held at the Council Offices, but attendees also have the option to attend remotely. All members should be present at the meetings.
- 6) The PSC has no delegated powers granted by the Council, but it can administer its own arrangements and make appropriate recommendations to the Resources and Personnel Committee and/or the Full Council.
- 7) Any matter that the Clerk considers outside the scope of the PSC will be referred to the Resources and Personnel Committee and/or the Full Council for further consideration.
- 8) The work of the PSC would augment the existing grievance procedure and provide an informal first stage. The PSC in no way restricts the right of any Councillor or member of staff to raise matters directly with the Public Sector Ombudsman for Wales, or for staff to obtain advice from a recognised trade union of which they hold membership status.

* Current Membership (2) as agreed at Full Council Meeting on 19th February 2025:
Cllrs L. Corbett, P. Corbett, and the Clerk.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday, 15th January 2025 at 6.00pm.

PRESENT: Councillor L. Corbett (Mayor).

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

APOLOGIES FOR ABSENCE were received from Cllrs C. Argent, P.A. Johnson, J. Jones, E.B. Palmer, and B. Scragg.

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

95. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

96. MAYOR’S REMARKS

The Mayor was delighted to present the Christmas hamper competition winner Kath Taylor with her Christmas dinner hamper, on Saturday 21st December. The Mayor thanked Flintshire County Council’s Markets Team that had supported the competition.

The Mayor thanked everyone who donated to the Tesco Christmas toy appeal. Councillor Ian Hodge and the Mayor delivered toys to Erw Groes, and the Mayor and Consort delivered toys to the Holywell and Greenfield Churches.

97. MINUTES & MEETINGS

97.1. 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 December 2024.
- Special Meeting of Holywell Town Council held on Thursday 9th January 2025.

98. PLANNING

98.1. 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
TPO/001115/24	PROPOSAL: 5 Ash Trees - A3 Dieback - 50% fell. A4 & A5 metal work around base leaning towards building - fell. A6 limb leaning towards building - remove limb and A7 growing towards building – fell. LOCATION: Plas Yr Ywen, Halkyn Road, Holywell, Flintshire, CH8 7TZ. <i>The Council confirmed its support for this application.</i>
TPO/001116/24	PROPOSAL: 9 Ash Trees - Ash Tree A8 50% dieback - fell. Ash Tree A9 50% dieback - fell. Ash Tree A10 75% dieback - fell. Ash Trees A11, A12 & A13 dieback 50% leaning - fell. Ash tree A14 75% dieback - fell. Ash Trees A15 & A16 50% dieback - fell. Ash Tree cluster A17 some dieback - thin at worst. LOCATION: Plas Yr Ywen, Halkyn Road, Holywell, Flintshire, CH8 7TZ. <i>The Council confirmed its support for this application.</i>
TPO/001076/24	PROPOSAL: 1 x horse chestnut. C1. Main trunk approx. 4m with 2 stems off. Some bark damage on one leaning towards Clos Llwyn Onn. Reduce to height of trunk. 2x Ash. A1 A2. Overhanging rear wall with public foot path below and power line through. Dismantle as signs of dieback. LOCATION: Plas Yr Ywen, Halkyn Road, Holywell, Flintshire, CH8 7TZ. <i>The Council confirmed its support for this application.</i>

99. ACCOUNTS

99.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – DECEMBER 2024

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10539	BP	One Voice Wales	Annual Subscription 2024/25	1,181.36	****
10540	BP	Barry Hamilton	Civic Service Photos 29/9/24	95.00	^^
10541	BP	JRB Enterprises	Dispenser Refill Bags	160.44	****

10542	BP	Katy Bincham	Facepainting/Glitter Tattoo Christmas Lights	300.00	^^
10543	BP	Ace Party Ltd	Carnival Stalls - Christmas Lights	620.00	^^
10544	BP	Daydream Designs	Website Tech Support Oct24	94.80	****
10545	BP	Veolia	Trade Waste Collection - Bank Place Offices	77.74	****
10546	BP	UK Vending Ltd	Drinks Machine Lease 4/11-3/12	82.80	****
10547	BP	Delyn Press	Supply flyers for Christmas Lights event	230.00	^^
10548	BP	Society of Local Council Clerks	Membership Fee 2025	360.00	****
10549 - 10551	BP	Council Staff	Staff Salaries - Dec24	6,076.91	***
10552	BP	HMRC	Staff PAYE/NI - Dec24	1,946.93	***
10553	BP	Clwyd Pension Fund	Staff Pension - Dec24	2,209.59	***
10554	BP	J. Baker	Travelling Claim - Nov24	10.80	***
10555	BP	M. Fearnley	Reimbursement for VDU Glasses Per Policy	105.00	***
10556	BP	Veolia	Trade Waste Collection - Bank Place Offices	97.24	****
10557	BP	Daydream Designs	Website Tech Support Nov24	94.80	****
10558	BP	Automated Systems Group	Copier Charges Nov24	52.64	****
10559	BP	Holywell Garden Centre	Caretaker Duties	180.00	^^
10560	BP	Holywell Garden Centre	Planters/Flags/Poppies/Soldiers /Christmas Tree	720.00	****
10561	BP	Holywell Garden Centre	Stage for Christmas Lights Event	120.00	^^
10562	BP	A Little Magic	Walkabout Characters for Christmas Market	520.00	^^
10563	BP	A Little Magic	Characters/Show for Christmas Lights Event	1,000.00	^^
10564	BP	Trendy Blinds	Supply & Fit Blinds in 2 x WCs Council Offices	240.00	****
10565	BP	Pure Glass	External Window Clean Council Offices	50.00	****
10566	BP	Kings Head CIC	Soup for Christmas Lights Event	39.85	^^
10567	BP	Black & White Security	Security Services - Christmas Lights Event	130.00	^^
10568	BP	Holywell Parish Church	DJ Services at Christmas Lights Event	50.00	^^
10569	BP	Kim Inspire	DJ Services at Christmas Market	50.00	^^
10570	BP	Cllr Ian Hodge	Reimbursement for Soup Containers	24.98	****

10571	BP	Cllr Linda Corbett	Reimbursement for Chocolates Christmas Market	12.45	^^
10572	BP	Carmel & H'well Woodcraft Assoc.	Mayoral Donation - Christmas Lights Switch On Device	75.00	^^
10573	BP	Blooms Café	Buffet for December Council Meeting	144.00	****
10574	BP	DJ Phil	DJ Services at Holywell Market	50.00	^^
10575	DD	British Telecom	Phone & Broadband Nov24	65.44	****
10576	DD	Yu Energy	Gas Bank Place Nov24	291.92	****
10577	DD	EDF Energy	Electric Bank Place Nov24	27.67	****
10578	DD	EDF Energy	Electric Event Hub Nov24	26.10	****
10579	DD	Vodafone Business	Office Mobile Dec24	26.10	****
10580	DD	Corona Energy	Electric Bank Place Oct-Nov24	65.56	****
10581	DD	British Telecom	Phone & Broadband Dec24	65.44	****
10582	DC	Tesco	Refreshments	1.20	****
10583	DC	Tesco	Refreshments	9.84	****
10584	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10585	DC	Tesco	Consumables/Refreshments/Mayoral Donation	19.75	****
10586	DC	Tesco	Refreshments	6.00	****
10587	DC	C.M. Scott	Engrave Shield	11.85	^^
10588	DC	Tesco	Refreshments	0.85	****
10589	DC	Tesco	Meeting Refreshments/Batteries	34.24	****
10590	DC	Zoom	Zoom Pro Subscription	15.59	****
10591	DR	HSBC Bank	Bank Charges Dec24	32.68	****
TOTAL				18,003.15	

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

Date	Category	Name	Payment Details	Amount £
2/12/24	INCOME	Various Debtors	Christmas Light Seller Donation	50.00
2/12/24	INCOME	Power Portal Ltd	Car Charge Point Usage	16.62
5/12/24	GRANT	Flintshire County Council	Tower Gardens Gateway Project	6,607.74
5/12/24	INCOME	Various Debtors	Mayors Charity Bucket	50.00
12/12/24	INCOME	Various Debtors	Vendor Donation	20.00
18/12/24	REFUND	Welsh Water	Water Account Refund	70.58
18/12/24	REFUND	Welsh Water	Water Account Refund	85.00
18/12/24	TRANSFER	HSBC Money Market	Increase Investment	10,000.00
18/12/24	INCOME	Various Debtors	Mayors Charity Bucket	115.00
20/12/24	INCOME	Selected Councillors	Donation in lieu of Christmas Cards	45.00
30/12/24	INCOME	Flintshire County Council	Local Taxation Precept (3 of 3)	97,000.00
TOTAL				114,059.94

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

100. COMMUNITY ENGAGEMENT

100.1. Play Board Installation

Flintshire County Council had confirmed the cost of installing the three play boards at Fron Park, Fulbrooke and Ridgeway play areas. Members considered the quotation for the sum of £753.18 for the installation.

RESOLVED:

That the Clerk be given approval to proceed with the play board installations.

100.2. The Big Conversation Flintshire

Members considered the above matter, a project managed by We Mind The Gap. We Mind The Gap were a social mobility charity that 'fill the gaps' in young people's lives with the things that the rest of us might take for granted. They had received funding to carry out a Big Conversation in Flintshire, and would be working with Wrexham University to gather the

voices of young people across Flintshire to ask them one big question 'What is life like for 18–21-year-olds in Flintshire?'

The Clerk had requested further information, and it was understood that the weekly Thursday street market could be used to support the on street engagement. Cllr D. Thomas confirmed that the Saturday Park Run on 25th January 2025 had been confirmed as a meet and greet point. It was suggested that a walk around the town centre could follow the Park Run.

RESOLVED:

That Cllrs L. Corbett and M. Sprake be confirmed as council representatives for the project. Clerk to contact the organisers.

101. CORRESPONDENCE

101.1. One Voice Wales National Awards 2025

Members considered the above matter and any nominations.

RESOLVED:

That this correspondence be noted as received.

101.2. Kings Honours List Nominations

Members had requested early consideration of the above matter before any formal notification was received.

RESOLVED:

That the above matter be noted.

101.3. Ysgol Treffynnon Governor Letter

Members considered the request from the Chair of Governors at Ysgol Treffynnon for a Community Governor.

RESOLVED:

That Cllr Linda Corbett be nominated to undertake the Community Governor role. Clerk to inform the school.

101.4. 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	FLVC e-Bulletin	**	12 th Dec 2024
H	LTA Parks Investment – Holywell Tennis Courts	**	12 th Dec 2024
I	North and Mid Wales Association of Local Councils – Senedd Consultation	**	18 th Dec 2024
J	North & Mid Wales Association of Local Councils - Deganwy Crossing Llandudno Branch Line	**	18 th Dec 2024
K	SLCC Clwyd Branch - Senedd Consultation	**	19 th Dec 2024
L	North and Mid Wales Association of Local Councils - Joint Rail Meeting	**	6 th Jan 2025
M	LGA's 2025 Training – Clwyd Pension Fund	**	7 th Jan 2025

102. ASBESTOS SURVEYS

The Clerk had received a quotation for asbestos surveys on the Council Offices and Events Hub, in the sum of £495.00. This had followed correspondence from Welsh Government and consideration of this matter by the Council's Resources Committee.

RESOLVED:

That the Clerk be authorised to proceed with this work.

103. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute 104, 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 financial considerations.

104. APPLICATIONS 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 five years. Councillor P. Corbett read out the recommendations from the working group meeting.

A statement was circulated with details of donations made to date (£2,600) in the current financial year, budget provision for donations (£7,000), with remaining provision (£4,400) being available for allocation.

RESOLVED:

- 1) 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	£
Age & Dementia Friendly Holywell	500
Cylch Ti A Fi	200
Welsh Ambulance	200
Holywell Area Community Museum	500
Benefit Advice Shop *	500
50+ Action Group Flintshire	250
Love Holway	500
The Table @ St. Peters (Additional Agenda Item)	500
Total	3,150

* Approval letter to ask for confirmation of how the service was advertised in the Holywell and Greenfield communities.

105. ANNUAL BUDGET SETTING 2025/26

The Clerk reported to members the budgetary issues and determinations for 2025/26.

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 £13.5k were identified and considered.
- Savings options of £4.9k 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 3.5% in November 2024.
- 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 2024/25, the bank balance including reserves and the determination of an appropriate local taxation precept for 2025/26.

RESOLVED:

- (1) That the Annual Estimates of Income and Expenditure for 2025/26, as presented by the Clerk, be approved.
- (2) That a precept of **£307,000** be issued on Flintshire County Council for the financial year 2025/26, representing an increase of **3.50%**. This would equate to **£87.89** per Band D household, representing a **£0.06** 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.
- (4) That the Town Centre & Events Committee be asked to consider the CCTV recharge further at its next meeting. Clerk to follow up on the Service Level Agreement (SLA) and latest statistics with the County Council and North Wales Police.
- (5) That the annual contribution to Holywell Leisure Centre of **£10,000** be approved for the 2025/26 financial year.

106. REPRESENTATIVE REPORTS

None reported.

107. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge had been appointed through the FCC Standards Committee to support the review of the code of conduct for elected members.

Cllr I. Hodge reported that the FCC Standards Committee had confirmed that for financial assistance requests up to and including £500, there was no requirement for members to declare an interest, should they be affiliated with the group making the application for funding.

Cllr I. Hodge reported that the County Monitoring Officer had recommended local Councils implement a Personnel Sub-Committee, consisting of two members and the Clerk, to review any matters of concern affecting Council staff and/or members. The Clerk would discuss this further with the Chair of the Resources Committee in due course.

108. MEMBERS AGENDA ITEMS (Additional Agenda Item)

The Clerk explained the background to this item, in the absence of Cllr P.A. Johnson. Grit salt bins were requested for Holywell West ward, and there was potential for this to affect the other wards. Therefore, Cllr Johnson had suggested that this matter be reviewed at the next Development Committee meeting in order for a full and proper assessment of the Council's grit salt bin requirements to be undertaken.

RESOLVED:

That the matter be referred to the next Development Committee meeting. Clerk to add to the agenda and request existing bin quantities/locations from FCC Streetscene.

109. CLOSE OF MEETING

The Mayor closed the meeting at 7.25pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 28th January 2025 at 5.30pm.

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. Cllrs M. Sprake and J. Jones were absent without apology.

IN ATTENDANCE: J. Baker (Clerk), Cllr I. Hodge (Minute R26 only).

R25. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

R26. PERSONNEL SUB-COMMITTEE

Cllr I. Hodge attended the meeting in capacity as a member of Flintshire Standards Committee. Cllr Hodge suggested to the Committee the establishment of a Personnel Sub-Committee, which would review any staff or member related issues at an informal level. This type of Sub-Committee had been recommended to local councils by the County Monitoring Officer. The Personnel Sub-Committee would not replace or be instead of any already established formal procedures.

RESOLVED:

- 1) That a Personnel Sub-Committee be established subject to the ratification of the Full Council. The Sub-Committee would consist of two members and the Clerk. Cllrs L. Corbett and P. Corbett were nominated as members. The Sub-Committee membership would be reviewed at the Annual Meeting in line with the arrangements in place for other Committees. Clerk to draft suitable terms of reference.
- 2) That the Resources Committee be renamed as the Resources and Personnel Committee.

R27. BANK RECONCILIATION QUARTER 3 – 31st DECEMBER 2024

Members received the bank statement and reconciliation from the Clerk, who explained the current position.

RESOLVED:

That the Council's banking position be noted.

R28. MANAGEMENT ACCOUNTS QUARTER 3 – 31st DECEMBER 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.

R29. FINANCIAL REVIEW

The Clerk stated that a review would be appropriate at the financial year end, once all commitments had been accounted for.

R30. INTERIM INTERNAL AUDIT REPORT

Members reviewed the internal auditors report which had identified two issues as follows:

- i. The council currently has a strategic plan, the Holywell Town Council Business Plan 2022-27. However, the council does not link any decision making in the minutes to the objectives of the strategic plan.

Audit Recommendation: *Where appropriate, the council should consider linking resolutions in the minutes with key aims and objectives in the current strategic plans to evidence that decision making is driven by strategic planning. This could be carried out by, for instance, ensuring reports to council with recommendations in the agenda documents link to strategic objectives.*

- ii. There were no formal contingency arrangements in place to maintain complete and accurate up to date accounting records if the Clerk/RFO was absent for a significant period.

Audit Recommendation: *The council need to review its contingency arrangements for maintaining complete and accurate financial systems and controls in the absence of the Clerk/RFO and ensure formal arrangements are in place.*

RESOLVED:

- 1) That the Council link decisions in its minutes of meetings where appropriate to the current business plan from April 2025, to maintain a link between decision making and strategic planning.
- 2) That the Council utilises a Locum Clerk/RFO in the event that the Clerk/RFO was unavailable or absent for a considerable period that overlaps with statutory accounting deadlines.

R31. COMMUNITY ENDEAVOUR AWARDS

Members reviewed the existing procedure, that had been moved to the Council's Annual Meeting for 2025, ahead of any consideration of nominees.

RESOLVED:

That the procedure should in the main remain the same i.e. individual nominations per ward to receive a hamper of local goods, and the two under 18 awards for Holywell and Greenfield to receive a voucher. The one change was confirmed as nominations would now be accepted from outside of the ward boundaries, provided they had contributed to a tangible benefit for the Holywell or Greenfield communities.

R32. COUNSELLING SERVICES

The Council had previously resolved at its December meeting to support Counselling sessions. Cllr P. Cooper had kindly undertaken the necessary research and relayed details to the Clerk. The costs were £45.00 per session with North East Wales Mind.

RESOLVED:

That the Clerk officially launches the scheme based on the following conditions:

- Counselling sessions will be supported for staff only.
- Staff are allowed the time to attend any counselling sessions.
- A maximum of 12 counselling sessions per financial year (April-March) is permitted. Any further counselling sessions during each annual period should be arranged and paid for by the employee.

R33. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute R34, 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 contractual considerations.

R34. SOCIAL MEDIA COMMUNICATION

The Clerk reported on the details of an enquiry and some associated advice, related to recent social media activity.

RESOLVED:

That the Council note this correspondence as received.

R35. CLOSE OF MEETING

The Chair closed the meeting at 7.20pm.

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Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Town Centre and Events Committee** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday 5th February 2025 at 10.00am.

PRESENT: Councillor E.B. Palmer (Chair).

Councillors: L. Corbett, P. Corbett, I. Hodge, E.B. Palmer, and D. Thomas.

APOLOGIES FOR ABSENCE none were received. Cllrs P. Cooper, P. Curtis, and S. Rush were absent without apology.

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

TC23. DECLARATIONS OF INTEREST

None were received.

TC24. 2025 EVENTS PROGRAMME

Members considered this year's programme and dates, and the scope of all events. Town Centre and Activity Grants may be available to support some events through the County Council. A save the date flyer would now be circulated.

RESOLVED:

- VE Day – Thurs 8th May – to follow template used for last year's D Day event.
- Food & Drink Market – confirmed as Sat 21st June.
- Party in the Park – Sat 26th July - Rosiez Café to be contacted regarding catering. To follow template used for last year.
- Pirate Themed Event – confirmed as Sat 16th August. Mobile stage, music, activities, RNLI.
- Well Inn Music Festival – Sat 6th September.
- Christmas Lights Switch on – Fri 28th November.
- Christmas Market – to be confirmed.

TC25. OTHER EVENT MATTERS

The Clerk confirmed the charging policy from the County Council for road closures, staffing, etc. Members considered suitable backing for the stage used in the

bandshell area. Members discussed the viability of opening the events hub toilet on event days.

RESOLVED:

- 1) That the Clerk relay event details and dates to Nigel Seaburg, Flintshire County Council, in order for any applicable charges to be confirmed.
- 2) That the Deputy Clerk obtains a quotation for the stage backing.
- 3) That the Clerk confirms costs for opening the events hub toilet on event days.

TC26. CCTV SERVICES

Members discussed the Service Level Agreement (SLA) for CCTV services provided by Flintshire County Council. The SLA ran for a three year period from 1st April 2025 to 31st March 2028. Members also reviewed the graphs and statistics provided by the County Council.

RESOLVED:

That the SLA be recommended for signing, subject to the ratification of the Full Council at its next meeting. The CCTV services would be reviewed in the early months of the 2025/26 year.

TC27. FRON PARK OUTDOOR GYM EQUIPMENT MAINTENANCE

The Clerk reported on the requirement for a suitable maintenance contract to service the new equipment at Fron Park.

RESOLVED:

That an annual servicing contract be implemented for the equipment from Autumn 2025. Deputy Clerk to contact the suppliers.

TC28. TOWN CENTRE PLANTER MAINTENANCE INCENTIVE SCHEME

Members considered the above matter. A community day could be held to tidy the planters. Any spare planters could be adopted, and the local schools and cadets were to be approached in the first instance. A best planter competition could be held with a shield presented to the winner. The County Council have supplied paint and brushes in the past and grants could be available.

RESOLVED:

That the staff follow through on any related actions points.

TC29. LEGENDS ON THE BENCH

Members considered the above project, which was a national initiative to link bench installations to advice and guidance on mental health matters. Funding could be available to support any future installation. Fron Park and the Memorial Gardens were highlighted as potential locations.

RESOLVED:

That the Clerk completes the research and confirms the costs to progress the project, subject to funding.

TC30. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute TC31, 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 contractual considerations.

TC31. CHRISTMAS LIGHTING INSTALLATION CONTRACT

The Clerk had received the invoices related to the above contract from the appointed contractor. The amounts charged included costs for contract variation works. The Clerk had confirmed that a breakdown of the charges had been requested.

RESOLVED:

That the Clerk request the contractor attend a meeting with the Committee to discuss the contract variations, as soon as practical.

TC32. CLOSE OF MEETING

The Chair closed the meeting at 11.45am.

.....

Chair

- 20 -

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 11th February 2025 at 5.30pm.

PRESENT: Councillor P. Corbett (Chair).

Councillors: L. Corbett, M. Lewis-Jones, E.B. Palmer, and M. Sprake.

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

IN ATTENDANCE: J. Baker (Clerk), and Cllr I. Hodge.

R36. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

R37. EXCLUSION OF PUBLIC AND PRESS

The Chair reminded the meeting about the confidential nature of the forthcoming discussions.

RESOLVED:

That the public and press be excluded for the following minute R38 and R39, 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 personnel and contractual considerations.

R38. GENERAL MAINTENANCE – SERVICE LEVEL AGREEMENT (SLA) 2025/26

Members considered the draft SLA presented by the Council’s general maintenance contractors, Holywell Garden Centre. The Clerk confirmed the changes proposed to the schedule of rates from the previous financial year.

RESOLVED:

That the SLA be approved for the 2025/26 year. Clerk to arrange sign off with the contractors.

R39. STAFFING UPDATE

The Clerk provided an update on the staffing situation.

RESOLVED:

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

R40. CLOSE OF MEETING

The Chair closed the meeting at 6.45pm.

.....

Chair

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/000018/25	PROPOSAL: DEMOLITION OF EXISTING REAR SINGLE STOREY - PROPOSED NEW REAR/SIDE SINGLE STOREY EXTENSION. LOCATION: Clwyd Fair, Old Chester Road, Milwr, Holywell, CH8 7RX.
FUL/001097/24	PROPOSAL: ERECTION OF A TWO STOREY SIDE EXTENSION WITH AN ATTACHED CAR PORT. LOCATION: Bron Holway, Holway Road, Holway, Holywell, CH8 7NN.
FUL/000087/25	PROPOSAL: VARIATION OF CONDITION 2 FOLLOWING PLANNING PERMISSION 059504 & FUL/000866/23 - ROOF ALTERATION AND ADDITIONAL BEDROOM TO FIRST FLOOR APARTMENT. LOCATION: HOLYWELL TYRE CENTRE, Rue St Gregoire, Holywell, CH8 7TR.
FUL/001097/24	PROPOSAL: Erection of a two storey side extension with detached car port. <u>Amendments to submitted application.</u> LOCATION: Bron Holway, Holway Road, Holway, Holywell, CH8 7NN.
FUL/000126/25	PROPOSAL: CHANGE THE EXISTING FLAT ROOF TO A ROOF TERRACE. LOCATION: 19, Pen Y Maes Gardens, Holywell, CH8 7BL.

NOTES:

1. Full details of planning applications may also be viewed on Flintshire County Council's website www.flintshire.gov.uk or by contacting the Clerk.
2. **MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.**
3. Notices of the County Council's planning decisions may be viewed by contacting the Clerk.

8. ACCOUNTS

8.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – JANUARY 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
10592 - 10594	BP	Council Staff	Staff Salaries - Jan25	6,215.51	***
10595	BP	HMRC	Staff PAYE/NI - Jan25	2,031.34	***
10596	BP	Clwyd Pension Fund	Staff Pension - Jan25	2,267.41	***
10597	BP	Viking	Paper/Stationery/Diaries	128.10	****
10598	BP	Viking	Key Safe	130.80	****
10599	BP	Holywell Garden Centre	Caretaker Duties	330.00	^^
10600	BP	St. John Ambulance	Attend Christmas Lights Event	156.00	^^
10601	BP	Flintshire County Council	CCTV Charges Jan-Mar25	3,621.84	^^
10602	BP	All Electric Contractors Ltd	Office Lighting Works	1,194.98	****
10603	BP	Philip Jones Computers	ICT Support Costs Q3 24/25	100.00	****
10604	BP	Automated Systems Group	Copier Charges	42.00	****
10605	BP	JDH Business Services Ltd	Interim Internal Audit and Report 2024/25	439.20	***
10606	BP	Veolia	Office Trade Waste Dec24	72.46	****
10607	BP	UK Vending Ltd	Drinks Machine Lease Dec24	82.80	****
10608	BP	C. Pickstock	Reimbursement for 2025 Diary	6.99	****
10609	BP	Holywell & G'field Churches	Hire of Wellbeing Hub - Dec Council Meeting	75.00	****
10610	BP	UK Vending Ltd	Supply Drinks Pods	67.13	****
10611	BP	UK Vending Ltd	Drinks Machine Lease Jan25	82.80	****
10612	BP	Daydream Designs	Website Tech Support	94.80	****
10613	BP	Tadmark Ltd	Supply Charge Point Banner	30.88	****
10614	BP	Blackwells Stonecraft Ltd	Supply and Fix Covid Memorial Plaque	800.00	^^
10615	BP	Holywell Garden Centre	Caretaker Duties	428.40	^^
10616	BP	Holywell Garden Centre	Office Maintenance Duties	90.00	****

10617	BP	Holywell Garden Centre	Parasol Maintenance	321.59	^^
10618	BP	Holywell Garden Centre	Christmas Tree Removal/Clock Timers/Electric Components	137.95	****
10619	BP	Love Holway	Event Grant - Chair Yoga Sessions	500.00	**
10620	BP	Ysgol Gwenffrwd	Eco Uniform Donation	100.00	**
10621	BP	Age & Dementia Holywell	Financial Assistance/Donation	500.00	**
10622	BP	Cylch Ti Afi	Financial Assistance/Donation	200.00	**
10623	BP	Welsh Air Ambulance	Financial Assistance/Donation	200.00	**
10624	BP	Holywell Area Comm. Museum	Financial Assistance/Donation	500.00	**
10625	BP	Benefit Advice Shop	Financial Assistance/Donation	500.00	**
10626	BP	Love Holway	Financial Assistance/Donation	500.00	**
10627	BP	The Table @ St. Peters	Financial Assistance/Donation	500.00	**
10628	BP	50+ Action Group Flintshire	Financial Assistance/Donation	250.00	**
10629	BP	Rhyl Town Council	Charity Evening Tickets	44.00	///
10630	BP	Mold Town Council	Charity Dinner Tickets	70.00	///
10631	DD	Yu Energy	Gas Bank Place Dec24	273.35	****
10632	DD	Corona Energy	Electric Bank Place Dec24	79.92	****
10633	DD	EDF Energy	Electric Bank Place Dec24	26.29	****
10634	DD	EDF Energy	Electric Events Hub Dec24	26.67	****
10635	DD	Vodafone Business	Office Mobile Jan25	26.10	****
10636	DD	British Telecom	Phone & Broadband Jan25	65.44	****
10637	DC	Ionos Cloud	Office Premium/Mail Pro	100.59	****
10638	DC	Tesco	Refreshments	5.55	****
10639	DC	TV Licensing	TV License Fee	169.50	***
10640	DC	Tesco	Refreshments	1.20	****
10641	DC	Amazon	Photo Frames	34.49	****
10642	DC	Acoo Review Ltd	ID Card Holders/Lanyards	73.44	****
10643	DC	Amazon	Tape Dispenser	16.46	****
10644	DC	Acoo Review Ltd	ID Cards	154.80	****
10645	DC	ICO	Data Protection Fee	40.00	***
10646	DC	Tesco	Refreshments	1.20	****
10647	DC	Zoom	Zoom Pro Subscription	15.59	****
10648	DC	Amazon	Water Beads	11.48	^^
10649	DC	Amazon	Craft Wire	8.49	^^
10650	DC	Amazon	Vase Bowls	35.84	^^
10651	DC	Tesco	Refreshments	2.50	****
10652	DR	HSBC Bank	Bank Charges Dec24	19.70	****
			TOTAL	24,000.58	

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

Date	Category	Name	Payment Details	Amount £
13/01/25	INCOME	Various Debtors	Mayors Charity Bucket	80.00
14/01/25	INCOME	Various Debtors	Mayors Charity Bucket	75.00
20/01/25	INCOME	Various Debtors	Eco Uniform Donations	100.00
29/01/25	INCOME	Flint Town Council	Mayors Charity Ball Tickets	56.00
			TOTAL	311.00

Powers to Make Payments:

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

9. COMMUNITY ENGAGEMENT

9.1. Holywell Walkers are Welcome

The Council has been contacted by Mr Alan Neale, representing Holywell Walkers are Welcome. Mr Neale will be stepping down from running the walking group and informed the Council the bank account will be closing. He has asked for the Council's advice on how to allocate the remaining balance of £225.62. There is no one else to take over the running of the group. Members to consider the position and determine any further action required.

10. CORRESPONDENCE

10.1 North Wales Association of Local Councils Summary Paper – Town and Community Council Review

Following the presentation earlier in the meeting members to consider completion of the questions in the attached summary paper.

SUMMARY PAPER

TOWN AND COMMUNITY COUNCIL REVIEW

1. Introduction

The changes to town and community councils have been on the 'cards' for some years. The momentum to progress more quickly is beginning to build. There are now 5 regions (CCJ's) in place over Wales and the county councils all appear to be in financial crisis. This paper looks at what might be a way forward to achieving this.

2. Town and Community Council review

The programme for completion by the Association of the paper for Welsh Government is:

January 2025	Identify the views and issues from the members. (issues and ideas) – Completed on 24 th January
February 2025	Consult member councils
March 2025	To complete the document with consultation. (Preparation of a paper). (Discussion by email and meetings).
April 2025	To agree at the main meeting the document For presentation to Welsh Government. (Final document).

3. The issues

The issues with regard to the reduction of Town and Community Councils from around 737 down to around 150 have been identified as follows (I am sure there are more):

Basis

It was recognised that one size does not fit all with towns (urban) being very different from villages (rural). Any plan for the future needs to reflect this.

Size of council

At present town and community councils vary from Barry (pop 50,000) to small rural councils (pop 500).

Precept under £10k	209	
Precept 10-20k	142	Total very small councils 351 (48%)
Precept 20-50k	155	
Precept 50-100k	81	Total mid-size councils 236 (32%)
Precept 100-200k	67	
Precept over 200k	83	Total larger councils 150 (20%)

Wales has a population of 3.2m and has 737 local councils, average population 4,300. If there were 150 town and community councils the average rises to approx. 20,000 population.

Identity

Towns and communities being joined raises the concern of loss of identity. Smaller councils may feel overrun by larger councils and feeling they may lose control of their communities.

Representation

Representation within communities was considered important and should be protected.

Legislation

It was felt that the only way combining councils or clustering councils would work was via legislation – it was recognised that many would not take part if not.

Culture

Many communities have diverse cultures to others and this becomes an issue if councils were combined as opposed to clustered.

Service delivery

The service delivery of more (handed down from County Councils) will give rise to issues of what each community wants. All vastly different in their views.

Service delivery of the level envisaged will require larger unit to enable it to happen. The county councils have already intimated that they are looking to only do

those things which they have a duty to. This will leave many services on the ground to be delivered by others (Town or Community Councils and the community).

Financial

Each council has various levels of reserves and some may not be happy to combine with a council with less funds.

Council tax will rise whatever the outcome as they will even up over the cluster or group.

VAT

The VAT status of councils would change with partial exemption not being an option once the council budget rise to the level expected.

Seats

If councils were to be combined the allocation of seats (of which there are likely to be less) will be an issue depending upon how they are calculated.

Councillors and payments

With larger councils and with the workload it is expected that councillors would need to be paid when a new system arrives. This has a cost implication.

Services and council tax

Councils may have two parts to their council tax. One part for their own area and part for joint services. Some may not wish to pay for a service on a collective basis if they do not receive it.

Town Clerk and staff

The cost of making staff redundant (less Town Clerk's required) – where is it met from?

We are sure you may have more to add.

4. Suggested basis for the next stage

The Executive suggests that we consider three types of local council

- a) Larger councils could remain much as they are now
(budgets of over £200k)
- b) Medium councils to combine in urban areas
where there is a common interest
(budgets of over £100k)
- c) Smaller councils to cluster in more rural areas
with a system to deliver services jointly. (budgets under £100k)

Consultation of members

The Association is asking its member councils for its views on this subject. Any responses need to be with the Association secretary no later than 28th February 2025.

The basic questions for you are:

Question	YES	NO	Don't know
Do you think the suggested way forward is a basis for further work?			
Do you think the issues identified are right?			
Do you think a reduction to 150 councils is the right way forward?			
If not how many do you think would be right?			

Please do give us your written views so we can fully understand and make sure they are included in the paper going forward.

All views will be included in the consultation document with any report.

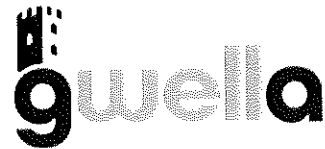
FURTHER INFORMATION

You can find more detail within the following (which are made available to you):

- i) Association Executive Meeting minutes January 2025
- ii) Association Quarterly Meeting minutes January 2025
- iii) Copy of the slides used in the presentation to the Association in January 2025

10.2. Fit, Fed & Read Community Programme

Members to consider the Council's support for this programme. A sum of £1,000 has once again been requested this year (for 2025/26), from town and community councils. See attached letter and infographic. The full report was included with in the agenda email.



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

Via Email: town.clerk@holywell.wales

Your Ref/Beth Cyt

Our Ref/Ein Cyt

Date/Dyddiad

Ask for/Gofynnwr am

Direct Dial/Tyfwr Union

Fax/Ffôn

email:

FFR/LB

28 January 2025

Michelle Thomas

01352 702430

Linda.bletcher
@flintshire.gov.uk

Dear Clerk,

Re: Fit, Fed & Read Community Programme

I am writing to you following the conclusion of the summer 2024 Fit, Fed & Read community programme, which was successfully delivered across nine locations in the county over a five-week period during July and August. Enclosed, you will find a report and infographic highlighting key statistics and headline information about this year's scheme. These materials also include participant testimonials that provide valuable feedback on how vital this programme is to our communities.

The Fit, Fed & Read programme is a collaborative, multi-agency initiative involving a wide range of public sector partners to address critical issues such as health inequalities, food poverty, community cohesion, literacy, and physical and mental well-being.

While the programme has been running for the past five years, its continuation was at serious risk prior to summer 2024 due to the Welsh Government's termination of the holiday hunger funding. Fortunately, Flintshire's Sport Development team, working in partnership with others, was able to secure smaller funding streams to ensure the scheme could proceed. However, at this time, we are actively exploring other funding sources to support the summer 2025 programme, though nothing has been confirmed yet.



Flintshire Llewellyn and Lloern United
Bwrdd Llewellyn Cymru - Cymdeithas Fflint a'r Wlad
Gwasgwrdd, Flintshire - CH64 4SA
info@flintshire.gov.uk

Llewellyn a'r Wlad Cymru y Fflint Cymdeithas
Bwrdd Llewellyn Cymru - Cymdeithas Fflint a'r Wlad
Gwasgwrdd, Flintshire - CH64 4SA
info@flintshire.gov.uk

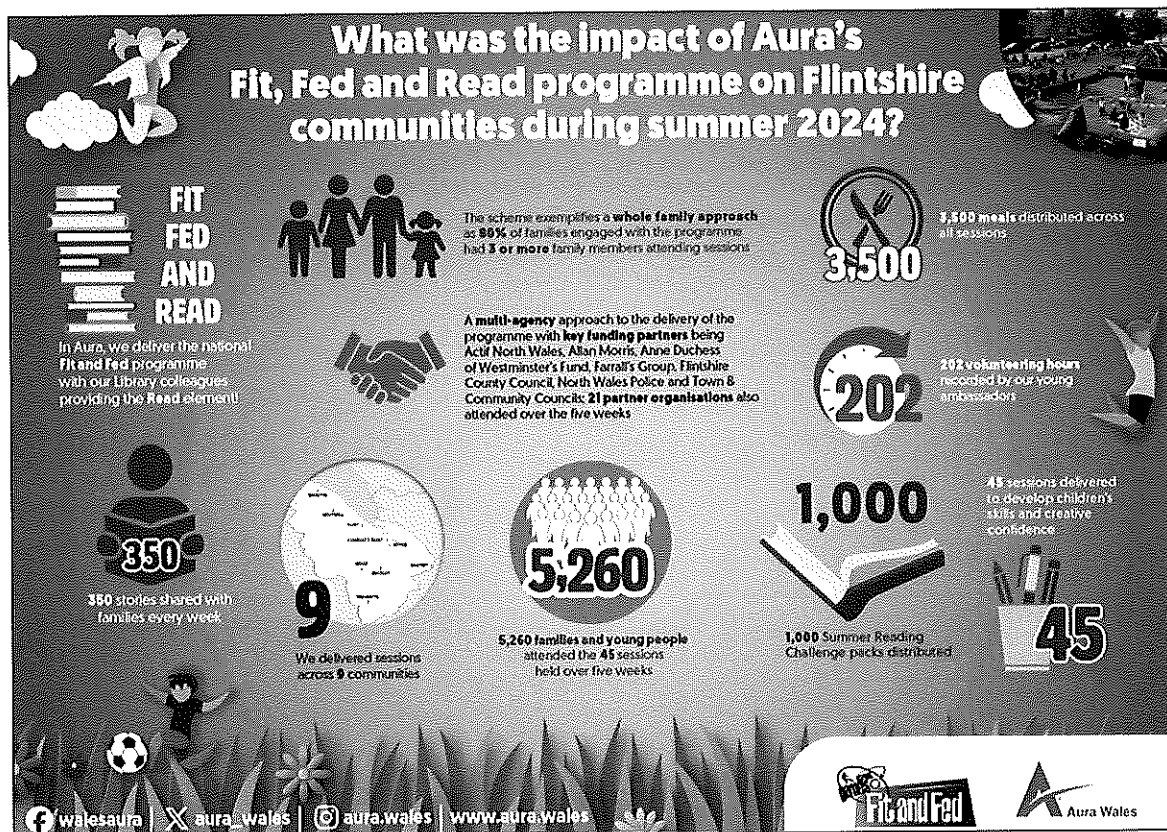
To ensure the continued delivery of this highly valued and much-needed service, we are seeking support from Town and Community Councils where the programme operates. Specifically, we are requesting a financial contribution of £1,000 from each Town and Community Council, as you generously supported us last year. By requesting support early, we hope this funding can be incorporated into the programme's running costs and included in our budget-setting process for 2025/26.

We are more than happy to join any upcoming Town and Community Council meeting to discuss and advocate the benefits and outcomes of this programme, or to answer any further questions you may have.

Thank you for your continued support of the Fit, Fed & Read programme.

Yours sincerely,

Michelle Vaughan Thomas
Active Communities Manager



10.3. One Voice Wales Annual General Meeting - Online on Tuesday 11 March 2025 from 4:00pm to 6:00pm

Members to consider any nominations to attend this year's OVW AGM. See attached correspondence below.

This year our Annual General Meeting will be held on a remote basis and all **Member councils** are invited to nominate one councillor (as well as a substitute) to attend to engage in debating and deciding upon a range of important matters which for the first time in over fifteen years will include consideration of proposed changes to the constitution of the organisation. The constitution was originally approved in 2008 and over time it is clear that the governing document would benefit from important changes that would enhance the current overarching governance structure. It is essential that we have a high attendance at the meeting as the current constitution states that:

In the event of a decision having been taken by the Annual General Meeting to change the legal status of the organisation it shall only be undertaken by a majority decision of a meeting attended by a minimum of 20% of the membership.

It therefore requires a minimum of around 140 councils represented at the AGM for the constitution to be amended by a majority vote. We are of course hopeful that we will have many more councils represented at the AGM.

In addition to the proposal to amend the constitution, the remaining business will be as follows:

1. To elect the Chair and Vice-Chair of One Voice Wales.
2. To receive the Chair's report for 2023/24.
3. To receive the Chief Executive's report for 2023/24.
4. To receive the audited accounts for 2023/24.
5. To confirm the appointment of Auditors.
6. Consider motions received for consideration.

Voting on all matters will be managed through the online poll system available on the Zoom platform and detailed instructions as to how this can be used by councillors in attendance will be provided direct to your council's nominated representative.

To keep things simple, we are asking every member council to notify us of the name of the councillor who will be representing your council as well as a substitute member, their email addresses and telephone numbers. No more than that and this will need to be communicated by email to Tracy Gilmartin tgilmartin@onevoicewales.wales by, if possible, no later than **28 February 2025**. This will give us time to email the necessary formal papers to those representatives well in advance of the AGM. If your council does not have a scheduled meeting before

the deadline, it is suggested that the Clerk in consultation with the Chair may wish to consider deciding on representation without recourse to a meeting of the Council.

I trust that you will appreciate the importance of having a high level of attendance at the AGM and we look forward to welcoming your representative. **Please note that there is no fee for attendance at the AGM.**

Yours faithfully,
Lyn Cadwallader
Chief Executive
Un Llais Cymru / One Voice Wales

10.4. Electoral Review Programme 2025 - Consultation

Members to consider a response to the attached consultation.

The Democracy and Boundary Commission Cymru is preparing to undertake an Electoral Review Programme (ERP) which will encompass all Principal Councils in Wales over the coming years. In preparation for the next ERP, DBCC commissioned research from Opinion Research Services on Councillors' workloads and the factors which affect it. This research has informed the Commission's draft Policy and Practice for the ERP. The Commission has published the final report from ORS and it is available for you to read on the Commission's website:

<https://www.dbcc.gov.wales/reviews/02-25/research-on-the-workload-of-county-councillors-in-wales>

The Democracy and Boundary Commission Cymru has also published its Policy and Practice document in preparation for the 2025 Electoral Review Programme. The Commission is seeking your views on the Policy and Practice document and the closing date for responses is **24 March 2025**. The Commission intends to commence ERP 2025 from April 2025 onwards.

The Policy and Practice document can be found on the DBCC [website](#). Responses to the consultation on the Policy and Practice should be submitted to Consultations@dbcc.gov.wales by the **24 March 2025**.

One Voice Wales is preparing a response to this consultation and I would appreciate if you could send any observations or your draft response to me on this email cjones@onevoicewales.wales by the end of day, **Friday 14 March 2025**. You are also welcome to respond directly to the Commission.

Dr Catrin Jones
Policy Officer
Un Llais Cymru / One Voice Wales

10.5. 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	FLVC e-Bulletin	**	9 th Jan 2025 & 23 rd Jan 2025 & 6 th Feb 2025
H	North and Mid Wales Association of Local Councils - Draft Minutes 10th January 2025	**	13 th Jan 2025
I	PSOW Consultation Notification of Complaints	**	13 th Jan 2025
J	FLVC Youth Led Grant	**	13 th Jan 2025
K	Caerwys Agricultural Show	**	20 th Jan 2025
L	Holywell St David's Day Window Dressing Competition	**	20 th Jan 2025
M	North & Mid Wales Association of Local Councils - Executive Minutes 17th January 2025	**	20 th Jan 2025
N	North and Mid Wales Association of Local Councils - meeting Friday 24th January 2025 at 10.30	**	20 th Jan 2025
O	Stakeholder Bulletin - Storm Éowyn	**	23 rd Jan 2025
P	North and Mid Wales Association of Local Councils - papers from the meeting on 24th January 2025	**	27 th Jan 2025
Q	Keeping your community streets safe in Holywell Town Council	**	27 th Jan 2025
R	Safety of lithium-ion batteries campaign	**	28 th Jan 2025
S	Thomas Pennant Society Bulletin	**	31 st Jan 2025
T	Lung Cancer Screening Survey Reminder	**	3 rd Feb 2025
U	Notice of forthcoming works by Network Rail on the Cambrian Line. Monday 17th March - Wednesday 2nd April	**	4 th Feb 2025
V	Cambrian and North Wales Transport Meetings - March 2025	**	10 th Feb 2025
W	Becky Gittins MP – Link Banking Hub	**	12 th Feb 2025
X	Thomas Pennant Society Update	**	13 th Feb 2025

11. HOLYWELL TOWN COUNCIL BUSINESS PLAN

Members to consider approval of the Council's revised Business Plan, for the period 2025-2027. The Business Plan was attached to the agenda email and was also previously circulated by the Clerk. The Business Plan reflects the views of members that attended the recent review meeting.

12. MEMBERS AGENDA ITEMS

Members to consider the following matters:

Councillor	Subject	Specific Matter To Be Considered
Linda Corbett	Disabled Play Area Equipment	Members to consider writing to Gwella Wales, to request formal consideration of the installation of disabled play equipment in local play areas.
Ian Hodge	Dog Waste Bag Dispenser Unit	Members to consider an additional dispenser unit to be situated in Wood Lane.
David Smith	Snooker Venue/Academy For The Local Community	Members to consider further research and feasibility into the merits of this proposal, which would benefit the Holywell economy and tourism.

13. 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.

14. 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.