

# Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



Bank Place Offices,  
Holywell,  
Flintshire, CH8 7TJ

Tel: (01352) 711757

e-bost/e-mail: [town.clerk@holywell.wales](mailto:town.clerk@holywell.wales)

Gwefan/Website: [holywell.wales](http://holywell.wales)

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

To: All Members of the Council

13<sup>th</sup> July 2023

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 19<sup>th</sup> July 2023 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. PRESENTATION – ONE VOICE WALES

Lyn Cadwallader, Chief Executive of One Voice Wales, will join the Council meeting by remote link to speak to members about One Voice Wales membership and its benefits to the local Council sector. Following the presentation members to determine the Council's position on membership.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

4. MAYOR'S REMARKS

5. MINUTES & MEETINGS

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

- Holywell Town Council meeting held on Wednesday 21<sup>st</sup> June 2023.
- Town Centre & Events Committee meeting held on Wednesday 5<sup>th</sup> July 2023.
- Development Committee meeting held on Wednesday 12<sup>th</sup> July 2023. (To follow).

5.2. Meetings of Committees and Working Groups

Members to consider any items from these meetings that are not delegated.

Town Centre & Events Committee – Review of Christmas Lighting.

The Clerk, as requested by the Committee and following further research, will provide an update on the options available and the financial implications. Members to then determine a preferred option.

## 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, 21<sup>st</sup> June 2023 at 6.00pm.

PRESENT: Councillor L.A. Carter (Mayor).

Councillors: L. Corbett, P. Corbett, P. Curtis, I. Hodge, P.A. Johnson, M. Lewis-Jones, E.B. Palmer, B. Scragg, M. Sprake, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors C. Argent, R. Dolphin, J. Jones, and S. Rush.

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

#### 16. PRESENTATION TO HONOUR CADETS

The Mayor and Deputy Mayor received the newly appointed Honour Cadets, who were introduced to the Council. This year's cadets were from Holywell Air Cadets, and St John's Ambulance Cymru, and would support the work of the Mayor and Deputy Mayor for their civic year in office. The cadets were presented with their official badges.

- Mayoral Honour Cadets - Holywell Air Cadets – Cpl James Evans and Cdt Krystal Jenkins.
- Deputy Mayoral Honour Cadets - St Johns Ambulance Cymru – Oliver Rowlands and Hannah Catherall-Jones.

#### 17. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

| Minute No. | Name of Councillor | Personal | Prejudicial | Nature of Interest                                    |
|------------|--------------------|----------|-------------|-------------------------------------------------------|
| 28 & 31    | P.J. Curtis        |          | ✓           | Chair of Music 4 Youth                                |
| 31         | P.A. Johnson       |          | ✓           | Trustee of Holywell Area Community Museum             |
| 31         | M. Lewis-Jones     |          | ✓           | Board Member of Holywell Area Community Museum        |
| 31         | L.A. Carter        |          | ✓           | Member of Holywell Market Group – Treasure Hunt Grant |
| 31         | D. Thomas          |          | ✓           | Son of Applicant – Treasure Hunt Grant                |

Nb. Those members that declared a prejudicial interest all left the meeting room and took no part in the debate of the stated item.

18. PRESENTATION – IEUAN AP SION

Mr Ap Sion had been contacted by the Clerk and advised to write into the Council to outline any local matters of concern.

19. PUBLIC SPEAKING

Belinda Bradley, Holywell Market Group addressed the Council and spoke about the planned Treasure Hunt event, and the benefits it could bring to the town. The event would run for eleven weeks and posters would be circulated to the businesses to promote it. Further clarification was provided on how the event would operate. An application for Financial Assistance had been completed and submitted by the Group and was due to be considered later in the meeting.

20. MAYOR'S REMARKS

The Mayor was pleased to attend the Dancing World and Classic Cars events held in the town recently. Both events were really well attended and helped to promote all that the town has to offer.

The Mayor thanked the Deputy Mayor Cllr Linda Corbett and consort Chris Corbett for attending the Mayor of Buckley's Civic Service on 4th June.

The Eco Uniform stall was being run from the Events Hub every Monday between 11.00am and 1.00pm. The Mayor was delighted to present Ysgol Gwenffrwd with a cheque for £100.00 on from the proceeds of running this initiative. The information stall would start up again from Thursday 22<sup>nd</sup> June at the same time as the weekly car boot sale and market and would be held on a monthly basis. The information stall was open to all councillors to attend.

The Wales in Bloom display baskets were installed earlier this month and were already starting to bloom and make a difference to the town. The judge was visiting the town on Monday 10th July 2023.

The Clerk has recently received some correspondence that covered issues beyond the immediate remit and responsibility of the Council. This was routinely circulated to members, and the Mayor requested confirmation from members on whether this should continue.

RESOLVED:

That the Clerk should exercise discretion and confirm receipt of future correspondence of this nature, and include on the received correspondence listing, but without automatic circulation.

21. MINUTES & MEETINGS

21.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council Annual Meeting held on Wednesday 17<sup>th</sup> May 2023.
- Resources Committee held on Tuesday 6<sup>th</sup> June 2023.

21.2. Representatives On Outside Bodies Vacancy

Members considered any nominations for the remaining vacancy for a representative with Holywell Air Cadets.

RESOLVED:

That Cllr M. Lewis-Jones be nominated for the position. Clerk to inform the Cadets.

22. PLANNING

22.1. 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/000406/23      | PROPOSAL: EXTENSION TO EXISTING BALCONY.<br>LOCATION: 1, Gwel Afon, Holway Road, Holywell, CH8 7NT.<br><b>The Council noted this application as received.</b>                                   |
| ADV/000548/23      | PROPOSAL: NEW EXTERNAL SIGNAGE.<br>LOCATION: 3, THE OLD WINE VAULTS, Cross Street, Holywell, CH8 7LP.<br><b>The Council deferred the consideration of this application to its next meeting.</b> |

## 23. ACCOUNTS

### 23.1. Accounts for Payment

#### RESOLVED:

That payment of the following accounts be approved.

#### **SCHEDULE OF ACCOUNTS – MAY 2023**

| <b>Voucher Number</b> | <b>Payment Method</b> | <b>Creditor Name</b>      | <b>Payment Details</b>                             | <b>Amount<br/>£</b> | <b>Power<br/>Key</b> |
|-----------------------|-----------------------|---------------------------|----------------------------------------------------|---------------------|----------------------|
| 9460a                 | BP                    | Cllr L.A. Carter          | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9460b                 | BP                    | Cllr I. Hodge             | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9461                  | BP                    | Cllr E.B. Palmer          | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9462                  | BP                    | Cllr R. Dolphin           | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9463                  | BP                    | Cllr M. Sprake            | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9464                  | BP                    | Cllr M. Lewis-Jones       | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9465                  | BP                    | Cllr P. Corbett           | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9466                  | BP                    | Cllr L. Corbett           | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9467                  | BP                    | Cllr P. Curtis            | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9468                  | BP                    | Cllr D. Thomas            | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9469                  | BP                    | Cllr C. Argent            | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9470                  | BP                    | Cllr B. Scragg            | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9471                  | BP                    | Cllr J. Jones             | Annual Allowance 2023/24                           | 208.00              | *                    |
| 9472                  | BP                    | Holywell Parish Church    | Donation - Mayoral Charities (Cllr I. Hodge)       | 1,453.00            | **                   |
| 9473                  | BP                    | The Helping Hand Company  | Litter Pickers/Hoops/Gloves (Heritage Grant)       | 768.12              | ****                 |
| 9474                  | BP                    | Aston Management          | Balance For Tina Turner Tribute - Coronation Event | 660.00              | ^^                   |
| 9475                  | BP                    | Heather Jones             | Reimbursement of Items for Coronation Event        | 36.18               | ^^                   |
| 9476                  | BP                    | T.J. Nicholls             | Window Clean at Council Offices                    | 12.00               | ****                 |
| 9477                  | BP                    | JRB Enterprises           | Dog Waste Dispenser Bags                           | 40.14               | ****                 |
| 9478                  | BP                    | BKB Solutions Ltd         | Anchor Bolt Testing Works - Christmas Lights       | 2,364.00            | ^^                   |
| 9479                  | BP                    | Palm Signs                | Supply 12 no. Aluminium Signs (Heritage Grant)     | 1,372.80            | ^^                   |
| 9480                  | BP                    | Holywell Garden Centre    | Repair Office Sign & Noticeboard, Remove Banner    | 158.00              | ****                 |
| 9481                  | BP                    | Holywell Garden Centre    | Install Bunting for Coronation Event               | 610.00              | ^^                   |
| 9482                  | BP                    | Bake A Wish               | Cupcakes for Coronation Event                      | 150.00              | ^^                   |
| 9483                  | BP                    | Flintshire County Council | Loan Repayment (2 of 2 for 2022/23)                | 7,000.00            | ^                    |

|             |    |                           |                                                     |          |       |
|-------------|----|---------------------------|-----------------------------------------------------|----------|-------|
| 9484        | BP | Flintshire County Council | CCTV Charges Apr-Jun 2023                           | 3,864.73 | ***** |
| 9485        | BP | Flintshire County Council | Business Rates 2022/23 1 of 2                       | 3,630.65 | ****  |
| 9486        | BP | Welsh Water               | Water Events Hub Nov22-Apr23                        | 50.63    | ****  |
| 9487        | BP | Welsh Water               | Water Drinking Fountain Nov22-Apr23                 | 24.29    | ****  |
| 9488        | BP | C. Baglin                 | Town Crier & Entertainment Coronation Event         | 150.00   | ^^    |
| 9489        | BP | Cllr P.A Johnson          | Annual Allowance 2023/24                            | 208.00   | *     |
| 9490        | BP | Kings Head CIC            | Refreshments Coronation Event                       | 50.00    | ^^    |
| 9491        | BP | Holywell Garden Centre    | Coronation Event Works Including Stage and Parasols | 433.95   | ^^    |
| 9492        | BP | Holywell Churches         | Room Hire Holy Trinity Church Community Meeting     | 30.00    | ****  |
| 9493        | BP | Danny's Family Butchers   | Mayoral Donation                                    | 50.00    | **    |
| 9494        | BP | Dawnsyr Delyn             | Event Grant Funding - Cadi Ha Festival              | 400.00   | ^^    |
| 9495        | BP | A Little Magic            | Coronation Show/Face painter/Singer/Characters      | 850.00   | ^^    |
| 9496        | BP | Kim Inspire               | Event Grant Funding - Brew & Do                     | 500.00   | ^^    |
| 9497        | BP | JRB Enterprises           | Dog Waste Dispenser Bags                            | 37.08    | ****  |
| 9498        | BP | Siân Jones Translation    | Translate Documents                                 | 21.06    | ****  |
| 9499        | BP | Black & White Security    | Security at Kings Coronation Event                  | 100.00   | ^^    |
| 9500        | BP | Aurora Kitchens           | Deposit for Flooring 1st Floor WC                   | 97.00    | ****  |
| 9501        | BP | Estuary Voluntary Cars    | Transport Services for Coronation Event             | 50.00    | ^^    |
| 9502        | BP | Rosiez Ltd                | Supply Tea Party Cakes Coronation Event             | 230.00   | ^^    |
| 9503 - 9505 | BP | Council Staff             | Staff Salaries May 23                               | 5,478.47 | ***   |
| 9506        | BP | HMRC                      | Staff PAYE/NI May 23                                | 1,837.41 | ***   |
| 9507        | BP | Clwyd Pension Fund        | Staff Pension May 23                                | 447.06   | ***   |
| 9508        | BP | M.G. Fearnley             | Reimbursement of Screwfix Items (Heritage Grant)    | 228.07   | ^^    |
| 9509        | BP | Buyer Direct Ltd          | Giant Gazebo (Heritage Grant)                       | 663.99   | ^^    |
| 9510        | BP | Aurora Kitchens           | Install Flooring 1st Floor WC                       | 357.00   | ****  |
| 9511        | BP | Viking                    | 2 No. Mineral Water Bottles                         | 22.19    | ****  |
| 9512        | BP | Viking                    | 4 No. Mineral Water Bottles                         | 43.20    | ****  |
| 9513        | BP | Viking                    | 5 Boxes A4 Copier Paper                             | 175.08   | ****  |
| 9514        | BP | Holywell Garden Centre    | Wales in Bloom Bracket Test and Planters            | 575.00   | ^^    |
| 9515        | BP | Holywell Garden Centre    | Remove Bunting Coronation Event                     | 610.00   | ^^    |

|      |    |                                |                                                    |                  |      |
|------|----|--------------------------------|----------------------------------------------------|------------------|------|
| 9516 | BP | Stamford Gate Hotel            | Room Hire and Buffet                               | 595.40           | ^^   |
| 9517 | BP | Cllr S. Rush                   | Annual Allowance 2023/24                           | 208.00           | *    |
| 9518 | BP | St Johns Ambulance             | Attend Coronation Event                            | 124.80           | ^^   |
| 9519 | BP | Daydream Designs               | Website Tech Support May23                         | 94.80            | ^^   |
| 9520 | BP | Rialtas Business Solutions Ltd | Annual Software Licence                            | 236.85           | **** |
| 9521 | BP | Veolia                         | Supply Trade Waste Bags                            | 130.08           | **** |
| 9522 | BP | Thorncliffe Building Supplies  | Triple Extension Ladder (Heritage Grant)           | 245.62           | **** |
| 9523 | BP | Holywell Leisure Centre        | Contribution (1 of 4)                              | 2,500.00         | ^^^  |
| 9524 | BP | UK Vending Ltd                 | Drinks Machine Lease 10/5-9/8                      | 132.60           | **** |
| 9525 | BP | One Voice Wales                | Devolution of Services Training - Cllr L.A. Carter | 59.00            | ***  |
| 9526 | DD | Plusnet                        | Alarm Line 24/4-23/5                               | 23.62            | **** |
| 9527 | DD | Opus Energy                    | Gas - Bank Place Offices 16/3-16/4                 | 321.87           | **** |
| 9528 | DD | Plusnet                        | Phone and Broadband 5/5-4/6                        | 38.30            | **** |
| 9529 | DD | Welsh Water                    | Water 12/13 Bank Place Nov-Apr                     | 54.47            | **** |
| 9530 | DD | Welsh Water                    | Water 14 Bank Place Nov-Apr                        | 68.08            | **** |
| 9531 | DD | Opus Energy                    | Gas - Bank Place Offices 17/4-15/5                 | 197.00           | **** |
| 9532 | DC | Facebook                       | Promo Boost Coronation Event                       | 14.00            | ^^   |
| 9533 | DC | Tesco                          | Coronation Event Items                             | 17.67            | ^^   |
| 9534 | DC | Tesco                          | Refreshments                                       | 1.25             | **** |
| 9535 | DC | 1&1 Internet Ltd               | Office Premium/Mail Pro                            | 100.59           | **** |
| 9536 | DC | W. Bevan & Son Ltd             | Cable Ties                                         | 15.70            | ^^   |
| 9537 | DC | Tesco                          | Card                                               | 2.00             | **** |
| 9538 | DC | Tesco                          | Refreshments                                       | 11.60            | **** |
| 9539 | DC | Tesco                          | Refreshments                                       | 1.25             | **** |
| 9540 | DC | Amazon                         | 2 x Toilet Seats                                   | 27.84            | **** |
| 9541 | DC | Amazon                         | Clothes Rack On Wheels                             | 49.98            | **** |
| 9542 | DC | Tesco                          | Consumables                                        | 10.15            | **** |
| 9543 | DC | C.M. Scott                     | Engrave Shield                                     | 17.40            | **** |
| 9544 | DC | JRB Enterprises                | Supply Dog Bag Dispenser Bags                      | 40.14            | **** |
| 9545 | DC | The Flower Bowl                | Bouquets for Annual Meeting                        | 70.00            | ^^   |
| 9546 | DC | W. Bevan & Son Ltd             | Sealant for Office Use                             | 5.99             | **** |
| 9547 | DC | Zoom                           | Zoom Pro Subscription                              | 15.59            | **** |
| 9548 | DC | Tesco                          | Kettle/Refreshments                                | 14.75            | **** |
| 9549 | DR | HSBC Bank                      | Bank Charges Apr23                                 | 29.63            | **** |
|      |    |                                | <b>TOTAL</b>                                       | <b>44,019.12</b> |      |

## INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – MAY 2023

| Date     | Category | Name           | Payment Details         | Amount<br>£      |
|----------|----------|----------------|-------------------------|------------------|
| 23/05/23 | VAT      | HMRC           | VAT Refund 2022/23 Year | 12,513.78        |
| 30/05/23 | Income   | Wise EV Charge | Car Charge Point        | 16.25            |
|          |          |                | <b>TOTAL</b>            | <b>12,530.03</b> |

### 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

### 23.2. Internal Audit Report – 2022/23 Financial Year

Members received the Internal Audit Report, prepared by JDH Business Services Ltd, and noted that there were no further issues arising. The auditor had noted a robust set of year end records had been maintained with a comprehensive audit trail to supporting information. The Clerk reported that the three issues from the Interim Internal Audit had all been addressed and closed out.

### RESOLVED:

That the Council approve the report.

23.3. Annual Return, Year End Accounts & Governance Statement - 2022/23 Financial Year

Members considered the approval of the council's accounting statements and annual governance statement certified by the Clerk. The Clerk provided a brief update that outlined the main financial issues. Members noted the reserve balances had reduced due to their utilisation for non-budgeted approved expenditure.

RESOLVED:

That the annual return be approved and signed off by the Chair following the meeting.

24. COMMUNITY ENGAGEMENT

24.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered a proposed business forum meeting, and community litter picks. The Deputy Mayor had distributed flyers about the meeting and most businesses had engaged and were positive.

RESOLVED:

- 1) That the Deputy Clerk facilitates and attends the initial business forum meeting and prepares a suitable agenda.
- 2) That the next litter pick be held on a Thursday in the High Street Areas, to coincide with Market day when the street is closed to traffic. Litter pick to be arranged in the next few weeks ideally prior to the schools closing for Summer.

25. CORRESPONDENCE RECEIVED

25.1. Letter From Chief Executive, Flintshire County Council

Members considered the response from the Chief Executive from the queries put forward by members. Members expressed further concerns around communication on matters such as asset transfer, and the active travel works in Greenfield Valley. This scheme remained unfinished based on the original work specification and criteria. Members reiterated their request for a meeting with the Chief Executive, as outlined in the Council's original letter.

RESOLVED:

- 1) That the Clerk requests a meeting with the Chief Executive, Flintshire County Council to discuss the

communication concerns. Attendance requested to be part of a future Full Council meeting.

- 2) That the Clerk writes to Lee Waters MS, Deputy Minister for Climate Change, Welsh Government, and request an investigation into the non-completion of the active travel works in Greenfield Valley.

25.2. North Wales Transport Commission – Interim Report June 2023

Members considered the report content and were disappointed that there was no mention of the reopening of Greenfield Railway Station, despite the support from all local politicians and significant work undertaken to date. Members requested an urgent letter be sent to the Chair of the Transport Commission that reiterated the business case for a station at Greenfield, and that a letter be sent to Flintshire County Council requesting their support over this important local matter.

RESOLVED:

- 1) That the letter to the Chair of the North Wales Transport Commission be drafted as part of the forthcoming Working Group meeting to look at the North Wales Transport Study. This letter was to be copied to Rob Roberts MP, Hannah Blythyn MS, Lee Waters MS, and all other North Wales MS.
- 2) That a letter be sent to Katie Wilby, Flintshire County Council, with a copy of the Commission's report, to request the County Council confirm their support for a new station at Greenfield.

25.3. Match Funding Proposal – Strand Walk Play Area

Members considered the proposed scheme as put forward by Aura Leisure, for a multi play structure.

RESOLVED:

That the proposed scheme be approved. Clerk to inform Aura Leisure.

25.4. Consultation – Dog Control Public Spaces Protection Order

Members considered the Council's participation in this consultation. Deadline for responses – 14<sup>th</sup> July 2023.

RESOLVED:

That Cllrs E.B. Palmer and D. Thomas complete the online survey with the Clerk.

25.5. Consultation – Local Toilet Strategy

Members considered the Council's participation in this consultation.  
Deadline for responses – 26<sup>th</sup> June 2023.

RESOLVED:

That Cllrs L.A. Carter, E.B. Palmer and I. Hodge complete the online survey with the Clerk.

25.6. Community Safety Charter

Members considered signing up to the Charter, to support community safety and improve engagement with relevant stakeholders.

RESOLVED:

That the Council sign up to the Charter. Clerk to make the arrangements.

25.7. Local Area Energy Plan

Members considered any nominations to attend a workshop on 30<sup>th</sup> June to review and agree local energy baselines and priorities and discuss potential energy scenarios in the future.

RESOLVED:

That Cllr I. Hodge be nominated to attend the workshop.

25.8. Use of Council Offices

Members considered a request from Paul Murphy, Department for Work and Pensions to use the Council Offices to facilitate support for residents to find a job, redundancy support services, access to REACT funding, and information on starting your own business. This would be on a weekly basis with a two hour time period.

RESOLVED:

That approval be given to the DWP to utilise the offices. Clerk to make the necessary arrangements.

## 25.9. 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   | NWTRA Carriageway works planned on the A55            | **     | 12 <sup>th</sup> May 2023  |
| H   | NW Association of Council Train Timetable             | **     | 17 <sup>th</sup> May 2023  |
| I   | Transition Group - Dancing World Press Release        | **     | 22 <sup>nd</sup> May 2023  |
| J   | Greenfield Valley Trust Vacancies                     | **     | 22 <sup>nd</sup> May 2023  |
| K   | Friends of the Earth Eco Uniform Message              | **     | 24 <sup>th</sup> May 2023  |
| L   | Battle of the Atlantic Commemoration Weekend          | **     | 24 <sup>th</sup> May 2023  |
| M   | K. Schroeder – Questioning the Government Agenda      | **     | 26 <sup>th</sup> May 2023  |
| N   | Music 4 Youth Newsletter                              | **     | 5 <sup>th</sup> June 2023  |
| O   | Greenfield Valley Trust – SPF Funding Bids            | **     | 5 <sup>th</sup> June 2023  |
| P   | Greenfield Valley Trust – Trustee Positions           | **     | 5 <sup>th</sup> June 2023  |
| Q   | E. Roberts – Fundraising Request                      | **     | 6 <sup>th</sup> June 2023  |
| R   | Thomas Pennant Society Update                         | **     | 9 <sup>th</sup> June 2023  |
| S   | Forgotten Riders – Cancellation of Holywell Bike Show | **     | 12 <sup>th</sup> June 2023 |
| T   | K. Schroeder – Tyranny? Copy emails                   | **     | 14 <sup>th</sup> June 2023 |

## 26. GREENFIELD VALLEY TRUST

The Clerk had received several items of correspondence from GVT, that had previously been shared onto members, and required clarification on any action required and a determination on council policy. Meetings had been offered previously by GVT on specific issues.

### RESOLVED:

- 1) That the Council meet with GVT to review the terms of the management agreement. Cllrs B. Scragg and M. Sprake were nominated to attend the meeting.
- 2) That the Council meet with GVT to review the progress made on the Shared Prosperity Fund (SPF) bid. Cllrs B. Scragg and M. Sprake were nominated to attend the meeting.

- 3) That the Council request that the Partnership Group Meeting be reinstated and revert back to its original Terms of Reference. The meeting was attended by representatives from Flintshire County Council, Greenfield Valley Trust, and Holywell Town Council. The administration for the meeting was shared between the three parties. Cllr E.B. Palmer stated he would contact T. Woodhall, Flintshire County Council to discuss the matter.

27. MEMBERS AGENDA ITEMS

| Councillor  | Subject        | Motion                                                                        |
|-------------|----------------|-------------------------------------------------------------------------------|
| E.B. Palmer | Office Matters | Clerk to be given delegated powers up to £500 for any new office expenditure. |

Cllr E.B. Palmer explained the background to this item, with the Clerk being granted delegated powers to manage the office operations, to an agreed level. If this was granted no council debate or resolution would be required for qualifying items of business.

RESOLVED:

That the Clerk be granted delegated powers, up to a level of £1,000 with immediate effect.

28. EVENTS GRANT APPLICATIONS

Members considered an application from Music 4 Youth, to run a concert for young musicians in Tower Gardens events area. The concert was to take place on 19<sup>th</sup> August 2023.

RESOLVED:

That a £500 be granted to Music 4 Youth to run the event.  
Clerk to arrange payment after the event as per Council policy.

29. EXCLUSION OF PUBLIC & PRESS

RESOLVED:

That the public and press be excluded for the following minute, 30 and 31, 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 financial considerations.

30. STAFFING MATTERS

Members considered the endorsement of the Support Officer's continued employment with the Council, now that the initial six month probation period had been completed.

RESOLVED:

That approval is given for the Support Officer's continued employment. Clerk to write to the postholder to confirm the appointment.

31. 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 three years. Councillor B. Scragg read out supporting background and financial information provided by each organisation, together with the recommendations from the working group meeting.

A statement was circulated with details of donations made to date (£Nil) in the current financial year, budget provision for donations (£6,000), with remaining provision (£6,000) 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               | £            |
|----------------------------|--------------|
| Fron Park Bowling Club     | 300          |
| Greenfield Football Club   | 500          |
| Holywell Football Club     | 500          |
| Holywell Market Group *    | 500          |
| Kids Cancer Charity        | 500          |
| Kings Head CIC             | 500          |
| Music 4 Youth              | 500          |
| Point of Ayr Mining Museum | 470          |
| <b>Total</b>               | <b>3,770</b> |

\* Application was approved on the basis of the funding being a contribution to the running costs of the Group.

The applications received from Delyn Gymnastics Club, Macmillan Cancer Support, and Bagillt Action Group (Additional Agenda Item) were all received without a donation being approved on this occasion.

32. REPRESENTATIVE REPORTS

Cllr M. Lewis-Jones reported that the Museum had arranged a gathering at Panton Place Memorial Gates, on Saturday 24<sup>th</sup> June 2023, to commemorate Armed Forces Day, and thanked Cllrs I. Hodge and E.B. Palmer for their help with the arrangements.

33. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge reported all County Councillors would be undertaking DBS checks. A Task and Finish Group had been set up to review Streetscene operations across the County.

34. CLOSE OF MEETING

The Mayor closed the meeting at 8.30pm.

.....

Mayor

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Town Centre and Events Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 5<sup>th</sup> July 2023 at 10.00am.

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PRESENT: Councillor I. Hodge (Chair)  
Councillors E.B. Palmer, and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, L. Corbett, and P. Corbett. Councillor S. Rush was absent without apology.

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

TC1. ELECTION OF CHAIR - MUNICIPAL YEAR 2023/24

RESOLVED:

That Cllr I. Hodge be appointed Chair for the 2023/24 municipal year.

TC2. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2023/24

RESOLVED:

That Cllr D. Thomas be appointed Vice Chair for the 2023/24 municipal year.

TC3. DECLARATION OF INTEREST

None were declared.

TC4. UPDATE FROM HOLYWELL STREETSCENE CO-ORDINATOR

Paul Edwards attended in Nigel Seaburg's absence. No update was provided but Mr Edwards answered questions from members, and would follow up on the estate litter, lighting plinth in Tower Gardens, weeds on kerbs, and bus shelter side panels reported by Cllr E.B. Palmer. Cllr D. Thomas reported a streetlight out and rubbish bags left in the street by Maggie's Kitchen. Cllr I. Hodge reported concerns at the Holywell East recycling operations, with there being no dedicated team in this area. Mr Edwards stressed the need for missed collections to always be reported.

RESOLVED:

- 1) Streetscene to provide an up-to-date schedule of works activity within the town.
- 2) Streetscene to action appropriate works in readiness for the Wales in Bloom judge visit.
- 3) Streetscene to investigate amount of litter left after recycling lorry had been around the area.

TC5. SUMMER OF DIVERSITY EVENT

The Deputy Clerk provided members with an update and summary of the event planning and preparation to date. The event would be held 11.00am to 3.00pm and consist of the market, car boot sale, jobs fair and information stalls, as well as some other activities such as drumming, a world music DJ, and free lunch packs for children.

TC6. WELL IN FESTIVAL EVENT

The Deputy Clerk provided members with an update and summary of the planning and preparation for the scaled down event prior to a full Autumn review. The three stage managers agreed at the last meeting had been approached in relation to sourcing acts and managing stages on the day.

RESOLVED:

That an Events Working Group be called to discuss additional activities, ideas for the day and stage, sound, and lighting management for the event. A Town Centre & Events Committee meeting was to be arranged mid-August to confirm the final arrangements.

TC7. NEW EQUIPMENT REQUIREMENTS

Cllrs I. Hodge and E.B. Palmer requested members considered the purchase of a laptop and mixer deck to support the music operations at the Tower Gardens Events Area. The laptop was to be dedicated for events and not contain any council data. The mixer deck would allow twelve channels to support multiple performers.

RESOLVED:

That the Clerk be authorised to proceed with an order for the equipment.

TC8. CHRISTMAS LIGHTS SWITCH ON REVIEW

Members received a report from the Clerk and Deputy Clerk that highlighted the potential options and costing implications. A refurbishment of the existing kit was considered, with some additional enhancements. Members also queried the cost of full replacement lights, and whether the light colours could be changed as part of any refurbishment.

RESOLVED:

That the Clerk provides a report for consideration by members at the July Council meeting, that details the available options going forward.

TC9. TOWN CENTRE PLANTER ADOPTION SCHEME

The Clerk provided an update to members on the planters and confirmed that the plaques had now been fixed to the relevant planters. Members discussed the adoption policy, potential repositioning, and a potential colour change.

RESOLVED:

- 1) That a letter be sent to all businesses asking if they would like to adopt any remaining planters. Deputy Clerk to arrange and also liaise with the businesses in Tower Gardens.
- 2) That the potential colour change be checked with the County Council's Conservation Department.
- 3) That the Council cover the cost of additional plaques, following any new planter adoptions.

TC10. NEW EVENT PROPOSALS

Members considered the following event proposals presented by Cllr I. Hodge and the Deputy Clerk. Minimal costs were involved for both events.

- 1) Outdoor Carol Service. This would take place in Tower Gardens and several groups had been approached to take part. Keyboard music could be played as part of the event.
- 2) Christmas Pantomime. The pantos used to happen regularly a few years ago and were very successful. These were run in conjunction with St. Peters Church and the Arts Council for Wales.

RESOLVED:

Members agreed that both events should proceed with further discussions to take place at a future Events Working Group.

TC11. ADDITIONAL ITEM

Cllr E.B. Palmer requested the Council review its Event Grant and Parasol Usage policy.

RESOLVED:

That a review be undertaken by the Resources Committee, at its next meeting. Town Centre & Events Committee members to be invited, due to operational overlap of responsibilities.

TC12. CLOSE OF MEETING / DATE OF NEXT MEETING

The Chair closed the meeting at 12.00pm. The next meeting would be arranged for mid-August 2023.

.....

Chair

6. PLANNING

6.1. New Applications

To consider the applications received.

| Application Number | Proposal Details                                                                                                                                                                                                                                                                                  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADV/000548/23      | PROPOSAL: NEW EXTERNAL SIGNAGE.<br>LOCATION: 3, THE OLD WINE VAULTS, Cross Street, Holywell, CH8 7LP.                                                                                                                                                                                             |
| LBC/000571/23      | PROPOSAL: LISTED BUILDING APPLICATION - CHANGE OF USE FROM COUNSELLING CENTRE (CLASS D1) TO A SINGLE DWELLING (CLASS C3A) WITH ASSOCIATED INTERNAL WORKS TO RECONFIGURE THE PROPERTY FOR RESIDENTIAL USE AND EXTERNAL WORKS OF REPAIRS/REPAINTING.<br>LOCATION: 8 Well Street, Holywell, CH8 7PL. |
| COU/000574/23      | PROPOSAL: CHANGE OF USE FROM COUNSELLING CENTRE (CLASS D1) TO A SINGLE DWELLING (CLASS C3A) WITH ASSOCIATED INTERNAL WORKS TO RECONFIGURE THE PROPERTY FOR RESIDENTIAL USE AND EXTERNAL WORKS OF REPAIRS/REPAINTING.<br>LOCATION: 8 Well Street, Holywell, CH8 7PL.                               |
| FUL/000585/23      | PROPOSAL: PROPOSED EXTENSION TO THE EXISTING GARAGE TO CREATE A HOME OFFICE FOR AND EXPANDING BUSINESS TOGETHER WITH A NEW SINGLE GARAGE.<br>LOCATION: TY NEWYDD, Bagillt Road, Greenfield, Holywell, CH8 7EY.                                                                                    |
| FUL/000558/23      | PROPOSAL: ERECTION OF AN OUTBUILDING FOR INCIDENTAL USE.<br>LOCATION: Gwylfa, Holway Road, Holywell, CH8 7NN.                                                                                                                                                                                     |
| COU/000521/23      | PROPOSAL: CHANGE OF USE OF LAND TO PROVIDE EXTENSION TO EXISTING FIRE TEST FACILITY, NEW VEHICULAR AND PEDESTRIAN ACCESS, ERECTION OF STORAGE BUILDING, PROVISION OF TRAILER AND CAR PARKING.<br>LOCATION: Kingspan, GREENFIELD BUSINESS PARK 2, Bagillt Road, Greenfield, Holywell, CH8 7GJ.     |

**NOTES:**

1. Full details of planning applications may also be viewed on Flintshire County Council's website [www.flintshire.gov.uk](http://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.

## 7. ACCOUNTS

### 7.1. Accounts for Payment

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

#### SCHEDULE OF ACCOUNTS – JUNE 2023

| <b>Voucher Number</b> | <b>Payment Method</b> | <b>Creditor Name</b>           | <b>Payment Details</b>                               | <b>Amount £</b> | <b>Power Key</b> |
|-----------------------|-----------------------|--------------------------------|------------------------------------------------------|-----------------|------------------|
| 9550 - 9552           | BP                    | Council Staff                  | Staff Salaries Jun23                                 | 5,478.47        | ***              |
| 9553                  | BP                    | HMRC                           | Staff PAYE/NI Jun23                                  | 1,837.41        | ***              |
| 9554                  | BP                    | Clwyd Pension Fund             | Staff Pension Jun23                                  | 447.06          | ***              |
| 9555                  | BP                    | Cllr L.A. Carter               | Mayoral Allowance 2023/24 (50% Claimed Only)         | 500.00          | *^^*             |
| 9556                  | BP                    | NW Classic Ford                | Event Grant - Classic Car Day                        | 500.00          | ^^               |
| 9557                  | BP                    | Full Circle Security Systems   | CCTV Maintenance Works                               | 480.00          | *****            |
| 9558                  | BP                    | Douglas Don                    | Reimbursement of Screwfix Items (Heritage Grant)     | 40.45           | ^^               |
| 9559                  | BP                    | Viking                         | Laminating Pouches & Lever Arch Files                | 82.16           | ****             |
| 9560                  | BP                    | Copyrite Digital Systems       | Copier Charges 16/2-18/5                             | 191.48          | ****             |
| 9561                  | BP                    | JDH Business Services          | Internal Audit & Report 2022/23                      | 390.00          | ***              |
| 9562                  | BP                    | Daydream Designs               | Website Tech Support Jun23                           | 94.80           | ****             |
| 9563                  | BP                    | Rialtas Business Solutions Ltd | Year End Consultancy Support 2022/23                 | 594.00          | ***              |
| 9564                  | BP                    | Ysgol Maes y Felin             | Contribution to Wales in Bloom Schools Comp 2023     | 50.00           | ^^               |
| 9565                  | BP                    | Panel Systems Ltd              | 3 no. Stage Panels, Step and Risers (Heritage Grant) | 2,002.78        | ^^               |
| 9566                  | BP                    | Daydream Designs               | Website Tech Support Jul23                           | 94.80           | ****             |
| 9567                  | BP                    | Philip Jones Computers         | ICT Support Costs Q1                                 | 30.00           | ****             |
| 9568                  | BP                    | Pottles Premier Plants Ltd     | Supply 102 Hanging Basket Refills & 8 Trough Refills | 2,829.60        | ^^               |
| 9569                  | BP                    | Holywell Garden Centre         | WIB Baskets & Adhoc Work, Jet Wash Office Courtyard  | 1,103.00        | ^^               |
| 9570                  | BP                    | Holywell Garden Centre         | Jet Wash Batteries/Charger, Bowser Materials         | 220.86          | ****             |
| 9571                  | BP                    | The Helping Hand Company       | Litter Pickers/Hoops/Gloves (Heritage Grant)         | 573.84          | ****             |

|              |    |                           |                                       |                  |      |
|--------------|----|---------------------------|---------------------------------------|------------------|------|
| 9572         | BP | Imperative Training Ltd   | Supply Defib Pads (GFCC)              | 172.80           | **** |
| 9573         | BP | DS Embroidery             | 8 HTC Cadet Badges                    | 64.00            | **** |
| 9574         | BP | B. Bradley                | Reimbursement of CE Award Vouchers    | 50.00            | **   |
| 9575         | BP | Ysgol Gwenffrwd           | Eco Uniform Donation                  | 100.00           | **   |
| 9576         | BP | Npower                    | Event Hub Electric Jan23              | 28.89            | **** |
| 9577         | BP | Npower                    | Event Hub Electric Nov22              | 16.61            | **** |
| 9578         | BP | Npower                    | Event Hub Electric Dec22              | 30.14            | **** |
| 9579         | BP | Cllr L. Corbett           | Deputy Mayors Allowance 2023/24 Year  | 500.00           | *    |
| 9580         | DD | Plusnet                   | Alarm Line 24/5-23/6                  | 23.62            | **** |
| 9581         | DD | Plusnet                   | Phone & Broadband 5/6-4/7             | 42.77            | **** |
| 9582         | DD | Opus Energy               | Gas Bank Place 16/5-14/6              | 43.84            | **** |
| 9583         | DD | EDF Energy                | Electric 12/13 Bank Place 31/3-6/6    | 236.64           | **** |
| 9584         | DC | 1&1 Internet Ltd          | Office Premium/Mail Pro               | 100.59           | **** |
| 9585         | DC | Tesco                     | Refreshments                          | 1.25             | **** |
| 9586         | DC | Tesco                     | Refreshments (PACT Grant)             | 18.85            | **** |
| 9587         | DC | Flintshire County Council | Small Lottery Licence Fee 23/24       | 20.00            | **** |
| 9588         | DC | Home Bargains             | Consumables                           | 13.22            | **** |
| 9589         | DC | Tesco                     | Refreshments                          | 1.80             | **** |
| 9590         | DC | Amazon                    | Storage Boxes                         | 44.95            | **** |
| 9591         | DC | Amazon                    | Dustbin Storage Bins                  | 33.98            | **** |
| 9592         | DC | Amazon                    | Shelving Unit                         | 21.90            | **** |
| 9593         | DC | Amazon                    | Photo Frames                          | 32.29            | **** |
| 9594         | DC | Zoom                      | Zoom Pro Subscription                 | 15.59            | **** |
| 9595         | DC | Tesco                     | Refreshments                          | 5.25             | **** |
| 9596         | DC | Eventbrite                | Planning Training Cllr D. Thomas      | 44.00            | ***  |
| 9597         | DC | JRB Enterprises           | 2 x Boxes Dog Waste Bags (Dispensers) | 77.88            | **** |
| 9598         | DC | Tesco                     | Refreshments                          | 1.25             | **** |
| 9599         | DR | HSBC Bank                 | Bank Charges May23                    | 8.00             | **** |
| <b>TOTAL</b> |    |                           |                                       | <b>19,290.82</b> |      |

#### INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – JUNE 2023

| Date         | Category | Name             | Payment Details      | Amount<br>£   |
|--------------|----------|------------------|----------------------|---------------|
| 07/06/23     | Income   | Multiple Debtors | Eco Uniform Proceeds | 100.00        |
| 30/06/23     | Income   | Wise EV Charge   | Car Charge Point     | 10.41         |
| <b>TOTAL</b> |          |                  |                      | <b>110.41</b> |

## **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                                                                                                                                       |

## **8. COMMUNITY ENGAGEMENT**

### **8.1. Monthly Report Prepared By Deputy Clerk**

#### **1) Woodland Project**

Final report being submitted to Heritage Lottery Fund 21<sup>st</sup> July. Various educational resources and materials have been purchased for use by schools and local schools eco group. End of project event photos posted through our social media channels.

#### **2) PACT Funding and Youth Meeting**

A positive meeting took place kind courtesy of Cassidy's Café with 4 young people and a couple of parents alongside me, Cllr L. Corbett and D. Thomas, James King new PCSO and Mandy Jackson School liaison. We listened to the young people, discussed their ideas resulting from 25 completed questionnaires and provided them with a background to the project. A couple of suggestions to be raised at next working group meeting include a litter pick involving the young people, their parents, and members of the working group. A self-defence/boxing/ personal trainer type session was discussed along with a football game against the police. Rozie's café and Cassidy's have both agreed to opening for an evening session but with final details to be agreed.

### **3) Business Forum**

A positive meeting was held in Vic hotel with approx. 30/40 people in attendance with lots of new businesses coming along for the first time which was nice to see. The idea of a business forum led by the businesses but supported by HTC and FCC was raised as requested. An Agenda was prepared in order to establish a Chair, Vice Chair, Secretary and terms of reference for the group. A couple of people expressed interest in becoming a secretary, but it was felt by the majority of those present if I could take the lead initially for 2/3 meetings whilst the group found their feet with a view to them taking it on after that. Next meeting proposed to take place on Tuesday 10<sup>th</sup> August.

**Action - Members to agree to me taking the initial lead for next couple of meetings.**

### **4) Interpretation Boards**

As requested at last Full Council details were circulated to members for comments. It was felt by some members that pictures of Councillors, ex Politicians etc should not be included on these boards. Other photos have been checked re permissions and it has been suggested that dates for events should again be excluded as things can change and these boards will be in situ for a long time. Staff to look at additional wording and use of other photographs where required. Some additional dates for events will be generalised.

**Action - Members to determine final composition of boards.**

### **5) External Events Grant**

An additional £1,000 has finally been secured from FCC which will allow for a further 2 events, to add to the £500 we already have which gives us 3 possible events to be run by external groups/organisations.

### **6) Dog Bag Dispensers**

An additional 4 units and bags have been ordered from grant monies. It has been suggested that we remove 1 off the current dispensers from by the sculpture in the Town Centre (which still leaves us with 3 around the town). Therefore, a total of 5 will be available for installation in others ward areas. Members from the Development Committee meeting proposed/resolved the following locations. Ward members to be responsible for checking stock and refilling the dispensers in their wards with keys/bags available from the office. 2 located in Greenfield on the bottom coast road and at the car park entrance to the Valley opposite the shopping parade. Siobhan to engage with residents.

1 located at Pen Y Maes Shops

1 located by the top shop in the Strand.

1 located by Holway Community Centre

**Action - Members to agree proposed locations and take responsibility for refilling the dispensers.**

## 7) Diversity Event

**Action - Members to confirm their availability for the event to be held on Thursday 27<sup>th</sup> July from 11am – 3pm to help on Council Information Stall, distribute lunch packs, putting up gazebos and general assistance.**

## 8) SPF Update

Please see below response from Karen Whitney Lang FCC Regen in response to me progressing:

*"In response to your query regarding the SPF funding secured by FCC Regeneration Team, I am not yet in a position to circulate the grant criteria, application form and process and deadlines - these will need to be informed by and finalised once we've received the formal UK Gov grant funding award letter. The letter we're awaiting will likely contain grant terms and conditions and we will need to ensure that the documentation we develop in FCC includes these and address matters we will need to manage as the grant administrator and monitoring arrangements that we will need to adhere to.*

*Once we have our award letter as official confirmation of SPF awarded to us (rather than unofficial confirmation as we've had to date), we'll be able to finalise the grant scheme paperwork that we'll be using. We plan to issue formal communications about this via press releases and targeted e-mail to elected members and town councils amongst other key stakeholders including FLVC to cascade to their network or community and voluntary organisations.*

*The aim of the town centre SPF revenue grant funding scheme is to create increased use of the town centres, increase footfall, dwell time, spend in addition to create more sense of place, engagement and participation from local people and businesses. There will be a monthly grants panel assessing applications, which I will be leading and as budget holder will have the final decision on grant award and how project proposals help to achieve the SPF aims and objectives (which will be made clear in the application guidance and application form – once completed).*

*Dates of these monthly grant panels will be set when FCC receives the SPF funding award letter and will be published and shared via e-mail.*

*Match funding of at least 20-30% is sought from all applicants. SPF funding will not be awarded to applicants seeking 100% grant funds.*

*FCC will not be advising applicants during the development of their applications for funds via the SPF grant scheme – but will, as outlined above provide guidance on what is expected to be eligible for grant funding – for applicants themselves to determine what they wish to apply for, develop as project ideas and seek funds for and demonstrate how their project contributes towards the SPF aims, objectives, outputs and outcomes.*

*As soon as FCC receives the awaited official SPF award letter, we'll be better placed to develop the documentation outlined above and set deadlines for applications to be received.*

*We'll also be establishing and publishing dates of:*

- i) the deadlines for applications to be received by FCC;*
- ii) dates of the panel meetings when the applications will be considered; and*
- iii) the date by which applicants should expect to know the outcome of their application/ request for funding following each panel meeting date."*

**Action - Members to consider setting up a working group to look at potential project ideas in relation to meeting the aims of the SPF Fund explained above, in readiness for a potential application in the Autumn. I have a feeling this will be a competitive process and a short window to apply within especially as we have an August recess period.**

9. CORRESPONDENCE

9.1. Tree of Life

Members to consider the following email from Barry Harrison, Rotary Club of Flint & Holywell.

You may recall that we recently discussed a 'Tree of Life' project during the Christmas period. I have written to Streetscene requesting use of tree in Flint & Holywell and await their response.

Purpose of this email is to ask that consideration, by the Council, be given to the purchase of the tree lights – clearly this will be a one off expenditure and from discussion with Rhos on Sea Rotary the cost would be between £5,000 and £7,000.

I am more than happy to attend Council to discuss the project and, obviously, any contribution will be gratefully received.

My regards  
R Barry Harrison  
Rotary Club Flint & Holywell

9.2. Middlewich Town Council – Twin Town Events

Middlewich Town Council have contacted past Mayor Cllr I. Hodge to suggest a number of ideas and initiatives to strengthen the twinning arrangements between the two towns. In brief the ideas include:

- Vintage Auto Rally.
- Inter-Town Golf Day.
- Cricket Match.

Further details will be provided at the meeting. Members to then determine if any of the event proposals can be supported and taken forward.

9.3. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is 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   | Planning Aid Wales Training Courses                                          | **     | Various Dates             |
| F   | OPCC Newsletters                                                             | **     | Various Dates             |
| G   | Holywell Area Community Museum Chapel Opening                                | **     | 19 <sup>th</sup> Jun 2023 |
| H   | Holywell Area Community Museum Armed Forces Day Ceremony                     | **     | 22 <sup>nd</sup> Jun 2023 |
| I   | Rob Roberts MP – Boots Store Closure                                         | **     | 28 <sup>th</sup> Jun 2023 |
| J   | Music 4 Youth Newsletter                                                     | **     | 29 <sup>th</sup> Jun 2023 |
| K   | Rob Roberts MP – Copy Letter from Lee Waters MS regarding Greenfield Station | **     | 7 <sup>th</sup> Jul 2023  |
| L   | Social Morning at Holywell Library                                           | **     | 10 <sup>th</sup> Jul 2023 |
| M   | 20s Plenty Briefing Session                                                  | **     | 10 <sup>th</sup> Jul 2023 |
| N   | Community Litter Pick                                                        | **     | 12 <sup>th</sup> Jul 2023 |
| O   | FLVC Bulletin                                                                | **     | 13 <sup>th</sup> Jul 2023 |

10. ANNUAL REPORT 2022/23

Members to consider approval of the Council's draft Annual Report, in order to meet its statutory obligations under the Local Government and Elections (Wales) Act 2021. (Report previously circulated by email to members with agenda).

11. 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                                                                                                                   |
|------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>D. Thomas</b> | Council Information Stall | Proposal to run the information stall more than once a week. Cllr Thomas is willing to run the stall as often as he can. |

12. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for agenda item 13, 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 sensitivity of the staffing and financial information presented.

### 13. APPLICATIONS FOR FINANCIAL ASSISTANCE

The Mayor has approved the inclusion of the following two applications, received just after the June deadline, due to the time limited nature of the applications.

- Table 1 shows donations made to date and the budget remaining for the year.
- Table 2 shows the two applications for consideration at the meeting.

**Table 1**

| Ref | Organisation                     | £            |
|-----|----------------------------------|--------------|
|     | Budget                           | 6,000        |
|     | <b>Paid To Date</b>              |              |
| 1   | Fron Park Bowling Club           | 300          |
| 2   | Greenfield Football Club (Youth) | 500          |
| 3   | Holywell Football Club           | 500          |
| 4   | Holywell Market Group            | 500          |
| 5   | Kids Cancer Charity              | 500          |
| 6   | Kings Head CIC                   | 500          |
| 7   | Music 4 Youth                    | 500          |
| 8   | Point of Ayr Mining Museum       | 470          |
|     | <b>Total Paid</b>                | <b>3,770</b> |
|     | <b>Balance Remaining</b>         | <b>2,230</b> |

**Table 2**

| Ref | Organisation             | Amount Requested<br>£ |
|-----|--------------------------|-----------------------|
| 1   | Greenfield Football Club | 1,000                 |
| 2   | 50+ Action Group         | tbc                   |
|     | <b>Total</b>             | <b>1,000</b>          |

The Council's grant awarding policy can be found on the website. Copies are also available to members from the Clerk on request. The Council's Financial Assistance Working Group will review all new applications in line with the policy guidelines and make appropriate recommendations to the meeting.

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](http://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.