Cyngor Tref Treffynnon Holywell Town Council

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

Tel/Ffacs: (01352) 711757

Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel/Fax: (01352) 711757

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

*** Please note the early start time of 6.00pm to accommodate a presentation ***

To: All Members of the Council

14 June 2018

Dear Councillors,

Notice is given that a meeting of the **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell on Tuesday, 19 June 2018 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. BUS NETWORK REVIEW PRESENTATION

   Ruth Cartwright, Flintshire County Council will be attending to brief members on the County Council's bus network review. See attached consultation document.

4. FLINTSHIRE NORTH POLICING UPDATE

   District Inspector Andy Griffiths, North Wales Police, will be attending to give an update on the work of the Police within the community, and respond to members concerns on any other matters.

5. MAYOR'S REMARKS

6. MINUTES

6.1. To receive and confirm as a correct record the attached minutes of the following meeting(s):

Annual Meeting of Holywell Town Council held on Tuesday 15th May 2018;
Council Offices and Communications Sub-Committee held on Thursday 17th May 2018;
Town Centre Sub-Committee Meeting held on Tuesday 5th June 2018;
Town Centre Sub-Committee Meeting held on Tuesday 12th June 2018;
Wales in Bloom Sub-Committee Meeting held on Wednesday 13th June 2018.

6.2. Meeting(s) of Sub-Committees

To consider and ratify the resolutions of the Sub-Committee meetings held where these are not delegated, and any matters arising.

7. PLANNING

7.1. Planning Applications

To consider the application(s) received (schedule attached).

8. ACCOUNTS

8.1. Accounts for Payment

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

8.2. Income Received

To receive the attached schedule (nil return).

8.3. Audit of Accounts - Annual Return for the year ending 31 March 2018

To consider approving the attached accounting statements and Annual Governance Statement certified by the Clerk - Clerk to report.

9. COMMUNITY ENGAGEMENT

9.1. Monthly Report

Members to note the attached update from the Projects and Development Officer, and confirm any actions required.

10. CORRESPONDENCE AND OTHER MATTERS

10.1. Senedd@Delyn

Members to note the arrangements for the forthcoming Senedd@Delyn event, taking place week commencing 25th June 2018, as detailed in the attached letter to the Mayor.

10.2. Elections for Chair and Vice Chair – North and Mid Wales Association of Local Councils

Members to consider nominations for candidates to stand for election at the Annual Meeting to be held on Friday 20th July 2018. See attached papers.

10.3. Renewal of Holywell's Fairtrade Town Status

Members to consider passing a resolution supporting Fairtrade and approve serving Fairtrade products at meetings. See attached statement.

10.4. Seafarers UK Red Ensign Flag Flying – 3rd September 2018

Members to consider commemorating Merchant Navy Day by flying a red ensign flag in the town centre. See attached letter and supporting documents.

10.5. Lease/Sub Licence of Ground Floor Space, Kings Head Building

Members to consider the options and the work progressed thus far by the Town Centre Sub-Committee, and make a final determination on the following matters:

a) consider appointing an occupant from the expressions of interest received;

b) consider whether to enter into a formal leasing agreement with the landlord of the building and a subsequent sub-licence with an appropriate occupant OR recommend to the landlord an appropriate occupant which they can offer a lease to directly.

10.6. Holywell High Street Traffic Trial – Community Meeting and Poll

Members to consider the planning for the arrangements to hold a community meeting, and subsequent community poll, to consult with residents on opening the High Street to traffic on a permanent basis.

10.7. Reports 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	NWCHC Press Release – Hascas Report	**	14 May 2018
B	CAIS Spring Newsletter	**	16 May 2018
C	My Community My Council Drop in Day	**	18 May 2018
D	Transition Holywell Tree Planting Petition	**	21 May 2018
E	GVT Agendas/Minutes	**	21 May 2018
F	OWL Bulletin – Old Wine Vaults, Holywell	**	24 May 2018
G	NWCHC Press Release – Out of Hours GP	**	24 May 2018
H	Town Centre Regeneration - Canada	**	4 Jun 2018
I	FCC County Forum Meeting Documents	**	4 Jun 2018
J	OWL Bulletin – Brown Bin Scam	**	4 Jun 2018
K	OWL Bulletin – Holway Garage Incident	**	6 Jun 2018
L	FCC Well Being Plan 2017-2023	**	7 Jun 2018
M	Summer Holiday Share Your Lunch Scheme	**	7 Jun 2018
N	Flintshire Connects Revised Opening Hours	**	7 Jun 2018
O	Welsh Government Women of Wales Event	**	8 Jun 2018
P	Welsh Government News – Rail/Plastics	**	8 Jun 2018
Q	FLVC News Bulletin	**	12 Jun 2018
R	Business Group Minutes 22 May 2018	**	13 Jun 2018

11. REPRESENTATIVES' REPORTS

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

12. COUNTY COUNCILLOR REPORTS

To receive County Councillor updates on any relevant County issue(s) affecting the community of Holywell, not otherwise covered on the Agenda.

NOTE: The official Minutes of meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell-town.gov.uk. 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.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Annual Meeting of Holywell Town Council** held in the Stamford Gate, Halkyn Road, Holywell on Tuesday, 15 May 2018 at 6.00pm.

PRESENT: Councillor J.M. Johnson (Retiring Mayor).
Councillor R. Dolphin (Elected Mayor).
Councillors: M. Brooke, K. Davies, P.A. Johnson, S. Johnson, E.B. Palmer, M.D. Phelan, B. Scragg, S.E. Wallbanks and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, A. Coleman, P.J. McGarry and K. Roberts.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Community Engagement Officer) and C.S. Lowry (Support Officer).

1. INTRODUCTION BY HOLYWELL TOWN CRIER

An introduction to the meeting was announced by the recently appointed Holywell Town Crier Mr Chris Baglin. Mr Baglin was also to perform Town Crier duties as directed at several forthcoming events throughout the year.

RESOLVED:

That Mr Baglin be thanked for his attendance.

2. MAYOR'S REMARKS – REVIEW OF YEAR 2017/18

The retiring Mayor remarked that the past year had been a transitional one in many respects, firstly we welcomed new members onto the Council to join those who embarked on further terms of office. We had appointed a new staffing team: Jason Baker as Town Clerk and Collette Lowry as Support Officer joining Martin Fearnley, and we wished our retiring Clerk Colin Pierce farewell and a long and happy retirement.

The retiring Mayor stated we had strived to develop the services we provide over the past year, including an enhanced events programme, the production of a first business plan for the Council, a review of our back-office systems introducing new technology and modern ways of working and progressed a number of key projects to benefit the community, such as electric car charging points, a covered events area for Tower Gardens, investigations into the reopening of a railway station at Greenfield and the approval of a trial period for opening the high street to traffic, working in partnership with local businesses and the County Council.

The retiring Mayor thanked his Mayoress, fellow members and the staff for their hard work and support during his third term of office as Mayor of Holywell, and wished his successor best wishes for another positive year for the Holywell community.

Finally, the retiring Mayor paid tribute to the Deputy Mayor Councillor K. Roberts for his hard work through the year who was unfortunately standing down.

3. ELECTION OF MAYOR – MUNICIPAL YEAR 2018/19

3.1. Mayor's Election

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2018/19.

Consideration was given to the Mayor's election having regard to the Deputy Mayor's confirmation that he was unfortunately not able to be considered currently for the office of Town Mayor.

RESOLVED:

That Councillor Rosetta Dolphin (Greenfield Ward) be elected Mayor of Holywell Town Council for 2018/19.

3.2. Investiture of Chain of Office, Signing of Declaration of Office and other formalities

The newly elected Mayor, Councillor Rosetta Dolphin, was invested with the Mayoral Chain of Office by Councillor Joseph M. Johnson. Councillor Dolphin signed the Declaration of Acceptance of Office (countersigned by the Clerk).

The Mayor announced that Mr Richard Dolphin would be serving as her Mayor's Consort and was invested with his Chain of Office.

The Mayor chaired the remainder of the meeting.

3.3. Mayor's Opening Statement for 2018/19

The Mayor thanked everyone for their kind sentiments. She would do her best to represent the Holywell community. Her charities for the year were the Good Companions and Debonaires Morris Dancing Troop. The Mayor's Civic Service was planned for Sunday 2nd

September 2018 and would be held at Holy Trinity Church, Trinity Road, Greenfield. More details would follow in due course concerning the Mayor's Charity Ball arrangements.

RESOLVED:

That the Mayor's reports be received and noted.

4. ELECTION OF DEPUTY MAYOR – MUNICIPAL YEAR 2018/19

RESOLVED:

That Councillor Paul A. Johnson (Holywell West Ward) be elected Deputy Mayor of Holywell Town Council for 2018/19.

The Deputy Mayor was invested with his Chain of Office by the Mayor. He signed the Declaration of Acceptance of Office as part of the Town Council's formalities (countersigned by the Clerk). He thanked everyone for supporting him.

5. PRESENTATION TO FORMER HOLYWELL TOWN MAYOR 2017/18

The Mayor presented the retiring Mayor with a personal gift and an inscribed Council plaque to mark his term of office for 2017/18.

6. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

The following Declarations of Interest were made, and the relevant forms completed for the Clerk to action under the statutory requirements.

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
13.1	P.A. York	✓		058400 Resides adjacent to the proposed development.

7. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

7.1. Existing Representation

Consideration was given to appointing representatives to outside bodies for the ensuing municipal year. Members had before them for this purpose, a copy of current representation. A review had taken place to omit groups which were no longer operational.

RESOLVED:

That the following Members be appointed to serve on the bodies listed for 2018/19.

(a) Holway Community Centre	Councillor L.A. Carter Councillor A. Coleman
(b) The Holywell Band	Councillor J.M Johnson
(c) North & Mid Wales Association Of Local Councils	Councillor P.A. Johnson Councillor K. Davies Councillor P.A. York Deputy: Councillor M.D. Phelan
(d) Halkyn Mountain Common Joint Consultative Board	Councillor P.A. Johnson Councillor J.M Johnson
(e) Estuary Voluntary Car Scheme	Councillor S.E. Wallbanks
(f) Holywell Walkers are Welcome Committee	Councillor B. Scragg
(g) Flintshire County Forum	Councillor L.A. Carter Councillor M.D. Phelan Councillor P.A. York Deputy: Councillor M. Brooke
(h) Holywell Town Centre Partnership	Councillor E.B. Palmer Councillor L.A. Carter Councillor A. Coleman Deputy: Councillor S. Johnson
(i) North Wales Play Association	Deputy Mayor
(j) Holywell Business Group	Councillor M. Brooke

7.2. New Requests

Members considered a request from Mr Russ Warburton, Chair of the Business Group for a Member to be appointed to represent the Town Council and attend the monthly meetings of this group.

RESOLVED:

That Councillor M. Brooke be appointed as representative to attend future meetings of the Business Group (see 7.1 (j) in listing above).

8. APPOINTMENT OF CHAIR OF FINANCE COMMITTEE

RESOLVED:

That Councillor P.A. Johnson be appointed Chair of the Finance Committee of the Council for 2018/19, such Committee to comprise all Members of the Council and have authority to act in respect of all financial matters unless otherwise undertaken by the Council.

9. APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS

Consideration was given to appointing Sub-Committees and Working Groups for the ensuing municipal year. Members had before them for this purpose, a schedule of the current representation.

RESOLVED:

1) That the Sub-Committees for 2018/19 be appointed as follows:

Audit Sub-Committee
Councillor L.A. Carter (West)
Councillor J.M. Johnson (East)
Councillor E.B. Palmer (Central)
Councillor B. Scragg (Greenfield)
Councillor P.A. Johnson, Chair of Finance Committee

Chair's Sub-Committee
All Elected Chairs

Council Offices & Communications Sub-Committee
Councillor M. Brooke
Councillor L.A. Carter
Councillor K. Davies
Councillor P.J. McGarry
Councillor E.B. Palmer
Councillor S.E. Wallbanks

Holywell & Greenfield Development & Transport Sub-Committee
Councillor J.M. Johnson
Councillor P.A. Johnson
Councillor S. Johnson
Councillor E.B. Palmer
Councillor M.D. Phelan
Councillor K. Roberts
Councillor B. Scragg
Councillor S.E. Wallbanks
Councillor P.A. York

Town Centre Sub-Committee
Councillor M. Brooke
Councillor L.A. Carter
Councillor A. Coleman
Councillor K. Davies
Councillor J.M. Johnson
Councillor S. Johnson
Councillor P.J. McGarry
Councillor E.B. Palmer
Councillor M.D. Phelan
Councillor B. Scragg
Councillor P.A. York

Wales in Bloom Sub-Committee
Councillor M. Brooke
Councillor K. Davies
Councillor J.M. Johnson
Councillor S. Johnson
Councillor P.J. McGarry

Note: The Mayor is an ex-officio Member of all Sub-Committees.

2) That the Working Groups for 2018/19 be appointed as follows:

Events Working Group
Councillor L.A. Carter
Councillor J.M. Johnson
Councillor S. Johnson
Councillor E.B. Palmer
Councillor M.D. Phelan
Councillor B. Scragg

Community Asset Transfer
Councillor J.M. Johnson (East)
Councillor E.B. Palmer (Central)
Councillor B. Scragg (Greenfield)
Councillor P.A. York (West)

Greenfield Railway Halt
Councillor R. Dolphin
Councillor J.M. Johnson
Councillor P.A. Johnson
Councillor E.B. Palmer
Councillor K. Roberts
Councillor B. Scragg
Councillor P.A. York

Financial Assistance to Organisations
Councillor M. Brooke
Councillor L.A. Carter
Councillor J.M. Johnson
Councillor P.A. Johnson
Councillor B. Scragg

10. AUTHORITY FOR SIGNING ORDERS FOR PAYMENT

RESOLVED:

(1) That the Council's appointed bank (HSBC) be authorised to honour all cheques and other orders or instructions signed on behalf of the Council by two Members and the Clerk.

(2) That the Mayor and Clerk be authorised to sign payments as required from the Mayor's Allowance and Charity Accounts, these accounts being separate to the Council's main accounting framework.

(3) That the Deputy Mayor and Clerk be authorised to sign payments as required from the new Deputy Mayor's Allowance Account, this account being separate to the Council's main accounting framework.

(4) That the current authorised signatories for (1) above be confirmed as follows:
Councillors L.A. Carter, K. Davies, R. Dolphin, B. Scragg and S.E. Wallbanks.

11. MINUTES

RESOLVED:

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

Wales in Bloom Sub-Committee held on Tuesday 10th April 2018.
Holywell Town Council held on Tuesday 17th April 2018.
Audit Sub-Committee held on Tuesday 24th April 2018.
Holywell & Greenfield Development & Transport Sub-Committee held on Wednesday 2nd May 2018.
Town Centre Sub-Committee held on Wednesday 9th May 2018.

12. PLANNING

12.1. New Planning Applications

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

RESOLVED:

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

Application Number	Proposal Details
058299	Erection of stables and menage area and change of use of land to grazing of horses. (See attached plans). Location: Land at Pen Y Ball Hill, Holywell, Flintshire, CH8 8SZ. Applicant: Heather Dickens. ***OPPOSED. There were access and rights of way concerns and a lack of detail in the application. The whole look of the area would be affected and there were also environmental concerns with the diesel emissions from vehicles transporting horse boxes, etc. Further consultation would be desirable, and the Council would await comments from Highways Officers.***
058391	Two storey side extension. Location: 2 Maes Y Plwm, Holywell, CH8 7XE. Applicant: Mr M. Stubbs. ***NO OBJECTION.***
058400	Erection of two storey single dwelling. Location: 2 Rayon Road, Greenfield, Holywell, Flintshire, CH8 7EQ. Applicant: Mr R Parry. ***OPPOSED. There were environmental and drainage concerns associated with the culvert situated to the rear of the proposed development, which could be a flooding risk. Clarification of the ownership rights on this land would also be required.***
058414	Change of use from dwelling house (Class C3) to residential care home (Class C2) for up to five adults and associated external alterations. Location: Oakmere House, Bryn Celyn, Holywell, CH8 7QF. Applicant: Options Group. ***TBC***

12.2. Draft Enforcement Policy Consultation

Members considered the draft planning enforcement policy prepared by the County Council.

RESOLVED:

That the Clerk informs the Planning Department that the draft policy is welcomed by members who hope it will assist in strengthening the enforcement service.

13. ACCOUNTS

13.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved, the necessary audit checks having been undertaken in accordance with the requirement of the Audit Sub-Committee.

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
6891	CHQ	Flintshire County Council	Markets Licence	8.50	^^
6892	CHQ	Flintshire County Council	Garage Rent 2018/19 3 Well Street	474.50	****
6893	CHQ	Carmel & Holywell Woodcraft Association	Refurbish and Reinstate top to honour board Bank Place Offices	150.00	****
6894	ONLINE	Zurich Municipal	Council Insurance Policy April 2018 - March 2019	1,551.14	****
6895	ONLINE	Chubb Fire & Security	Fire Equipment Contract April 2018 - March 2019	249.98	****
6896	ONLINE	UK Vending Ltd	Drinks Machine Refreshment Packs	60.15	****
6897	ONLINE	Viking	A4 Paper, Paper Towels, Soap	47.27	****
6898	CHQ	Councillor E.B. Palmer	Travelling Costs - Attend Middlewich Mayoral Ball 14/4/18	36.00	^^**
6899	ONLINE	Jolora	Domain Registration Renewal Fee	48.00	****
6900	ONLINE	Councillor M. Brooke	Reimbursement for Town Crier Bell	15.45	^^
6901-6903	ONLINE	Council Staff	Salaries - April 2018	3,761.18	***
6904	ONLINE	Blackwells Stonecraft	War Memorial Relettering	1,152.00	###

		Ltd	Works Connects Building/Panton Place		
6905	ONLINE	HMRC	Paye/NI Costs - April 2018	1,012.67	***
6906	ONLINE	Viking	Mineral Water	14.39	****
6907	ONLINE	Cambria Band	Perform at Spring Event 10/3/18 (Replacement Payment - Cheque Lost)	50.00	^^
6908	CHQ	NW Association of Local Councils	4 x delegate lunches for meeting 20/04/18	64.00	****
6909	ONLINE	Chubb Fire & Security	Fire Blanket Notice	9.60	****
6910	ONLINE	Siân Jones Translation Services	Translation to Welsh of Various Documents	17.60	***
6911	ONLINE	Delyn Press	2 x Receipt Books	36.00	****
6912	ONLINE	Cambria Band	Perform at Information Day 28/4/18	50.00	^^
6913	ONLINE	Delyn Press	Supply Letterheads and Compliment Slips	70.80	****
6914	CHQ	Cookie's Events	Entertainment Package at Information Day 28/4/18	400.00	^^
6915	CHQ	Holywell St Johns Ambulance	Attendance at Information Day 28/4/18	120.00	^^
6916	CHQ	E. Billington	Face Painting at Info Day Event 28/4/18	100.00	^^
6917	CHQ	PhilsHarmonics	Perform at Information Day 28/4/18	50.00	^^
6918	CHQ	Wales in Bloom	Entry for 2018 Competition - Town Category	150.00	^^
6919	CHQ	Palm Signs	Supply and fit 20 Plaques to planter in town centre	1,464.00	^^
6920	DD	Nest	Staff Pension Costs - April 2018	87.69	***
6921	DD	Opus Energy	Gas Charges - Mar 2018	170.26	****
6922	DD	British Telecom	Phone and Broadband - 12/3/18-11/4/18	135.36	****
6923	DC	Label Bar	100 Asset Labels	29.94	****
6924	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
6925	DC	Royal Mail	Postages	6.82	***
6926	DC	Royal Mail	Postages	3.74	***
6927	DC	The Sandhurst Hotel	Overnight Stay - Middlewich Charity Ball Cllr E.B. Palmer	60.00	^^**
6928	DC	Royal Mail	Postages	2.80	***
6929	DC	Crazy Ladies	Town Crier Costume	104.99	^^
6930	DC	Royal Mail	Postages	2.02	***
			TOTAL	**11,817.04**	

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.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, 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, 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
###	War Memorials (Local Authorities' Powers) Act 1923

13.2. Income Received 1 April - 30 April 2018

Members received the schedule of income, circulated with the agenda, regarding income received in April 2018.

14. COMMUNITY ENGAGEMENT

Members had before them for consideration the latest report of the Community Engagement Officer. Members raised items within the report for clarification and for additional information. A briefing was provided on a funding opportunity for local businesses in the town. Councillor E.B. Palmer provided an update on his attendance at the recent Cadi Ha event in the town.

RESOLVED:

(1) That Councillors P.A. Johnson, J.M. Johnson, E.B. Palmer and B. Scragg be nominated for the bi-monthly Police Liaison Meeting. CEO to make the necessary arrangements.

(2) That the CEO continues to represent the Council on the Cadwyn Clwyd Local Action Group.

15. CORRESPONDENCE AND OTHER MATTERS

15.1. Article Submission for *The Clerk* Magazine

Members considered a request from the Editor of *The Clerk* magazine for the Clerk to write an article covering the Holywell digital town initiative and the partnership with Square UK. The article would then be published in the September 2018 edition.

RESOLVED:

That approval is given for the Clerk to submit the article as requested.

15.2. PhD Thesis Research Request

Members considered a request from a student of Aberystwyth University for support in undertaking research into the issues affecting the High Street.

RESOLVED:

That the Clerk contacts the student concerned and offers support and advice as necessary.

15.3. iPad Tablet Rollout

Members received an update from the Clerk on the timetable and arrangements for the rollout of the iPad tablets. The tablets should be operational in readiness for the June meeting of the Council; the paper based system would be run in parallel with the tablets for a two month period.

15.4. Summer Playschemes

Members considered the further financial information supplied by Janet Roberts, Play Development Officer in relation to the four summer playschemes intended to operate during the forthcoming summer holidays.

RESOLVED:

That the Clerk writes to Janet Roberts to confirm the Council's participation in this year's scheme and request a written evaluation, following approval by members.

15.5. Updated Council Policies

Members reviewed the latest policy revisions/updates related to standing orders and the publication scheme.

RESOLVED:

That the policy updates relating to standing orders and the publication scheme be approved and published by the Clerk.

15.6 Reports Received

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

Ref	Item	Status	Date Circulated
A	Welsh Government News	**	13 Apr 2018
B	Letter from Cabinet Secretary for Local Government and Public Services	**	19 Apr 2018
C	PCSO Phil Rushby – Speedwatch Scheme	**	19 Apr 2018
D	FCC Bus Network Review	**	23 Apr 2018
E	Jack Sargeant AM – Jobs Summit	**	24 Apr 2018
F	Flintshire Libraries Opening Hours	**	24 Apr 2018
G	Press Release – High Street Depedestrianisation	**	30 Apr 2018
H	Good Newsletter of Transition Group	**	8 May 2018
I	FLVC – Volfest Invite	**	8 May 2018

16. STAFFING MATTERS

16.1. Job Evaluation – Support Officer

Members considered a regrading recommendation from the appointed panel of members, which followed the resolution to re-evaluate this role made by the Audit Sub-Committee.

RESOLVED:

That the Support Officer post move up one grade from LC1 spinal column points 15-17 (below substantive range) to LC1 scp 18-22 (substantive or benchmark range), with effect from 1 June 2018. Clerk to make the necessary arrangements.

16.2. Job Title Change – Community Engagement Officer

Members considered a change of job title for the above post, which was to better reflect the remit of this role going forward. The proposed new job title was Projects and Development Officer.

RESOLVED:

That the Community Engagement Officer role is retitled Projects and Development Officer. Clerk to make the necessary arrangements.

16.3. 2018-2020 Staff Pay Award

The Clerk informed members that the National Joint Council (NJC) had reached agreement on the 2018-2020 pay award, effectively a 2% pay increase from April each year for a 2-year period.

RESOLVED:

That Members note and endorse the implementation of the new pay rates.

16.4. Appointment of Town Crier

Members considered the appointment of the Town Crier and discussed an appropriate remuneration based on each appearance and performing the required duties of the role.

RESOLVED:

That the town crier is paid £50 per appearance which is to be funded from the events budget. The first appearance was to be at the Line Dancing Event on 2nd June 2018. Clerk to write to Chris Baglin, Holywell Town Crier to confirm his appointment and the rate of remuneration. Further town crier appearances to be considered by the Events Working Group.

17. REPRESENTATIVES' REPORTS

Councillor B. Scragg provided an update on community transport matters. There was to be a further meeting to discuss the proposed bus timetable.

Councillor M.D. Phelan provided an update on matters discussed at the recent County Forum meeting held on 10th May 2018. The forum discussed the review of the town and community council sector in some detail.

Councillors K. Davies and P.A York provided an update on the matters arising at the recent North Wales Association of Local Councils meeting held on 20th April 2018. There was a presentation from Welsh Government on nuclear waste disposal facilities, and discussions around homelessness and rough sleeping and the potential use of hotels/hostels to mitigate this situation.

18. COUNTY COUNCILLOR REPORTS

Councillor E.B. Palmer reported his initial observations following the commencement of the trial period for opening the high street to traffic. Further meetings of the working group were planned to resolve any operational issues arising during the trial period.

Councillor P.A. Johnson updated members on regeneration funding available from Welsh Government, following a meeting of the Community and Enterprise Scrutiny Committee. There was £22m available for North Wales and Holywell were ranked no. 1 in Flintshire based on the criteria set for allocation of the money available.

19. CLOSE OF MEETING

The Mayor closed the meeting at 7.40pm.

....

Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Council Offices and Communications Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Thursday 17th May 2018 at 1.30pm.

PRESENT: Councillor M. Brooke (Chairman – see minute No. CO1).
Councillors: L.A. Carter, J.M. Johnson (observing who presided for minute CO1), E.B. Palmer, B. Scragg (observing) and P.A. York (observing).

APOLOGIES FOR ABSENCE were received from Councillors K. Davies, R. Dolphin, P.J. McGarry and S.E. Wallbanks.

IN ATTENDANCE: J. Baker (Clerk).

CO1. ELECTION OF CHAIRMAN 2018/19

RESOLVED:

That Councillor M. Brooke is elected Chairman of the Council Offices and Communications Sub-Committee for 2018/19.

CO2. APPOINTMENT OF VICE-CHAIRMAN 2018/19

RESOLVED:

That Councillor L.A. Carter is appointed Vice-Chairman of the Council Offices and Communications Sub-Committee for 2018/19.

CO3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

The following Declarations of Interest were made, and the relevant forms completed for the Clerk to action under the statutory requirements.

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
CO7.	M. Brooke	✓	✓	Business owner potentially transacting with Council.

CO4. VISIT BY HANNAH BLYTHYN AM – MINISTER FOR ENVIRONMENT

The Chair welcomed the Minister to the meeting to discuss how the Council can meet its aspirations of reducing plastic waste in the environment. Some work had already been completed which included a statement of intent for the reduction of plastic in the Council Offices, and the Clerk had written to the County Council's Recycling Division to offer support with the wider County objectives for mitigating plastic pollution.

The Minister outlined some of the work undertaken to date on this matter and referred to water refill stations, the blue planet programme, the potential for a deposit return scheme and the surfers against sewage movement and how the Council could get involved. Recycling of single use plastics was a priority as was investigating new technology with the funding available.

Members referred to the impact on the environment and the social effect in tackling obesity with better education for the younger age group.

Members also referred to the recent opening of the High Street to traffic on a trial basis, and the requirement for funding should a permanent scheme be approved in the future.

RESOLVED:

1) That the Minister be thanked for attending today's meeting.

2) That the Clerk researches the surfers against sewage movement to see how the Council could get involved.

3) That the Community Engagement Officer investigates the possibility of installing water refill stations in the town centre.

CO5. TERMS OF REFERENCE

RESOLVED:

That the following terms of reference be approved and adopted by this sub-committee:

OFFICES

- Repair and maintenance of building
- Review of fixtures and fittings
- Management of Insurance Policy
- Review of office equipment
- Review of office opening hours
- Review of office security/utilities
- Management of health and safety at work
- Use of premises to outside bodies

COMMUNICATION

- Newsletter content and distribution
- Social media use and content
- Management of press releases
- Website development

CO6. NEWSLETTER DEVELOPMENTS

Members considered the future format, content and distribution of the Council's quarterly community newsletter. Local businesses had also approached the Council to advertise in future editions.

Members stated further photos and an extra page would enhance the newsletter and requested benchmarking work to be undertaken with other publications. A suggestion scheme could be featured in future editions.

RESOLVED:

That the Support Officer undertakes some research and produces a report on the following:
i. benchmark advertising charges compared to other publications.
ii. obtain costs for quarterly delivery to all households in the Holywell community based on a 2-page stapled circulation.

CO7. OFFICE EQUIPMENT REQUIREMENTS

The Clerk provided an update to members on office equipment requirements for the 2018/19 year. This would be met from the current year's budget provision. A projector would enhance presentations at Council meetings, an office safe would provide a secure unit for cash and important documents to be held and branded coasters would enhance the current meeting room facilities and publicise the Destination Holywell branding.

RESOLVED:

That the Clerk be authorised to purchase a suitable projector, office safe and coasters for office and meeting rooms.

CO8. REPAIR AND MAINTENANCE

The Clerk provided an update to members on repair and maintenance requirements for the 2018/19 year. This would be met from the current year's budget provision. The priority was to undertake some cyclical painting work to the external windows and doors to the front elevation, and to redecorate the downstairs public areas.

Upon completion of the remaining review of files and paperwork to be archived, the Community Engagement Officer's office/meeting room area would be assessed later in the year, subject to the remaining budget provision available.

RESOLVED:

That the Clerk commissions an appropriate contractor to carry out the internal and external redecoration works required.

CO9. REVIEW OF OFFICE LOCATION

RESOLVED:

That the review of the office location requirements be deferred for the time being and reviewed in the future as and when the need arises.

CO10. CLOSE OF MEETING

The Chairman closed the meeting at 2.45pm.

....
Chairman

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Town Centre Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 5 June 2018 at 5.30pm.

PRESENT: Councillor E.B. Palmer (Chairman – see minute TC1)
Councillors: M. Brooke, L.A. Carter, R. Dolphin (Mayor), J.M. Johnson, S. Johnson and B. Scragg

APOLOGIES FOR ABSENCE were received from Councillors A. Coleman, K. Davies, P.J. McGarry, M.D. Phelan and P.A. York

IN ATTENDANCE: J. Baker (Clerk).

TC1. ELECTION OF CHAIRMAN 2018/19

RESOLVED:

That Councillor E.B. Palmer is elected Chairman of the Town Centre Sub-Committee for 2018/19.

TC2. APPOINTMENT OF VICE-CHAIRMAN 2018/19

RESOLVED:

That Councillor L.A. Carter is appointed Vice-Chairman of the Town Centre Sub-Committee for 2018/19.

TC3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

The following Declarations of Interest were made, and the relevant forms completed for the Clerk to action under the statutory requirements.

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
TC5	M. Brooke	✓		Personal business with applicant
TC5	B. Scragg	✓	✓	Member Artisan Board

TC4. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, TC5, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to property leasing and contractual information.

TC5. EXPRESSIONS OF INTEREST – KINGS HEAD BUILDING

Members were due to hear presentations from those organisations which had submitted an expression of interest, concerning licence of part ground floor premises, Kings Head building, Holywell High Street.

The Chairman informed the group that the Clerk had received an email from West Flintshire Heart CIC informing the Council that they no longer wished to be considered for this project and were pursuing other opportunities.

Jody Bennett attended the meeting on behalf of West Flintshire Community Enterprises and presented their business plan proposals to members. The Chairman referred to the key elements of any proposal being sustainability, finance and funding, increasing footfall on the High Street and regeneration of the town centre.

The business plan submitted by West Flintshire Community Enterprises on behalf of the Holywell Museum group was for a proposed Museum, Information Point and Café/Community Hub facility.

Members discussed several issues and concerns including the linking of the museum to the holy well and greenfield valley, the admissions policy, grant funding, volunteers to run the café, staffing including a curator, storing and catalogue of items, rotation of exhibitions and links with local schools.

RESOLVED:

1) That Jody Bennett be thanked for attending and presenting the information.

2) That a further meeting is convened on Tuesday 12th June 2018 to address the following points:

a. To enable Nick Taylor and Mike Lewis-Jones of West Flintshire Community Enterprises to attend and provide further detail around the proposal.

b. To enable Cate Dooher, Head of Corporate Service, Wales and West Housing to attend as landlord of the building and review the proposal.

c. To enable members to read and review the submitted business plan in further detail.

TC6. CLOSE OF MEETING

The Chairman closed the meeting at 6.00pm.

....
Chairman

Agenda item No. 7.1.

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
058226	New Fire Test Facility on vacant land – Kingspan Ltd, Greenfield Business Park, Bagillt Road, Greenfield. Applicant: David Watters, Kingspan Ltd.
058299	Erection of stables and menage area and change of use of land to grazing of horses - Land at Pen Y Ball Hill, Holywell, Flintshire, CH8 8SZ. Applicant: Heather Dickens.
058445	Proposed single storey at rear of property comprising of 2 bedrooms and a shower room - 5 The Beeches, Milwr, Holywell, CH8 7SW. Applicant – Mr & Mrs A.J. Schofield.
058470	Erection of a detached garage – 85 Pen-y-Maes Gardens, Holywell. Applicant: Mr John Crane.

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.

Agenda Item Nos. 8.1 & 8.2.

SCHEDULE OF ACCOUNTS – MAY 2018

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
6931	ONLINE	Tents & Events	Hire of Marquee - Info Day Event 28/4/18	852.00	^^
6932	CHQ	Ysgol Gwenffrwd	Wales in Bloom Schools Competition Donation	50.00	^^
6933	CHQ	Ysgol Maes-y-Felin	Wales in Bloom Schools Competition Donation	50.00	^^
6934	CHQ	Ysgol Maesglas	Wales in Bloom Schools Competition Donation	50.00	^^
6935	CHQ	St. Winifride's RC School	Wales in Bloom Schools Competition Donation	50.00	^^
6936	ONLINE	Cllr L.A. Carter	Reimbursement of taxi fare - County Forum 10/5/18	36.00	^^**
6937	ONLINE	Holywell Leisure Centre	Contribution 2018/19 (1 of 3)	6,666.67	^^^
6938	ONLINE	Siân Jones Translation Services	Translation of events leaflet/town crier text	52.60	***
6939	ONLINE	Delyn Press	5000 no. Holywell Event Programmes	322.00	^^
6940	ONLINE	Viking	Paper/Stamps/ Consumables	51.90	****
6941	ONLINE	West Flintshire Comm Enterprises	Room Hire - April/May 2018	100.00	****
6942	ONLINE	Rialtas Business Systems	Year End Closedown Fri 4/5/18	658.50	^^
6943	ONLINE	Flintshire County Council	Bank Place Offices Business Rates 1st Instalment	9,894.50	****
6944	ONLINE	HMRC	Paye/NI Costs - May 2018	1,102.54	***
6945 - 6947	ONLINE	Council Staff	Salaries - May 2018	3,933.83	***
6948	ONLINE	J. Baker	Travelling Costs - April 2018/Subsistence & Fares	115.50	***
6949	CHQ	Chris Baglin	Town Crier Duties - Line Dancing Event 2/6/18	50.00	^^
6950	CHQ	Bulldog Hire Ltd	Supply inflatable/bronco - Line Dancing Event 2/6/18	300.00	^^
6951	CHQ	Derek Darby	Services provided - Line Dancing Event 2/6/18	300.00	^^
6952	CHQ	Julie Gabriel	Services provided - Line Dancing Event 2/6/18	150.00	^^
6953	CHQ	Steve Darren	Services provided - Line Dancing Event 2/6/18	175.00	^^
6954	ONLINE	Stamford Gate	Provision of buffet - AGM 15/5/18	455.95	***
6955	ONLINE	Copyrite Systems	Copier charges 14/2/18 - 13/5/18	335.66	****
6956	ONLINE	Viking	Paper/Stamps/Stationery	71.71	****

6957	DD	Welsh Water	Water 14 Bank Place 18/10/17-19/4/18	61.16	****
6958	DD	Welsh Water	Water 12/13 Bank Place 18/10/17-19/4/18	48.71	****
6959	DD	Nest	Staff Pension Costs - May 2018	95.37	***
6960	DD	BNP Parabas Leasing	Copier Lease 25/5/18 - 24/8/18	202.80	****
6961	DD	Opus Energy	Gas Supply - April 2018	113.59	****
6962	DD	British Telecom	Phone/Broadband - May 2018	137.22	****
6963	DC	Royal Mail	Postages	2.52	***
6964	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
6965	DC	C.M. Scott Jewellers	Wales in Bloom Shield/Bell/Mayoral Shield	79.94	^^
6966	DC	Royal Mail	Postages	3.74	***
6967	DC	Tesco	Wrapping Paper	3.50	***
6968	DC	Royal Mail	Postages	2.02	***
6969	DC	Royal Mail	Postages	1.01	***
			TOTAL	**26,626.13**	

INCOME RECEIVED – MAY 2018

Date	Debtor Name	Income Details	Amount £
	Nil Return		
		TOTAL	**0.00**

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.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, 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, 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

WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Smaller local government bodies in Wales
Annual Return for the Year Ended 31 March 2018

PUBLIC/COUNCIL DOCUMENTATION
BILINGUAL ☐

AUDIT COMMUNICATION (QUERIES)
BILINGUAL ☐

Smaller local government bodies in Wales must prepare annual accounts following proper practices a out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

The accounts and audit process

The accounts and audit arrangements follow the process as set out below.

RFO/Clerk prepares accounting statements and Annual Governance Statement. Internal audit completes internal audit report. RFO certifies return (below Part 2 of the Annual Governance Statement) **before 30 June** and presents the return to the body.

→

The body approves the Annual Return by 30 June. This is evidenced by the Chair's signing the box below Part 2 of the Annual Governance Statement.
RFO/Clerk sends the Annual Return and certified copies of requested evidence to the external auditor acting on behalf of the Auditor General for Wales.

→

External auditor completes audit and:

Either:
If no amendments are required, certifies the Annual Return and sends it back to the body for publishing by 30 September.

Or:
If amendments are required, reports issues (including amendments) to the body. The body amends the Annual Return, the RFO re-certifies and the body re-approves before sending it back to the auditor. The auditor then certifies the Annual Return and sends it back to the body for publishing by 30 September.

Please read the guidance on completing this Annual Return and complete all sections highlighted in red including both sections of the Annual Governance Statement.

PLEASE PRINT THIS DOCUMENT FOR SIGNATURE AND SEND IT TO YOUR AUDITOR

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Completion checklist

'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		**Yes**	**No**
Accounts	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2018?	✓	
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	✓	
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2018 agree to line 9?	✓	
All sections	Have all red boxes been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	
Evidence	Has all the information requested by the external auditor been included?	✓	

Accounting statements 2017-18 for:

Name of body: Insert name of body

	Year ending		Notes and guidance for compilers
	31 March 2017 (£)	31 March 2018 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	63,788	65,810	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	176,870	210,870	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	7,277	2,338	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	46,174	58,034	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	5,215	5,215	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	130,736	139,188	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	65,810	76,581	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors and stock balances	11,829	10,346	**Income and expenditure accounts only:** Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	55,653	71,638	**All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	1,672	5,403	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	65,810	76,581	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	500,806	508,843	The **original** asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	11,388	7,143	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	N/A	Yes	No	N/A	
14. Trust funds disclosure note			✓			✓	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that:

	Agreed? Yes	Agreed? No*	'YES' means that the Council/Board/Committee:	PG Ref
1. We have put in place arrangements for: • effective financial management during the year; and • the preparation and approval of the accounting statements.	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

	Yes	No	N/A		
9. Trust funds – in our capacity as trustee, we have: • discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.			✓	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed? Yes	Agreed? No*	'YES' means that the Body
1. We have considered the adequacy of reserves held by the body in setting the budget for 2017-18 and 2018-19 and have appropriate plans in place for the use of these reserves.	✓		Has met the requirements of the Local Government Finance Act 1989 in setting the budget requirement and precept for the financial years.
2. When awarding grants under section 137 of the Local Government Act 1972, we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid.	✓		Has kept and appropriate record of grants awarded and ensured that the expenditure is commensurate with the benefit to the community.
3. ~~The council has ensured that it has a lawful obligation to pay a service gratuity to employees~~* or The council has no obligation or intention to pay a gratuity to employees.*	✓		Has ensured that where it has an arrangement to provide a gratuity to staff, it has ensured that there is a legal obligation to provide the gratuity.

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO	**Approval by the Council/Board/Committee**
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

Certification by the RFO	**Approval by the Council/Board/Committee**
I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature: signature required	Chair signature: signature required
Name: name required	Name: name required
Date: dd/mm/yyyy	Date: dd/mm/yyyy

Annual internal audit report to:

Name of body: Insert name of body

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2018.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		No petty cash held
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2018 of:

External auditor's report

[Except for the matters reported below]* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated ____________________.]

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.			✓	No trust funds.	

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 07/06/2018.] * Delete if no report prepared.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2016-17 and 2017-18. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	~~name required~~ JDH BUSINESS SERVICES LTD
Signature of person who carried out the internal audit:	~~signature required~~
Date:	~~dd/mm/yyyy~~ 07/06/2018

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange (**www.audit.wales/good-practice/finance/community-council-money**) provides further information on the accounts and audit process along with guidance on governance matters.
3. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
4. **There are now two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2017) equals the balance brought forward in the current year (line 1 of 2018). Explain any differences between the 2017 figures on this annual return and the amounts recorded in last year's annual return.
7. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
8. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliation is available in the Practitioners' Guide*.
9. **Every** small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement. Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
14. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 19TH June 2018

1. Flintshire Residual Town Centre Funding

Having spoken with Rachael Byrne FCC she has agreed to reallocate the funding pot of £6k from the proposed WI-FI Project in Tower Gardens to Town Centre Projects. She is now looking for ideas, so she can release the amount available.

Two projects spring to mind and have been briefly discussed before:

1) The previously discussed use of the Metal Mickey mobile CCTV System (costing approx. £3.5k);

2) Improve, develop and enhance the infrastructure i.e. path, fence and lighting on the alleyway into the High St which leads onto the High St by Santander. I found out and have met with the man who owns the land and the fence, and he is willing to work with us to sort the fence etc. Quotes have been received for supply and erection of a suitable fence. He was also willing to convert the building on his land for an alternative use. Ownership of the pathway has been confirmed by the Land Registry as Flintshire CC.

Members to confirm the reallocation of the proposed funding for the above projects.

2. Active Travel

Following on from the Railway Site meeting with Ken Skates AM and Hannah Blythyn AM I agreed to speak to Sue Price, FCC Active Travel, regarding linking a path from the Greenfield Dock into the Valley. She has spoken with Stephen Jones who has confirmed we should get a scheme designed through the valley and is requesting a site meeting.

Members to confirm that the Community Transport Working Group will attend, along with ward members and a rep from the Valley. Feedback will then be provided on a future report.

3. Members/PCSO Meeting

I met with 3 Town PCSO's to discuss and they have spoken with the new Sergeant for Holywell (Sgt Sue Carrington who has taken over from Sgt Steve Lloyd) about the possibility of starting bi-monthly meetings with the Town council, and she thinks this is a good idea. A date will be arranged for the first meeting with members of the Council Police Liaison Group. The Sgt has said she will try to make it, along with any Holywell officers on duty at the time.

4. Community Transport

Please see attached timetable which will run alongside and support the existing service subsidised by FCC. A 3-month trial to commence June 24th with a presence at the Holywell Wellbeing Day on the 23rd June. **It is vital that this service is actively promoted by all members before and during the trial period.**

5. Electric Car Charging Points

All permissions have been granted and a site meeting was held last week with myself, Ben the Manager from Tesco and the supplier of the equipment. **Work to commence w/c 25th June which will take 3/4 weeks to complete**

6. WI-FI at Leisure centre

I have spoken to Tudor who has agreed to meet to discuss. He said he was sure that he read something in the lease about transmission facilities not being allowed, but that we should talk and see what is required. The Centre has free Wi-Fi throughout.

7. Railway Station

Very positive Ministerial visit and site meeting held with Ken Skates AM and Hannah Blythyn AM, and Stephen Jones. They all expressed support for the project and developing the link to the Valley highlighting the Active Travel Plan as being key.

8. Events Canopy

I have submitted a grant expression of interest form to TAIS (Tourism and Amenity Investment Scheme). Hope to hear their reply by end of July.

9. NW Tourism Visit

I have spoken with Jim Jones Managing Director of North Wales Tourism. He has agreed to come and make a presentation to members of the Tourism and Events Sub Group of the Town Partnership in June/July.

Members to confirm if they wish him to be invited to attend a future Full Council meeting in the Autumn and make a presentation.

Martin Fearnley
Projects and Development Officer

Stop	Depart/Arrive	Depart/Arrive	Depart/Arrive
Holywell Bus Station		14.00	17.30
Halfway House		14.06	17.36
Lloc		14.14	17.44
Caerwys	11.20	14.25	17.55
Halfway House	11.24	14.29	17.59
Holway	11.29	14.34	18.04
High Street	11.34	14.39	18.09
Hospital	11.39	14.44	18.14
Lixwm	11.44	14.49	18.19
Holywell Bus Station	11.49	14.54	18.24
Brynford	11.59	15.04	18.32
Lixwm	12.04	15.09	18.37
Ysceifiog	12.09	15.14	18.42
Calcoed	12.17	15.22	18.50
Brynford	12.19	15.24	18.52
Holywell Bus Station	12.24	15.29	18.57
Operational Days -	Mon Weds and Fri		
Stop	**Depart/Arrive**	**Depart/Arrive**	**Depart/Arrive**
Holywell Bus Station	11.10	14.40	17.40
Carmel	11.18	14.48	17.48
Pantasaph	11.23	14.53	17.53
Gorsedd	11.26	14.56	17.56
Lloc	11.29	14.59	17.59
Whitford	11.35	15.05	18.05
Trelogan	11.42	15.12	18.12
Llanasa	11.46	15.16	18.16
Trelawnyd	11.53	15.23	18.23
Gwaenysgor	11.59	15.29	18.29
Trelawnyd	12.05	15.35	18.35
Llanasa	12.12	15.42	18.42
Trelogan	12.16	15.46	18.46
Whitford	12.23	15.53	18.53
Lloc	12.29	15.59	18.59
Gorsedd	12.32	16.02	19.02
Pantasaph	12.35	16.05	19.05
Carmel	12.40	16.10	19.10
High Street	12.45	16.15	19.15
Hospital	12.48	16.18	19.18
Holywell Bus Station	12.50	16.20	19.20

Operational Days - Tues - Thurs - Sat

Elin Jones AC, Llywydd
Cynulliad Cenedlaethol Cymru
Elin Jones AM, Presiding Officer
National Assembly for Wales

Councillor Rosetta Dolphin
Mayor of Holywell
11 Ffordd Aelwyd
Carmel
HOLYWELL
CH8 8SH

Your ref:
Our ref: EJ/LPR

16 May 2018

Dear Town Mayor

I write to you to inform you of the National Assembly for Wales's intention to host Senedd@... in Delyn constituency on the week commencing 25 June 2018, which was originally scheduled for November 2017.

As part of our commitment to engage with the whole of Wales we plan to host a series Senedd@... events in the different electoral regions across Wales. The aim of this initiative is to take the Assembly on the road, relocating some of its activities to the heart of Welsh communities to demonstrate how the Assembly works for the whole of Wales.

Over the past three years the Senedd@ programme has taken the work of the Assembly to the people of Wales, which has seen us visit Wrexham, Swansea and Newport and engage with local people through events and community sessions.

As part of our programme we will be looking to host activity which will raise the profile of the Assembly, promote Welsh Youth Parliament and discuss women's representation as part of our efforts to mark the Centenary of the Women's Suffrage Movement. This will be complemented by outreach and education sessions with schools, colleges, youth groups, community groups, businesses and charities in the area. We will also have a presence at Mold Market during the week.

Cynulliad Cenedlaethol Cymru
Bae Caerdydd, Caerdydd, CF99 1NA
Llywydd@cynulliad.cymru
www.cynulliad.cymru
0300 200 7403

National Assembly for Wales
Cardiff Bay, Cardiff, CF99 1NA
Llywydd@assembly.wales
www.assembly.wales
0300 200 7403

Elin Jones AC, Llywydd
Cynulliad Cenedlaethol Cymru
Elin Jones AM, Presiding Officer
National Assembly for Wales

We will begin advertising our presence in Delyn constituency nearer the time and will be using #SeneddDelyn on our social media channels to raise awareness and generate interest in our activities.

I do hope that you and your colleagues will support and engage with our initiative, and we look forward to meeting you during Senedd Delyn.

Yours sincerely

Elin Jones

Elin Jones AM
Llywydd

NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS

President: Joan Butterfield MBE Chair: Cllr Brian Roberts Vice Chair: Cllr Hazel Meredith
Secretary: Robert A Robinson FRICS FSLCC
Triangle House, Union Street, Welshpool, SY21 7PG
Tel: 01938 553142 Email: wtcouncil@btinternet.com
Web Site: www.northwalesassociation.org.uk

30th April 2018

To all North and Mid Wales Association
Member Councils

From the Robert A Robinson FRICS FSLCC
Secretary

Dear All

Elections for Chair and Vice Chair of the Association for the ensuing year

Good morning. I write to seek nominations for candidates to stand for election at the Annual Meeting to be held on Friday 20th July 2018 at Connah's Quay.

Nominations must be received no later than ***Friday 29th June 2018*** by close of business either by post (to arrive that day) or by email. Nominations must identify the proposer and seconder and enclose a resume of the person proposed to stand as a candidate for election.

The form which must be used is enclosed. Councils may nominate as many candidates as they wish.

Thank you for your time.

Regards.

Robert A Robinson

Robert Robinson FRICS FSLCC
Secretary

NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS
NOMINATION FOR CHAIR
For the year 2018-2019

1	**Person to be nominated**	
2	**Council this person represents**	
3	**Proposer**	
4	**Seconder**	

A short resume about the candidate:

NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS
NOMINATION FOR VICE CHAIR
For the year 2018-2019

1	**Person to be nominated**	
2	**Council this person represents**	
3	**Proposer**	
4	**Seconder**	

A short resume about the candidate:

Renewal of Holywell's Fairtrade Town Status 2018

Council requirements

The Council should pass a resolution supporting Fairtrade & agree to serve Fairtrade products at meetings & in its offices & canteens

Holywell first gained FT status in 2008 & renewal is long overdue hence my group's efforts to remedy this.

I appreciate your help in printing posters & flyers for our FT events & accommodating our stall at town events. This assistance will be included in the renewal form, so thanks.

Pat Rogers (Chair Flintshire FT Coalition) 8-5-2018

pannrogers24@gmail.com

seafarers UK
Supporting the maritime community

Seafarers UK
8 Hatherley Street
London SW1P 2QT

Telephone 020 7932 0000
Fax 020 7932 0095
Email seafarers@seafarers.uk
Website www.seafarers.uk

The Chair
Holywell Town Council
Bank Place Offices
High Street
Holywell
Clwyd
CH8 7TJ

327

CYNGOR TREF TREFFYNNON 21 5 2018 HOLYWELL TOWN COUNCIL

14th May 2018

Dear Chair

Please help to raise public awareness of our island nation's reliance on seafarers and shipping by flying a Red Ensign ashore on Merchant Navy Day, 3rd September

The Red Ensign is the official flag of the British Merchant Navy and those men and women on whom we depend to keep our island nation supplied with food, fuel and other imports.

Merchant Navy Day on 3rd September has been commemorated since 2000 and for the past three years has been the focus of our UK-nationwide campaign to raise awareness of our ongoing reliance on seafarers and shipping.

Flying the Red Ensign on a civic building or prominent flagpole in your neighbourhood provides an ideal opportunity for you to issue a press release with a photograph and to use social media for publicity.

You may also wish to organise a flag-hoisting ceremony, inviting Merchant Navy veterans to attend alongside your own Councillors and local VIPs? In which case please feel free to read out the message of support from HRH The Earl of Wessex included in the enclosed guide, that contains plenty of other helpful information.

This is a free service! So please let us know what you are planning to do by completing the online registration form at www.merchantnavyday.uk or emailing nick.harvey@seafarers.uk

All participating Councils and Local Authorities will be added to our prestigious 'Roll of Honour' on the website. And all those who send us a photograph will be rewarded with a Commemorative Certificate. (Please ensure you register again this year - even if you participated in previous years - to enable us to keep our records up to date and in accordance with GDPR requirements).

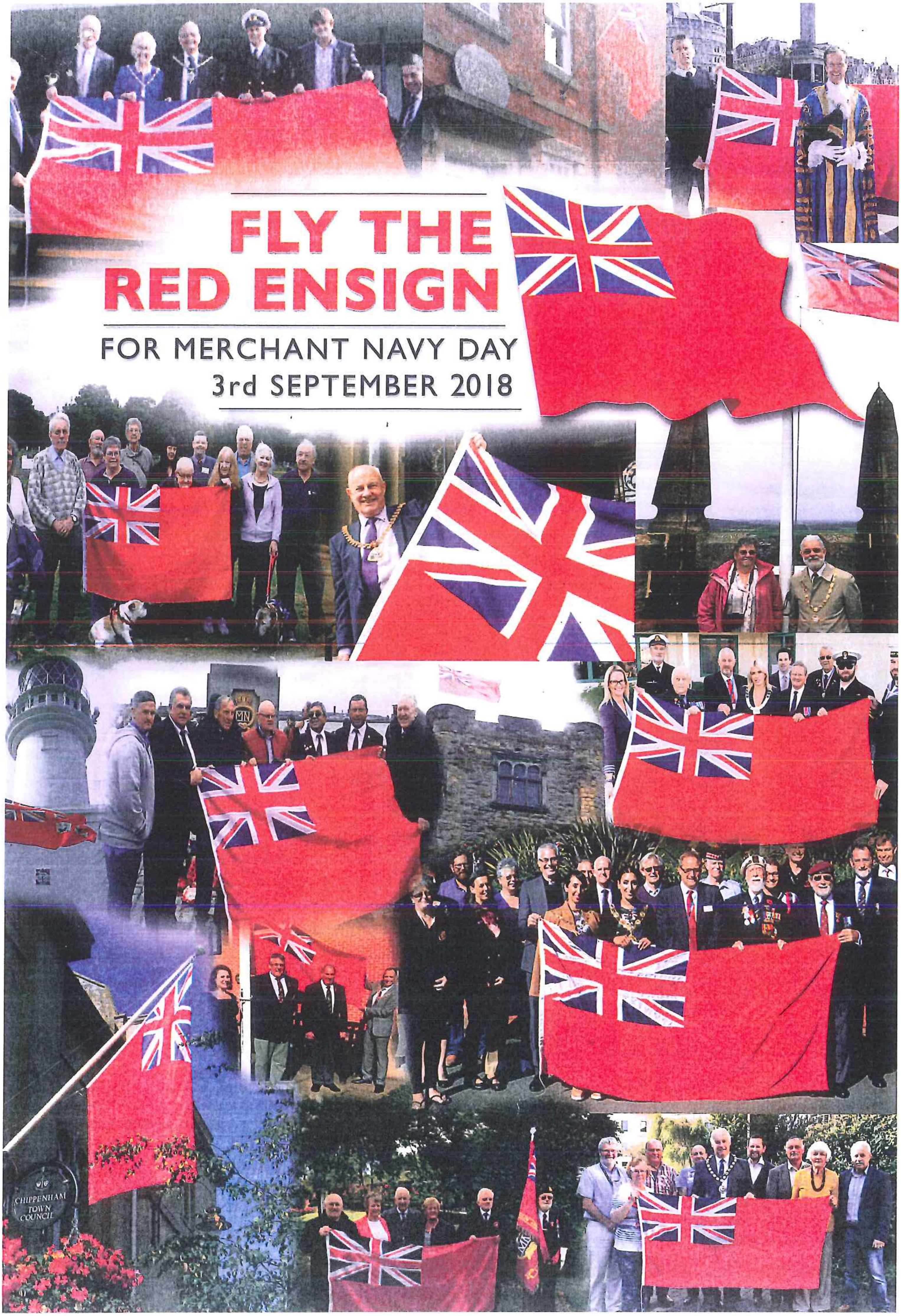
On behalf of Seafarers UK may I thank you in advance for supporting this important initiative.

Yours sincerely

Nick Harvey
Campaigns Manager

P.S. As Merchant Navy Day falls on a Monday this year, you may wish to arrange for your Red Ensign to be flown for the whole week and the preceding weekend? There are no restrictions on when or where a Red Ensign may be flown ashore in the UK.

PC / 8879


FLY THE
RED ENSIGN
FOR MERCHANT NAVY DAY
3rd SEPTEMBER 2018
CHIPPENHAM TOWN COUNCIL