

Cyngor Tref Treffynnon Holywell Town Council

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

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

To: All Members of the Council

15th December 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 20th November 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 BY THE MAYOR AND WARD COUNCILLORS OF THE TOWN COUNCIL'S 2023 AWARDS FOR:

- BEST DRESSED CHRISTMAS WINDOW WINNER – LOCAL BUSINESSES.
- COMMUNITY ENDEAVOUR – GREENFIELD, HOLYWELL CENTRAL, HOLYWELL EAST AND HOLYWELL WEST WARDS.
- COMMUNITY ENDEAVOUR UNDER 18 AWARD.

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 15th November 2023.
- Development Committee meeting held on Wednesday 22nd November 2023.
- Town Centre and Events Committee held on Wednesday 29th November 2023.
- Resources Committee meeting held on Tuesday 12th December 2023.

5.2. Meetings of Committees and Working Groups

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

- **TC33. The Town Centre and Events Committee** approved the reallocation of grant monies originally received for a blue plaque project, to be diverted to fund the educational steps project (£2.5k). Members to endorse this motion.
- **The Resources Committee** recommended the following policies for approval (both attached with the agenda email). Members to consider approval.
- **R22.**
 - New policy – DBS Checks. (Required due to PACT grant work).
 - Amended Policy – Grant Awarding Policy. (£1,000 limit reduced to £500).
- **R24. The Resources Committee** recommended a mandatory committee review for members agenda items if there are associated financial implications.

Relevant Standing Order reproduced overleaf -

**MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN
TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday, 15th November 2023 at 6.00pm.

PRESENT: Councillor L. Corbett (Deputy Mayor & Acting Chair).
Councillors: P. Cooper, P. Corbett, I. Hodge, J. Jones, M. Lewis-Jones, E.B. Palmer, S. Rush, B. Scragg, M. Sprake, and D. Thomas.

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

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

78. PRESENTATION ON SMART TOWNS AND DIGITAL PLACEMAKING

Adam Greenwood and Kiki Rees-Stavros attended the meeting and provided an overview to members of the Smart Towns Initiative. A smart town was an urban area that uses different types of electronic methods and sensors to collect data. Insights gained from that data are used to manage assets, resources, and services efficiently. The data was used to improve operations and future prosperity across the town.

RESOLVED:

That the presenters be thanked for their attendance. The slides from the presentation would be circulated following the meeting.

79. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Agenda Item	Name of Councillor	Personal	Prejudicial	Nature of Interest
9.1.	All Councillors	✓		Recipients of IRPW Annual Allowances.
9.5.	M. Sprake	✓		MP is Employer.
9.7.	I. Hodge	✓		Member of Rotary Club.
10.	D. Thomas	✓	✓	Director of One Step CIC.

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

80. MAYOR'S REMARKS (DELIVERED BY THE DEPUTY MAYOR)

The Mayor thanked all members that attended the Remembrance Services at Holywell and Greenfield over last weekend, and thanked all the parties involved in organising the events for their hard work in ensuring the services went smoothly, despite the weather conditions on the Sunday. The Mayor also wished Fr Dominic, Vicar of Holywell, well in his recovery from recent ill-health.

The Mayor was delighted to attend the Mayor of Caerwys' Civic Service on Sunday 5th November at St. Michael's Church.

The Mayor was pleased to judge the Best Halloween Window competition for the businesses and congratulated all that had taken part. The winning entry was Bellas Diner.

Following the recent news of the group's dissolution, The Mayor thanked Gwladys Harrison, Chair, and all members of the Holywell & District Society for their efforts over many years in supporting Holywell, Greenfield and its communities. The Society was formed in 2007, when a group of individuals with similar interests in the local area decided that information on the history and environment was not being shared and recorded. The Society operated from the Council Offices over recent years, and the Mayor wished group members well in their future endeavours.

Finally, the Mayor requested members' support for the Clerk to write a letter to Tesco to request that they review their public Wi-Fi policy. The Wi-Fi connection could be accessed freely from areas around the Tesco building and continued to cause anti-social behaviour issues.

RESOLVED:

That the Clerk send a letter to Tesco Head Office raising the Council's concerns over the Wi-Fi.

81. MINUTES & MEETINGS

81.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 18th October 2023.
- Special Meeting of Holywell Town Council held on Tuesday 31st October 2023.
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81.2. Member Request to join Committees

Members considered a request from Cllr P. Cooper to join the Development and Resources Committees.

RESOLVED:

That approval be given. Clerk to note for committee administration purposes.

82. PLANNING

82.1. 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/000895/23	PROPOSAL: PROPOSED NEW VEHICLE PARKING AND ENTRANCE ONTO HIGHWAY LOCATION: 6, ST PETERS ESTATE, Coleshill Street, Holywell, CH8 7UW. The Council confirmed their support for this application as long as it meets the necessary planning criteria.

83. ACCOUNTS

83.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – OCTOBER 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9752	BP	Philip Jones Computers	ICT Support Costs Q2	135.00	****
9753	BP	Flintshire County Council	CCTV Charges Oct-Dec 2023	3,864.73	*****
9754	BP	Chubb Fire & Security Ltd	Fit Device to Intruder Alarm	420.00	****
9755	BP	Society of Local Council Clerks	Attend SLCC/OVW Joint Conference - Clerk	72.00	****
9756	BP	Media Man Productions	Stage Management Well Inn Festival	500.00	^^
9757	BP	Viking	Mineral Water	44.38	****
9758	BP	Viking	Stationery	28.19	****
9759	BP	Npower	Electric Events Hub Aug23	38.04	****
9760	BP	Flintshire County Council	Loan Repayment (1 of 2 for 2023/24)	7,000.00	^
9761	BP	Handy Labels	Inventory Labels	35.80	****
9762	BP	Tadmark Ltd	Supply Banner	41.10	^^
9763	BP	St Johns Ambulance	First Aid Services at the Well Inn Music Festival	187.20	^^
9764	BP	Viking	First Aid Kit	22.13	****
9765	BP	Flintshire County Council	Business Rates 2023/24 2 of 2	3,630.64	****
9766 - 9768	BP	Council Staff	Staff Salaries - Oct 23	5,478.27	***
9769	BP	HMRC	Staff PAYE/Ni - Oct 23	1,837.61	***
9770	BP	Clwyd Pension Fund	Staff Pension Costs - Oct 23	2,022.67	***
9771	BP	Delyn Press	Business Cards - Cllr L. Carter	67.20	****
9772	BP	Viking	First Aid Items	48.86	****
9773	BP	Paul Broadbent	Binding of Two Sets of Minute Books	240.00	^^
9774	BP	Holywell Garden Centre	Operate Parasols	160.00	^^
9775	BP	Holywell Garden Centre	Brackets Events Hub	60.00	^^
9776	BP	Holywell Garden Centre	Watering Baskets - Sept	436.50	^^
9777	BP	J. Baker	Reimbursement - VDU Screen Glasses	44.50	***
9778	BP	NW Association of Local Councils	Lunches for Two Delegates - 20/10/23	44.00	^^**
9779	BP	Holywell Market Group	Financial Assistance Donation	500.00	^^
9780	BP	Cllr L.A. Carter	Civic Expenses Sep 23	63.25	***^
9781	BP	C. Pickstock	Travelling Costs Sep 23	14.85	***
9782	BP	Ysgol Maesglas	Eco Uniform Donation	100.00	^^

9783	BP	Ysgol Maes y Felin	Eco Uniform Donation	100.00	^^
9784	BP	Npower	Electric Events Hub Sep23	42.43	****
9785	BP	Cllr E.B. Palmer	Travelling Costs Manchester Seminar	53.00	^^**
9786	BP	Viking	Cleaning Consumables	61.45	****
9787	BP	Viking	Consumables	41.86	****
9788	BP	Heritage Trust Network	Rethinking High Streets Seminar - Cllr D. Thomas	80.00	****
9789	BP	Daydream Designs	Website Tech Support - Oct23	94.80	****
9790	BP	Cllr E.B. Palmer	Travelling Costs - Association Meeting 20/10/23	24.00	^^**
9791	BP	T.J. Dykes	Update Honours Board - Mayor L.A. Carter	55.00	****
9792	BP	NW Association of Local Councils	Annual Membership Fee 2023/24	100.00	****
9793	BP	BKB Solutions Ltd	Installation 5 Extra Double Sockets - Bank Place Offices	234.00	****
9794	DD	Opus Energy	Gas Bank Place 16/8-14/9	32.77	****
9795	DD	Plusnet	Phone & Broadband Oct23	47.88	****
9796	DD	BNP Paribas	Copier Lease 16/10-15/1	154.80	****
9797	DD	EDF Energy	Electric 12/13 Bank Place Sep23	101.47	****
9798	DD	EDF Energy	Electric 14 Bank Place Sep23	17.82	****
9799	DD	BT	Phone & Broadband Oct23	85.36	****
9800	DD	Opus Energy	Gas Bank Place 15/9-15/10	128.45	****
9801	DC	Poppy Shop	Supply Wreaths	42.49	****
9802	DC	Tesco	Refreshments	1.20	****
9803	DC	Amazon	Pedal Bin	18.95	****
9804	DC	Amazon	2 Pedal Waste Bins	28.00	****
9805	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9806	DC	Tesco	Refreshments	1.20	****
9807	DC	Tesco	Refreshments	1.20	****
9808	DC	Amazon	Double Sided Tape	9.43	****
9809	DC	Amazon	BT Connection Switch/Port	55.99	****
9810	DC	Tesco	Refreshments	9.20	****
9811	DC	Zoom	Zoom Pro Subscription	15.59	****
9812	DC	Amazon	Christmas Stage Lighting	175.00	^^
9813	DC	Amazon	Christmas Stage Lighting (2)	99.87	^^
9814	DC	Tesco	Stamps/Postages	60.00	***
9815	DC	Tesco	Refreshments	1.20	****
9816	DR	HSBC Bank	Bank Charge Sep23	8.00	****
			TOTAL	29,219.92	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – OCTOBER 2023

Date	Category	Name	Payment Details	Amount £
10/10/23	REFUND	Plusnet	Contract Termination	6.10
13/10/23	INCOME	Various	Eco Uniform Donation	200.00
29/09/23	INCOME	Power Portal Ltd	Car Charge Point	14.75
			TOTAL	220.85

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

84. COMMUNITY ENGAGEMENT

84.1. Monthly Report

Members considered this month's report from the Deputy Clerk. There were action points that covered the Christmas programme of activity.

RESOLVED:

- 1) That Cllrs E.B. Palmer, D. Thomas, B. Scragg and P. Cooper provide assistance with the Christmas Activity letters and flyers delivery to businesses.

- 2) That Cllrs L.A. Carter, P. Cooper, J. Jones, L. Corbett, S. Rush, B. Scragg, D. Thomas, E.B. Palmer, and I. Hodge provide assistance at the Christmas Lights Switch On Event.

84.2. Community Endeavour Awards 2023

Members considered this year's award format and forms were handed out to all members. One collective nomination was required from each ward that was to be submitted to the Support Officer by Wednesday 29th November 2023.

RESOLVED:

That one Under 18 award is presented this year representing the whole of the area covered by the Council.

85. CORRESPONDENCE RECEIVED

85.1. Independent Remuneration Panel for Wales Draft Report 2024/25

Members considered the draft report and the consultation questionnaire.

RESOLVED:

That the draft report be noted as received. That the Clerk submits a general comment highlighting caution with any uplift to the rates of payment.

85.2. Welsh Government Democratic Health Task and Finish Group

Members considered appointing a working group to respond to the consultation on the above matter and complete the survey.

RESOLVED:

That Cllrs I. Hodge, E.B. Palmer and S. Rush be appointed to the working group. Clerk to make arrangements.

85.3. Flintshire's Local Area Energy Planning Workshop

Members considered any nominations to attend the above workshop on Wednesday 29th November. Cllr I. Hodge had already attended a similar workshop.

RESOLVED:

That the Council note this correspondence as received.

85.4. Clwyd Pension Fund: Annual Employer Meeting

Members considered any nominations to attend the meeting on Thursday 7th December.

RESOLVED:

That the Council note this correspondence as received.

85.5. Climate and Ecology Motion

Members received an update from the appointed working group, that recommended to the Council the passing of the following motion.

Climate & Ecology Bill motion

Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and across the world. The average global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with 28% of plants and animals threatened with extinction. In addition, the UK is one of the most nature-depleted countries in the world as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for UK voters with 66% of people (according to YouGov) expressing they are ‘worried about climate change and its effects’. Alongside this, the popularity of Sir David Attenborough’s *Save Our Wild Isles* initiative demonstrates public concern that UK wildlife is being destroyed at a terrifying speed.

Climate & Ecology Bill

The Climate & Ecology Bill, a private member’s bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.

Based on the latest science, the CE Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the *Kunming-Montreal Framework* (22 December 2022); and reduce greenhouse gas emissions in line with the UK’s fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the *Paris Agreement* (12 December 2015).

By bridging the gap between the UK Government’s current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on climate and the environment; seizing the opportunities of the clean energy transition, including green jobs and skills; reduced energy bills; and boosting the UK’s food and energy security.

Holywell Town Council notes that:

The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by cross-party MPs and Peers, local authorities, alongside the support of eminent scientists, such as Sir David King; NGOs, such as the Wildlife Trusts, the Doctors' Association, Oxfam, the W.I. and CPRE; businesses, such as The Co-operative Bank, Riverford and The Body Shop; and 42,000 members of the public.

The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;
2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK's Paris Agreement obligations;
3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
6. Providing for re-training for those people currently working in fossil fuel industries; and
7. Giving the British people a say in finding a fair way forward via a temporary, independent and representative *Climate & Nature Assembly*, as part of creating consensus and ensuring that no one and no community is left behind.

Local Impact & Action Taken

Holywell Town Council have for the last fourteen years campaigned for the reopening of the railway station at Greenfield, which would stimulate a public transport system for the local community. This transport system should include all modes of transport i.e., bus, train. There is an urgency about this matter and new build properties should have a policy driven programme of home insulation, solar panels, and heat pumps. Existing homeowners should have access to grant aided schemes to insulate their homes.

The Council have been running a successful eco uniform initiative for several years where unwanted clothing is donated and recycled back into the community. Any donations are collected and given to local schools. The Council were the first Town Council in Flintshire to install an Electric Vehicle Charge Point and have also banned the use of single use plastics in the Council offices. The Council manage a seasonal programme of litter picks at strategic points across the local community.

RESOLVED:

- 1) That the Council support the Climate and Ecology Bill and informs local residents.

- 2) That the Clerk write to Rob Roberts MP to inform him that the motion has been passed and request he signs up to support the bill. That the Clerk writes to Zero Hour to confirm the Council's support.

85.6. Email from Kirstie Dolphin – Lluesty Woodland

Members considered the email, which enquired over the maintenance of the woodland, in particular in respect of overhanging trees bordering the Beeches through road. The Clerk also reported a dead tree in the centre of the woodland.

RESOLVED:

That the Clerk arrange to meet with Stuart Body, Flintshire County Council to assess the treeline and any dead trees and obtain some technical advice. Clerk to then report back into the Council.

85.7. Email from Paul Islip – Rotary Club of Flint and Holywell

Members considered the email from Mr Islip, that concerned the Tree of Lights project for Holywell. Members noted that the Council had to undertake its own research into the costs involved as these were not made clear from the initial presentation.

RESOLVED:

That the Clerk replies to Mr Islip to reiterate the Council's non-financial support for the project.

85.8. 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	Information on RAAC in buildings	**	17 th Oct 2023
H	Thomas Pennant Society	**	18 th Oct 2023
I	GVT Information Event Invitation	**	19 th Oct 2023

J	GVT Papers – TOR and SPF Grant Detail	**	19 th Oct 2023
K	Playscheme Report	**	23 rd Oct 2023
L	NW Association of Local Councils - Rail Survey Report	**	23 rd Oct 2023
M	Declaration of Poll - Greenfield By Election	**	27 th Oct 2023
N	Active Travel Route Works in Greenfield Valley	**	27 th Oct 2023
O	Councillor Allowances - Homeworking Arrangements and Consumables	**	27 th Oct 2023
P	Holywell & District Society Dissolution	**	6 th Nov 2023
Q	Political Groups/Affiliations - Remembrance Sunday	**	6 th Nov 2023
R	GVT Partnership Minutes 17th October 2023	**	6 th Nov 2023
S	GVT Dee Boat Owner Drop In - 20th Nov, Greenfield	**	7 th Nov 2023

86. MEMBERS AGENDA ITEMS

Councillor	Subject	Motion
D. Thomas	One Step CIC Youth Club	Members to consider a contribution to the lease and running costs of this venture, of £18,200 (£10,000 Lease, £8,200 Running Costs). Members to receive a presentation from Board Members Claire Presford and Cllr Danny Thomas to explain this proposal.

EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the debate and vote on minute 86 on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the financial considerations.

Cllr D. Thomas and Claire Presford confirmed that the costs would be £22,000 for year 1, and £12,000 for years 2 and 3. The total funding required from the Council for the initial 3 year period was £46,000. Following the presentation by Cllr D. Thomas and Claire Presford members discussed the financial implications of making such a contribution, and the impact on both the Council's local taxation precept and reserve balances. Members also discussed safeguarding concerns around staffing ratios and training.

RESOLVED:

That the Council note as received this request without financial support being granted on this occasion. That the Deputy Clerk continues to signpost Cllr D. Thomas to applicable grant funding streams to support the initial growth of this venture.

87. REPRESENTATIVE REPORTS

Cllr I. Hodge updated members on recent discussions with Trains for Wales, and meetings held to discuss rail services on the north coastal line.

88. COUNTY COUNCILLOR REPORTS

Cllr I. Hodge updated members on a recent Environment Committee meeting. Risk assessments were being completed on all unadopted roads as a result of vehicle damage.

89. CLOSE OF MEETING

The Mayor closed the meeting at 8.35pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Development Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 22nd November 2023 at 10.00am.

PRESENT: Councillors B. Scragg (Chair).

Councillors: P. Cooper, I. Hodge, M. Sprake, M. Lewis-Jones and D. Thomas.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, E.B. Palmer, P.A. Johnson. Councillor S. Rush was absent without apology.

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

DC16. DECLARATIONS OF INTEREST

None were declared.

DC17. GREENFIELD RAILWAY STATION PROJECT

Members received an update from the Chair on the recommendations made by the working group and from Cllr Matt Sprake that covered correspondence between Rob Roberts MP and the Department For Transport. Cllr I. Hodge stated he had sent a letter to Flintshire County Council that asked why the benefit cost ratio figures were not included in the final report published by the Transport Commission.

RESOLVED:

- 1) That the Deputy Clerk draft a letter to Transport for Wales and the Welsh Government to
 - i) highlight the importance of a joined-up approach on electrification between Wales and England; and
 - ii) query the latest situation on WELTAG Stage 2 funding.
- 2) That the Deputy Clerk draft a letter to Gwyn Lewis, Transport Commission querying where Greenfield Station fits into the National Transport Plan.
- 3) That Holywell Town Council continue to canvass local business and community support.

DC18. ACTIVE TRAVEL

Members received an update from the Chair on the recommendations made by the working group. The Chair reaffirmed the historical events and documentation. Members reiterated their commitment to link Greenfield Valley with the Wales Coastal Path.

RESOLVED:

- 1) That the Clerk draft a letter to Katie Wilby, Chief Officer Streetscene, Flintshire County Council to request a copy of the original approved bid document, an update on outstanding works from the original bid, and information on the plans for future works and funding applications.
- 2) Following receipt of a reply to 1) above that a meeting be then arranged with Glyn Evans (formerly Sustrans), Transport for Wales to confirm the future local active travel plans.

DC19. LLUESTY WOODLAND

The Deputy Clerk provided members with details and costs from Groundwork North Wales to manage the site.

The Clerk provided members with an update on the legal implications on the site that included the existing covenant. The budget and ongoing costs of the Council managing this site were discussed and confirmed.

RESOLVED:

- 1) That the Deputy Clerk contact other potential organisations e.g. Natural Resources Wales, RSPB and North Wales Wildlife Trust to explore potential management options for the site.
- 2) That the Clerk contact the Council's solicitors to confirm the legal process involved for potential disposal of the woodland.

DC20. WALES IN BLOOM

Members reviewed the Wales in Bloom Judges Report for the 2023 competition. Holywell had attained a Silver Gilt with a score of 79/100. This had been the pattern over recent years and members discussed ways to improve on this score. Members agreed with the Judge's comments that a greater focus on community and volunteers was required in 2024.

RESOLVED:

- 1) That local groups be approached regarding potential knitting displays for the 2024 competition.
- 2) That Wales in Bloom be added to a future agenda of the Holywell Business Group, to ask the businesses for ideas and support for the competition.
- 3) That the Clerk produces a draft programme for the day of the judges visit and circulates to members in the Spring of next year.

DC21. CLOSE OF MEETING

The Chair closed the meeting at 11.50am.

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Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Town Centre and Events Committee** held in the Council Chamber, Bank Place Offices, Holywell, on Wednesday 29th November 2023 at 2.00pm.

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

Councillors: L.A. Carter, I. Hodge, D. Thomas, L. Corbett, and P. Corbett.

APOLOGIES FOR ABSENCE were received from Councillor S. Rush.

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

TC30. DECLARATION OF INTEREST

None were declared.

TC31. 2024 EVENTS PROGRAMME

Members received a list of potential event ideas to consider for next year's events programme. Activities and Event Grants were available from the County Council and Town Councils were eligible to apply. Members discussed the following event options, that could also include shuttle bus transport where required.

- Easter Food and Drink Market/Festival
- Party in the Park
- 80th Anniversary of the D Day landings
- Holywell Town Council at 50
- Joint event/s with Middlewich Town Council
- Enhanced Well Inn event, possibly to include a precursor event at another location
- Pet show
- Greenfield, Holway, Pen y Maes community events
- Inclusive event

RESOLVED:

- 1) Chair to raise the Food and Drink Market/Festival at the next meeting of the business group meeting to discuss and provide feedback.

- 2) That the Well Inn Music Festival takes place on Saturday 14th September 2024, and include fair rides and an artisan market.
- 3) That new promotional banners be ordered for the Well Inn Music Festival.
- 4) That the Deputy Clerk submit a grant application to support an enhanced Well Inn event for 2024.
- 5) Christmas Lights Switch On 2024 to be in the same format as the 2023 event.
- 6) Party in the Park – Deputy Clerk to meet and discuss ideas with Holywell Leisure Centre.
- 7) 80th Anniversary of D Day Landings. Clerk to check on the lighting of the Beacon.
- 8) Joint Event Middlewich – Initial meeting to be held with representatives from Middlewich Town Council and staff from Holywell Town Council to discuss potential ideas.
- 9) That a meeting of the Events Working Group be called early 2024 to review the draft programme.

TC32. EVENT PARASOL CAGES

The Deputy Clerk provided members with an estimate received from Flintshire Fabrications to replace the ground paving with concrete and secure the cage bolts.

RESOLVED:

That the Deputy Clerk seeks quotes for rubber feet and a clasp/padlock solution to secure the cages.

TC33. BLUE PLAQUE GRANT

The Deputy Clerk provided members with the background to the original project and advised members that the grant monies received from Flintshire County Council for the original project could be transferred to another town centre project.

RESOLVED:

That the blue plaque grant monies be reallocated and used for the Tower Gardens educational steps project. Deputy Clerk to be sent the original quotes and then progress the project.

TC34. HOLYWELL MARKET PROMOTION

The Clerk informed members that Flintshire County Council had appointed a Markets Promotion and Engagement Officer, Jonathan Thomas. Mr Thomas' role involved the promotion and growth of both Holywell and Mold markets. Members considered any suggestions to support this work.

RESOLVED:

That the Markets Promotion and Engagement Officer and Belinda Bradley, Holywell Market Group be invited to attend the next Town Centre and Events Committee meeting.

TC35. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the following minute TC36, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the contractual considerations.

TC36. CHRISTMAS LIGHTS CONTRACT

The Clerk provided members with an update on energy costs and the budget implications, and other related contractual information. The Council were advised by the County Council that their energy usage on the High Street for festive lighting and events should be chargeable. The contractor engaged for festive lighting work should hold the relevant accreditations.

RESOLVED:

- 1) That a letter be sent to the current contractor advising them of the accreditation requirement to continue with the Christmas Lights Contract. An appropriate notice period for compliance to be set by the Clerk.
- 2) That the Clerk research energy suppliers to secure an arrangement for the Council to be recharged for its energy usage, for festive lighting and other events on the High Street.

TC37. EVENT GRANT APPLICATION

Members considered an application from Greenfield Youth Under 10's for their Christmas Party.

RESOLVED:

Members decided against support of this application as it did not meet the event grant criteria. Clerk to inform the applicant and signpost the club to the financial assistance application process.

TC38. CLOSE OF MEETING

The Chair closed the meeting at 3.30pm.

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Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 12th December 2023 at 5.30pm.

PRESENT: Councillor M. Lewis-Jones (Chair).

Councillors: L.A. Carter, P. Cooper, P. Corbett, J. Jones, B. Scragg, and M. Sprake.

APOLOGIES FOR ABSENCE were received from Councillor E.B. Palmer.

IN ATTENDANCE: J. Baker (Clerk).

R17. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

R18. BANK RECONCILIATION QUARTER 2 – 30th SEPTEMBER 2023

Members received the bank statement and reconciliation from the Clerk, who explained the current position at the halfway point of the year.

RESOLVED:

That the Council’s banking position be noted.

R19. MANAGEMENT ACCOUNTS QUARTER 2 – 31st OCTOBER 2023

Members received the management accounts from the Clerk. Projections had now been added by the Clerk. Significant budget variances were reported by the Clerk. The election costs in relation to poll cards was to be queried upon receipt of the invoice.

RESOLVED:

That the Council’s accounting position be noted.

R20. FINANCIAL REVIEW OF RESERVE BALANCES

The Clerk explained the Council's current unbudgeted commitments and the impact these, and other longer term potential commitments, may have on the Council's financial reserves.

RESOLVED:

That the current position on the Council's reserve balances be noted.

R21. INVESTMENT ACCOUNT REVIEW

The Clerk reported on the recent review and potential options should the Council decide to transfer their investment accounts to another provider. Members were mindful of the £85k threshold for cover per banking institution. The councils reserve balances fluctuated throughout the year and were highest following receipt of a precept instalment.

RESOLVED:

That the investment accounts remain with the existing provider. That the investment account review be kept on the Council's risk register, to receive an annual review.

R22. COUNCIL POLICY REVIEWS

Members considered the following policies:

- Grant Awarding Policy. The Financial Assistance Working Group had requested a review of this policy.
- New Policy for DBS Checks. This was required due to the Council personnel involved with the PACT grant work.

RESOLVED:

- 1) That the Grant Awarding Policy be modified to reduce the capped limit of an award from £1,000 to £500.
- 2) That the DBS Check Policy be recommended for approval.

R23. INTERIM INTERNAL AUDIT

The clerk reported on the interim audit, recently completed by JDH Business Services Ltd. There were two issues found by the auditor:

1. The fixed assets register (inventory) should be presented to Council as part of the year-end review.
2. The Council should consider adopting an expenses policy, and a gifts and hospitality policy, covering both members and officers.

RESOLVED:

That the Clerk be given approval to implement measures to address both the issues reported.

R24. MEMBERS AGENDA ITEMS AT FULL COUNCIL MEETINGS

Item from Cllr B. Scragg. Cllr Scragg explained the background to this item. There were on occasion complex items brought to the Full Council meeting by members, which had significant financial implications for the Council. It was recommended that items of this nature would benefit from an initial committee review. The Mayor and Clerk could have discretion to direct the Councillor to the most appropriate committee.

RESOLVED:

That members items with financial implications be considered by a committee, to enable a thorough review of the detail involved. Mayor and Clerk to have discretion on the selection of the committee. This resolution requires ratification by the Full Council.

R25. STAFFING MATTERS

The Clerk, on behalf of the staffing team, requested that the home working arrangements in place for one member of staff be expanded to include all members of the staffing team. The portion of home working time would be minimal with the majority of the working week still spent at the office. Members would have mobile and email contact with all members of staff during all work periods. The staff would make themselves available for office working during a designated home working period should there be an operational business reason for doing so, i.e. Council event, meeting, etc.

Members raised concerns over business continuity and suggested a three month initial trial period to monitor the proposed arrangements.

RESOLVED:

That approval be given for a three month trial period to commence 1st January 2024. Clerk would manage the service delivery details and provide feedback to members at the April Council meeting.

R26. DATE OF NEXT MEETING

The Chair closed the meeting at 7.00pm. The next meeting would be arranged early March 2024.

.....

Chair

6. PLANNING

6.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/001027/23	PROPOSAL: 2 STOREY REAR EXTENSION TO THE EXISTING RESIDENCE KNOWN AS ABBEY LODGE. LOCATION: Abbey Lodge, Greenfield Road, Greenfield, Holywell, CH8 7QB.
FUL/001040/23	PROPOSAL: PROPOSED TWO STOREY EXTENSION TO SIDE WITH SINGLE STOREY TO REAR ELEVATION LOCATION: 7 Maes Y Afon, Pen Y Maes, Holywell.
FUL/000965/23	PROPOSAL: VARY/REMOVE CONDITION 1 PLANNING REF: 061230 LOCATION: Lluesty Hospital, Old Chester Road, Milwr, Holywell, CH8 7SA.
LBC/000966/23	PROPOSAL: LISTED BUILDING CONSENT - VARY/REMOVE CONDITION 1 PLANNING REF: 061231 LOCATION: Lluesty Hospital, Old Chester Road, Milwr, Holywell, CH8 7SA.

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.

7. ACCOUNTS

7.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – NOVEMBER 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9817 - 9819	BP	Council Staff	Staff Salaries - Nov23	7,443.28	***
9820	BP	HMRC	Staff PAYE/NI - Nov23	3,117.71	***
9821	BP	Clwyd Pension Fund	Staff Pension - Nov23	2,880.27	***
9822	BP	Holywell Leisure Centre	Contribution (3 of 4)	2,500.00	^^^
9823	BP	Holywell Garden Centre	Winter planters (6)	322.50	^^
9824	BP	Holywell Garden Centre	Repair to Water Fountain	90.00	^^
9825	BP	Holywell Garden Centre	Install Large Poppies & Silent Soldiers	174.99	^^
9826	BP	Daydream Designs	Website Tech Support - Nov23	94.80	****
9827	BP	Sian Jones Translation Serv.	Translate Documents	5.82	****
9828	BP	Delyn Press	Supply Letterheads	57.60	****
9829	BP	Delyn Press	Christmas Lights Flyers/Posters	258.00	^^
9830	BP	Holywell Area Comm. Museum	Refreshments for Remembrance Sunday	86.99	^^
9831	BP	One Voice Wales	Chair Skills Course - Cllr D. Thomas	38.00	***
9832	BP	Welsh Water	Water May-Oct Drinking Fountain	13.64	****
9833	BP	Welsh Water	Water May-Oct Events Hub	61.03	****
9834	BP	Welsh Water	Water May-Oct 14 Bank Place (Refunded)	75.57	****
9835	BP	Welsh Water	Water May-Oct 12/13 Bank Place (Refunded)	61.03	****
9836	BP	Cllr P. Cooper	Annual Allowance 2023/24	208.00	*
9837	BP	LED Event Screens	Cinema Screening of Elf Film Sun 26/11	1,400.00	^^
9838	BP	C. Pickstock	Reimbursement of Expenses - Christmas Lights Switch On	5.00	^^
9839	BP	Holywell Parish Church	DJ Services - Christmas Lights Switch On/Christmas Market	100.00	^^
9840	BP	A Little Magic	Meet and Greet Characters for Christmas Market	680.00	^^

9841	BP	A Little Magic	Entertainment/Characters for Christmas Lights Switch On	1,500.00	^^
9842	BP	Black & White Security	Security Services at Christmas Lights/Christmas Market	225.00	^^
9843	BP	Holywell Garden Centre	Removal of Poppies/Soldiers	160.00	^^
9844	BP	Viking	16 Reams A4 Paper	91.97	****
9845	BP	Automated Systems Group	Copier Charges 16/8-15/11	174.48	****
9846	BP	NPower	Electric Events Hub Oct23	57.20	****
9847	BP	Delyn Press	Business Cards - Cllr L. Carter	33.60	****
9848	BP	UK Vending Ltd	Drinks Pod Restocks	39.13	****
9849	BP	UK Vending Ltd	Copier Lease 10/11-9/2	132.60	****
9850	BP	Wilkinson Saws	Tree Works at Llesty Woodland	650.00	***
9851	BP	BKB Solutions Ltd	Replace Faulty Christmas Lighting Timers	136.80	^^
9852	BP	BKB Solutions Ltd	Christmas Lighting Contract Payment	15,425.46	^^
9853	DD	EDF Energy	Electric 12/13 Bank Place Oct23	143.31	****
9854	DD	EDF Energy	Electric 14 Bank Place Oct23	16.56	****
9855	DD	Welsh Water	Water May-Oct 14 Bank Place	75.57	****
9856	DD	Welsh Water	Water May-Oct 12/13 Bank Place	61.03	****
9857	DD	British Telecom	Phone & Broadband Nov23	173.80	****
9858	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9859	DC	Tesco	Refreshments	1.20	****
9860	DC	Tesco	Refreshments	1.20	****
9861	DC	Facebook	Promo Boost Christmas Lights Switch On	25.00	^^
9862	DC	Amazon	Frames for Certificates	70.97	****
9863	DC	Tesco	Refreshments	2.10	****
9864	DC	Zoom	Zoom Pro Subscription	15.59	****
9865	DC	Tesco	Community Endeavour Gift Card/Xmas Lights	70.00	^^
9866	DC	Home Bargains	CE Award Hampers/ Refreshments/Xmas Lights	50.13	^^
9867	DC	Tesco	Water - Xmas Lights	7.20	^^
9868	DC	Tesco	Refreshments - Xmas Lights	44.10	^^
9869	DC	Flintshire County Council	Copy Licence	10.50	****
9870	DC	Tesco	Refreshments	1.20	****
9871	DR	HSBC Bank	Bank Charges Oct23	12.50	****
TOTAL				29,219.92	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – NOVEMBER 2023

Date	Category	Name	Payment Details	Amount £
6/11/23	REFUND	Plusnet	Contract Termination	40.15
15/11/23	INCOME	National Lottery Heritage Fund	Final Draw Down of Heritage Grant	2,200.00
29/11/23	INCOME	Power Portal Ltd	Car Charge Point	23.04
			TOTAL	2,263.19

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) Christmas Activities

Successful Christmas lights Switch On was held with lots of positive feedback received. Movie night was also considered successful with comments made about something similar being held in the Summer months and the FCC Christmas market was well received but a few more stalls would have been good. **Please note footfall stats from Christmas Market which highlights the peak time.**

2) Awards for All Grant

A full grant application for **£10,000** has been submitted called the “**Tower Gardens Gateway Project**” and will cover the following:
Landscaping, Covid Memorial Plaque and Street Mural at entry into Tower Gardens. Educational steps have not been included in this application as it is now being funded by the original blue plaque funding as agreed at last Town Centre and Events Committee meeting.

3) Flintshire Tourism Feasibility Fund

A full grant application has now been submitted for £2,600 and have been advised that the panel are hoping to meet pre-Christmas. The study if granted will hope to highlight the following:

- Visitor markets and the experiences they may seek
- Destination development needs / opportunities
- Marketing and promotional opportunities

4) Footfall Counters

Please see sample of figures attached. A full range of the data available along with CCTV stats will be discussed at the next Town Centre and Events Committee. Once discussed and format agreed members can then consider release of data to the business group.

5) PACT ASB Youth Activity

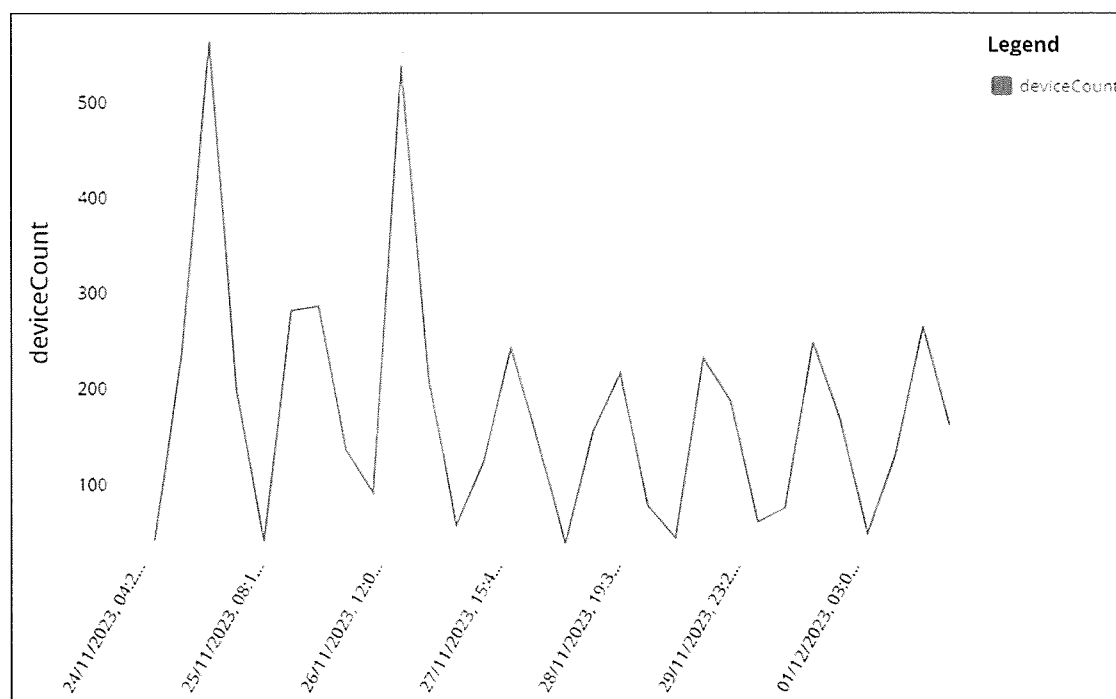
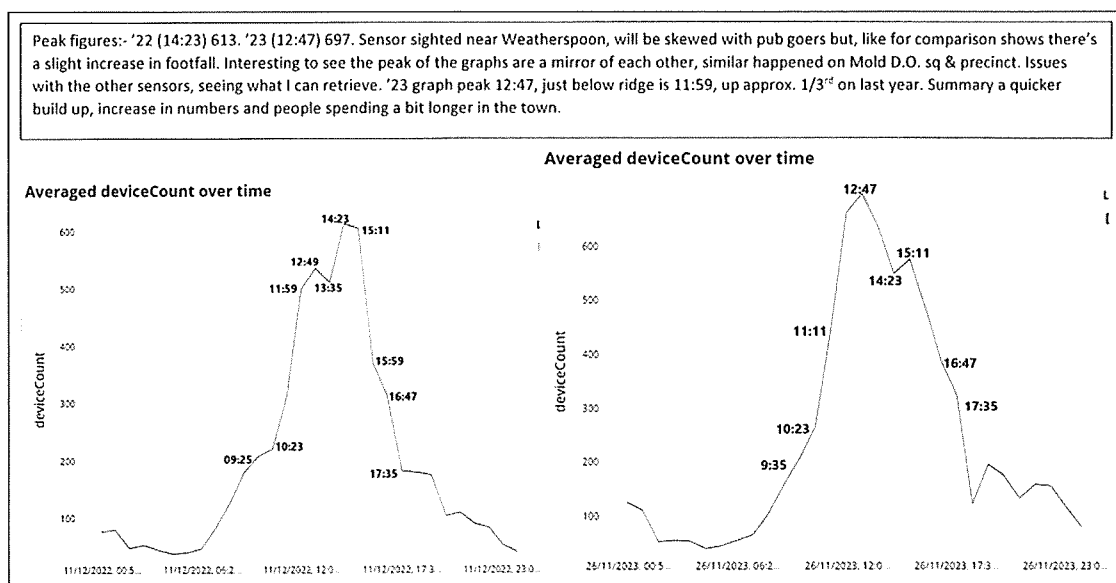
Successful Tuesday and Friday football and eat sessions have been run. The attendance has varied between sessions from 7 to 25 young people in partnership with Aura leisure and Flintshire SORTED. The sessions have been well received by those taking part and although there have been a couple of issues the overall behaviour of the young people has been good.

A meeting of the PACT Group was held Wednesday 13th December to discuss plans and ideas for early 2024 until March as PACT Funding needs to be spent by then. The idea of passes is being explored with members also keen to continue the current sessions and highlighted the need for this type of service.

Action - At the request of the PACT group Members to agree to send a letter to Flintshire County Council and Welsh Government regarding youth service provision, highlighting lack of resources and limited funding etc.

6) Event Power Supply

Action - Members to consider suitable reimbursement amount for any business who lets us use their power supply for events, notably top of town.



9. CORRESPONDENCE

9.1. School Governor – Ysgol Maes Glas, Greenfield

Following the resignation of Cllr S. Rush from governor duties, the school have requested another governor representative from the Council. Members to consider any nominations.

9.2. Welsh Government – Asbestos Management on the Public Estate

Members to note the attached letter and guidance (circulated with agenda email), and determine any action required.

Rebecca Evans AS/MS
Y Gweinidog Cyllid a Llywodraeth Leol
Minister for Finance and Local Government



Llywodraeth Cymru
Welsh Government

14 November 2023

Dear Town or Community Council,

Re: Asbestos Management on the Public Estate

Following a request from the Workforce Partnership Council (WPC) Joint Executive Committee that "asbestos management in all public buildings be considered as part of the work of Ystadau Cymru," my officials have been working with colleagues in the Welsh Government Ystadau Cymru team.

I have asked Ystadau Cymru to establish an Asbestos Sub-Group to provide strategic direction and leadership for ensuring the improvement of asbestos management in Wales. Their work has identified that some Town and Community Councils need assistance in understanding their role and responsibilities in respect of asbestos in the buildings they own or manage.

Ystadau Cymru and I would therefore like to bring to your attention the attached Health and Safety Executive (HSE) *Guide to Managing Asbestos in Buildings*. We encourage you to read this information and to ensure you are taking the correct steps regarding asbestos management.

Improving the health and safety of our public estate, both for our workforce and for the public, remains a priority and requires active participation. If after reading this guidance you feel additional information and/or training is required, please email ystadaucymru@gov.wales.

We greatly appreciate your support and co-operation in this matter.

Yours sincerely,

Rebecca Evans AS/MS
Y Gweinidog Cyllid a Llywodraeth Leol
Minister for Finance and Local Government

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:

0300 0604400

Correspondence.Rebecca.Evans@gov.wales
Gohebiaeth.Rebecca.Evans@llyw.cymru

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1SN

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

9.3. Flintshire 2024 Summer Playscheme and Community Provisions Costs

Members to consider the following email, from Darren Morris, Lead Officer for Play Development, Flintshire County Council.

I would like to present to you the plans and costs for the 2024 Summer Playschemes:

During a recent Scrutiny Committee several recommendations were supported by the elected councillors, the relevant recommendations for your attention as town and community councils are outlined below:

1. *The Committee support the Play Development Team in liaising with Town and Community Councils around a three-year cycle in principle funding cycle for play provisions.*
2. *That the Committee endorse the Play Development team to liaise with Town and Community Councils to opt for either a three or six-week sites only, to allow ease of recruitment, planning, business continuity and efficient use of resources.*

Point 1 – Three Year Funding Cycle

Flintshire Play Development experiences a significant annual staff turnover, posing challenges in delivering top-quality services. It is difficult to train and retain staff to provide the highest quality of provision to children in Flintshire due to the short term commitment of funding and lack of long-term funding availability. The staff turnover and lack of job security present substantial issues, resulting in the regular departure of highly skilled team workers. To retain and attract experienced staff and to provide the highest quality service within our Communities, it is imperative that we have the capacity to plan for the long-term.

We'd like to liaise with you as Town and Community Councils to explore the possibility of aligning with our 3-year cycle. This would enable me, as the Lead Officer, to engage in more long-term planning and better support our goal of building a sustainable service. We understand that not everyone may want to adopt the 3-year cycle, and we respect those who prefer to maintain the 12-month agreement. However, by choosing to opt in, we can initiate our processes well in advance and plan aspects like marketing with greater foresight. It must be stressed that the ask is for an agreement in principle subject to an annual review and that there is a mutual understanding that funding settlements in this current climate are difficult to predict.

Flintshire Play Development is planning an innovative and sustainable future to our delivery and commitment to children in Flintshire. Using the successful summer holiday provision as a blueprint, the aim is to provide holiday provisions during all school holidays. There is universal agreement of the benefits that the summer programme has on children's wellbeing, and this would be beneficial for children during all seasons. Community provision during term time will allow children the opportunity to engage with our service and their peers in a safe and supervised activity.

Future Sustainability: In order to establish a sustainable service for the foreseeable future, it is imperative that the Lead Officer can devise a long-term strategy. To achieve this, we seek a commitment from our partners and other stakeholders for a three-year agreement. This commitment will have several significant benefits:

1. **Enhanced Provisions:** It will enable the Play Development Team to expand its operations, providing a more extensive range of provisions throughout the year.
2. **Skill Development:** This will facilitate the delivery of comprehensive training programs, ensuring that our team is highly qualified and capable. And will allow us to have pride in our quality as well as our quantity.
3. **Stability for Staff:** Additionally, a multi-year commitment will provide medium-long term job security for our staff, fostering their confidence and commitment to the team.

This collaborative approach will pave the way for a sustainable and thriving service moving forward. As part of our future commitment, we will be measuring our success on both quantitative and qualitative data.

For a sustainable Playful future here in Flintshire we need to have a sustainable team.

Point 2 – Three or Six-week schemes

Historically as Town and Community Councils you have been able to choose the length of your local Playscheme. This has been a choice of 3, 4, 5, or 6 weeks. This is becoming increasingly difficult with the need to recruit a high number of staff over a short period. We will now be offering 3 or 6-week sites only which will mean that staff can be offered 6-week contracts rather than the current format which proves problematic for staff retention and recruitment. During the Summer of 2023 we had 20 x three-week, 17 x four-week, 3 x five week, and 12 x six-week sites. 3 or 6-week sites would make the managing of schemes and sites much easier and would also offer a longer provision in some areas i.e., a Town or Community Council funding two or more 3-week schemes would have one three-week scheme running for the first three weeks and the other for the last which means 6-week scheme for that community area. We hope that this will attract more people to apply for these positions as the work period would be longer.

Costings

Please see attached a costing structure for a one-year commitment and that of a three year. The first year for both the 1-year and 3-year commitment will be the same, but by opting in for the 3-year cycle you will be able to budget much further in advance and we as a team can plan much further in advance to ensure that we offer the children of your community the best service. As noted on the 3-year costings sheet, we will honour the costs set out for the 3-year period unless there is a significant increase in the cost of living to which we would contact you direct to discuss the best options.

In order to proactively manage our budget for the year and maintain fiscal responsibility, our plan is to invoice all Town and Community Councils ahead of the commencement of Summer Playschemes. This approach enables me, as the Lead Officer, to effectively monitor and adhere to the allocated budget for the summer. Ensuring that funding is secured in advance guarantees its availability for all necessary expenses during the summer period.

Marketing / Promotion

Flintshire Play Development, in collaboration with the FCC Communications Department, is actively engaged in a marketing and promotional campaign to publicise the Summer Playschemes for 2024. Due to budget constraints, we are prioritising an online promotion strategy, utilising our social media platforms, website, as well as the platforms of Town and Community Councils, schools, and

community groups. However, if there is a specific need for resources such as flyers or posters, please inform us of the desired quantity, and we can request a quote accordingly.

Conclusion

I would appreciate it if you could agree in principle on the preferred plan and complete sections 1, 2, and 3 of the attached form (**T&CC EOI for Summer 2024**) by no later than **December 22, 2023**. Kindly return the completed form via email. A firm commitment is requested by **February 16, 2024**. This timeline is crucial for initiating the recruitment process, which demands a considerable amount of time and effort. For your awareness, this year's summer recruitment process consumed 1384 hours, incurring a cost of nearly £26,000 to the local authority, covered by the employment services and Integrated Youth Provision budgets. Your timely cooperation is invaluable in facilitating a smooth and efficient process.

As referenced in the reports you recently received regarding this year's summer activities, I am more than willing to attend your meeting for further discussions. Alternatively, please feel free to reach out to me via phone for a more immediate and personalised conversation.

Clerk Note - To aid members deliberations the following financial information may prove useful. Current Year Budget £12,800.

4 Current Schemes Holway, Greenfield, Pen y Maes, and Penrhyn normally run over 6 weeks.

Cost of 2024 3 week scheme (using figures below) £7,663.

Cost of 2024 6 week scheme (using figures below) £15,326 (20% increase).

Cost of 2024 6 week scheme if only 3 locations are used (using figures below) £11,495.

Also attached for information after the slides are the playscheme usage statistics from the 2023 summer programme.

FLINTSHIRE SUMMER PLAYScheme 1-YEAR COSTS

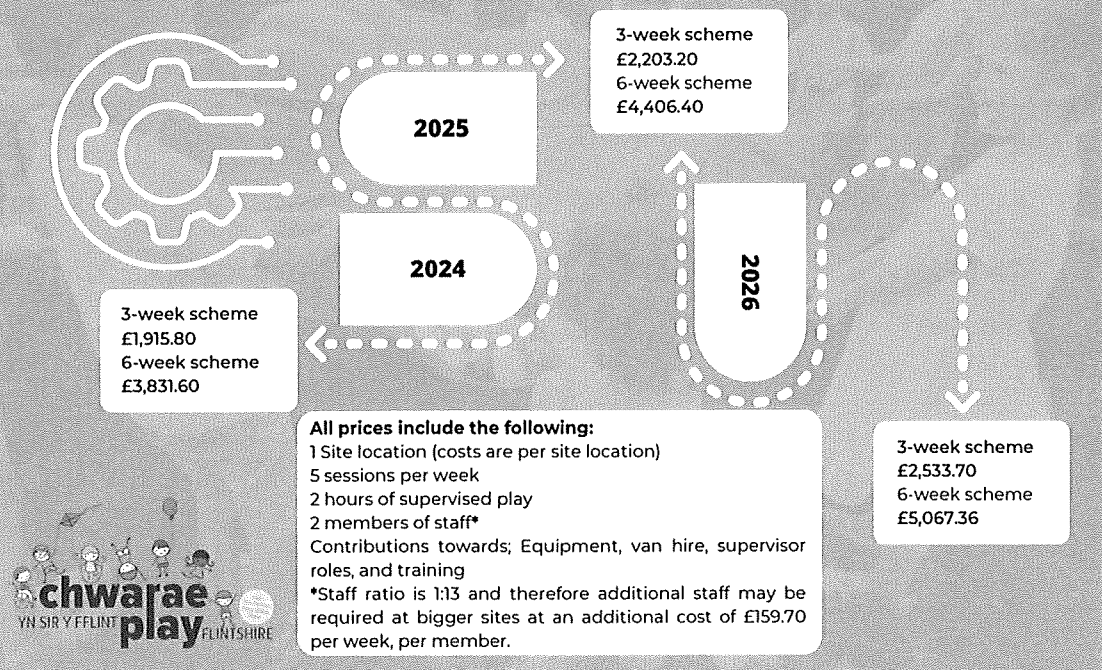
The following costings outline the commitment expected from your Town or Community Council for the year 2024. Opting for a yearly rolling agreement means that our service will strive to maintain affordability and competitiveness in the future. However, we cannot guarantee that the costs will remain the same as those outlined in the 3-year cycle, as we are committing to those prices. These annual costs will be determined based on the prevailing economic conditions during the budgeting period.

3-week scheme	£1,915.80
6-week scheme	£3,831.60

All prices include the following:
1 Site location (costs are per site location)
5 sessions per week
2 hours of supervised play
2 members of staff*
Contributions towards; Equipment, van hire, supervisor roles, and training
*Staff ratio is 1:13 and therefore additional staff may be required at bigger sites at an additional cost of £159.70 per week, per member.

FLINTSHIRE SUMMER PLAYScheme 3-YEAR COSTS

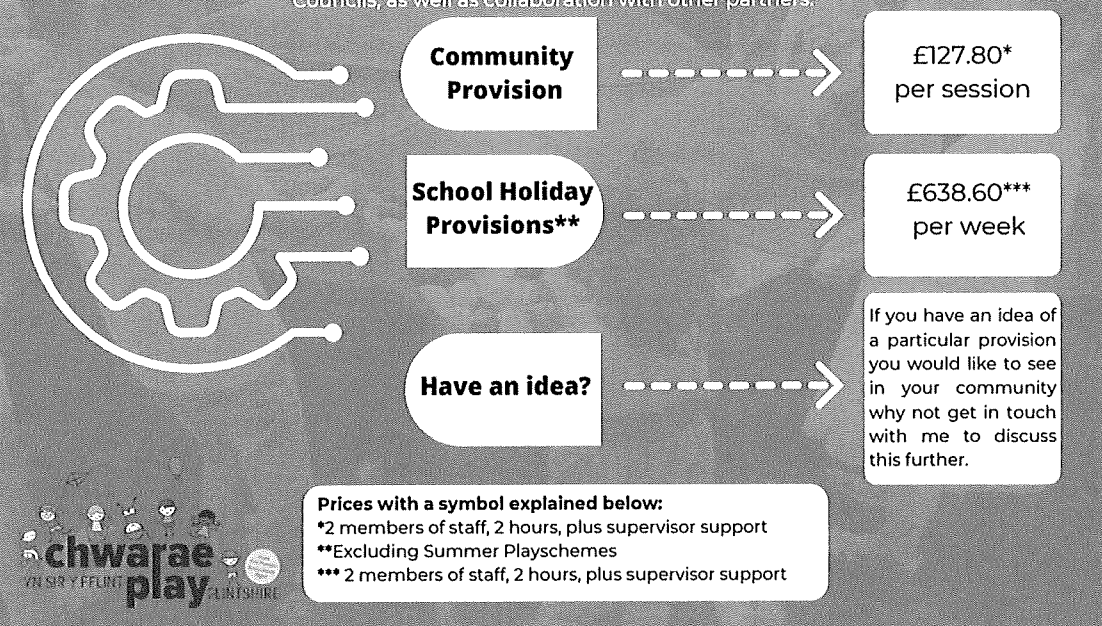
The following costings represent the commitment expected from your Town or Community Council for a 3-year period. Our service is dedicated to honoring these costs unless substantial increases occur. In the event of significant changes, we will promptly engage in discussions with you to explore alternative options and reach a mutually agreeable agreement.



FLINTSHIRE PLAY DEVELOPMENT

COMMUNITY PLAY PROVISIONS COSTS

Flintshire Play Development recognises the crucial role play plays in children's development, emphasising that it extends beyond the traditional six-week summer holidays. We aspire to provide children with opportunities for play within their communities throughout the school term, evenings and holidays, including Easter, May, and October. However, to make this initiative a reality, we seek the support of our Town and Community Councils, as well as collaboration with other partners.



NIFEROEDD PRESENOLDEB / ATTENDANCE FIGURES	
NIFER O WYTHNOSAU / NUMBER OF WEEKS	6 weeks for all 4 sites
CYFANSWM PRESENOLDEB / TOTAL ATTENDANCE	<u>Pen Y Maes</u> Total attendance for this site was 43 children in 6 weeks. <u>Pen Rhyn</u> Total attendance for this site was 83 children in 6 weeks. <u>Greenfield</u> Total attendance was 69 children in the 6 weeks. <u>Holway, Meadowbank Rec Ground</u> Total attendance for this site was 238 children in 6 weeks.
NIFEROEDD CYFATALOG DYDDIOL / DAILY AVERAGE ATTENDANCE	<u>Pen Y Maes</u> The Average attendance was 1 child per day across the 6 weeks. <u>Pen Rhyn</u> The average attendance was 3 children per day across the 6 weeks. <u>Greenfield</u> The average attendance for this site was 2 children per day across the 6 weeks. <u>Holway, Meadowbank Rec Ground</u> The average attendance for this site was 10 children per day across the 6 weeks.
CYFANSWM NIFER Y PLANT A CHOFRESTRU / TOTAL NUMBER OF CHILDREN REGISTERED	<u>Pen Y Maes</u> Total numbers registered for this site was 28. <u>Pen Rhyn</u> Total numbers registered for this site was 32. <u>Greenfield</u> Total numbers registered for this site was 31. <u>Holway, Meadowbank Rec Ground</u> Total numbers registered for this site was 25.

9.4. One Voice Wales National Awards Conference 27/03/2024

Members to consider the following email from Mike Theodoulou, Chair of One Voice Wales. Award guidance notes attached to agenda email.

Dear Chairperson/Clerk,

One Voice Wales National Awards Conference 2024

I am delighted to announce that One Voice Wales will be holding its National Awards Conference on **Wednesday 27th March 2024** at Hafod a Hendre, Royal Welsh Showground, Llanellwedd, Builth Wells, LD2 3SY. **Please use this opportunity to mark this important date in your Council diaries.**

These awards are an opportunity for your Council to showcase the services it provides for its community and an opportunity for councillors, clerks and staff to receive the recognition they deserve.

The entries will be used as an evidence base to inform Welsh Government, Unitary Authorities, the Third Sector and other key partners of the good work local councils are doing in their communities across Wales and how they can possibly support the work of the local council sector in the future.

Attached you will find a brochure listing the award categories and details of how you can nominate your council for these prestigious awards together with an application form.

An independent panel made up from national representative bodies will undertake the judging of the entries. There will be a shortlist of nominations in each of the categories. Each of the shortlisted Councils for each category will be invited to take part in showcasing their Council's initiative.

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

The closing date for entries is **Friday 16th February 2024**. A judging panel will be held after this date and the shortlisted councils for each category will be informed by early March 2024 to allow time to prepare for the 10 minute (maximum) presentation in advance of the event in March.

Should you have any queries regarding the 2024 Awards Conference, please get in touch with Tracy Gilmartin at tgilmartin@onevoicewales.wales

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

9.5. Flintshire Local Development Plan – Consultation on Draft Supplementary Planning Guidance – SPG

Members to consider the following email from Flintshire County Council's Planning Team, and determine any response required. Members may wish to appoint a working group to work through the detail.

Flintshire Local Development Plan – Consultation on Draft Supplementary Planning Guidance – SPG

I am writing to inform you that, following the adoption of the Local Development Plan (LDP), Flintshire County Council have produced draft Supplementary Planning Guidance (SPG) relating to the following policy areas:

- New Housing in the Open Countryside
- Extensions and Alterations to Dwellings
- Conversion of Rural Buildings

These guidance notes explain the approach the Council will take when dealing with development proposals relevant to the three policy areas above. The guidance notes do not introduce new policy, but they do seek to provide further explanation and guidance as to how the relevant policies should be interpreted and applied. When adopted, the SPGs will be a material planning consideration in determining planning applications and appeals. The SPGs can therefore be used from the earliest stages of designing new development.

The draft SPGs are being made available for public and stakeholder consultation commencing on Friday 1st December 2023 and ending on Friday 26th January 2024. The documents can be viewed on the Flintshire County Council website see link below and copies are also available at Connects offices, at County Hall, Mold and at Ty Dewi Sant, Ewloe.

- <https://www.flintshire.gov.uk/en/Resident/Planning/Review-of-Supplementary-Planning-Guidance.aspx>

The Local Planning Authority would like to hear from a wide range of statutory and non-statutory organisations, town and community councils, voluntary groups and the general public as well as local planning consultants and agents. This feedback will be carefully considered and will help to enable the final SPGs to be approved and published by the Council. Responses and any necessary changes to the SPGs will firstly be considered and endorsed by the Planning Strategy Group before final adoption of the SPGs by the Cabinet.

Comments should be forwarded to Flintshire County Council by 5.00pm on 26th January 2024 using one of the following methods:

- By filling in the online survey on the Flintshire County Council website, link here <https://www.smartsurvey.co.uk/s/Planning-SPG/>
 - by e-mail to developmentplans@flintshire.gov.uk
 - in writing to Andrew Farrow, Chief Officer (Planning, Environment and Economy), Flintshire County Council, County Hall, Mold, Flintshire, CH7 6NF
- Any queries relating to the draft SPG or the consultation can be directed to the following:
- developmentplans@flintshire.gov.uk
 - 01352 703213

9.6. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. or marked ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	FLVC Bulletins	**	13 th Nov 2023 & 30 th Nov 2023
H	Fruit trees for local churches project	**	13 th Nov 2023
I	Aura Leisure Strand Walk Play Area Completion	**	16 th Nov 2023
J	Rob Roberts MP - Charity ball for Giddo's Gift feedback	**	20 th Nov 2023
K	Rob Roberts MP – Levelling Up Question Video Link	**	22 nd Nov 2023
L	Thomas Pennant Society – Christmas Lunch/Subs	**	22 nd Nov 2023
M	NW Association of Councils Rail Meeting Minutes	**	20 th Nov 2023
N	Smart Towns Delivery Manual Slides	**	4 th Dec 2023
O	Rob Roberts MP – Climate and Ecology Bill Feedback	**	6 th Dec 2023
P	HASCL Christmas Get Together	**	11 th Dec 2023

10. MEMBERS AGENDA ITEMS

Members to consider the following matters. Forms have been submitted by the Councillors to the Clerk and the details are summarised below:

Councillor	Subject	Motion
D. Thomas	Councillor Surgery – Town Council Offices.	Members to consider approval for Cllr Thomas to hold a monthly surgery at the Town Council Offices.
I. Hodge and L. Corbett	Moving Forward with the Smart Town Initiative	Members to vote to proceed with the Smart Towns initiative. Flint, Mold and Rhyl are moving forward to achieve Smart Town status. As the presentation given to us last month confirms, it is Welsh Government funded, with no cost to us. The system uses Mobile technology to retain how people use the town, how long they stay and how they move round the town. For instance, it correlates who visits the valley and then visits towns and vice versa i.e. the example given was the relationship between Zipworld and Blaenau Ffestiniog and how it helped both.

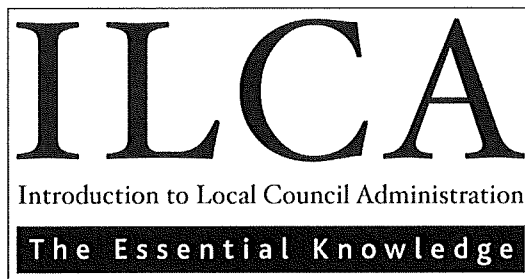
11. OFFICE/STAFF MATTERS

11.1. Office Christmas Closure

The Council Offices will close at 4.00pm on Thursday 21st December and reopen at 9.00am on Wednesday 3rd January, based on staff work patterns and leave booked. In previous years members have elected to operate a mobile phone contact service during this period. Residents are advised of the mobile number on the office answering machine. Members to consider using this system for this year and the nomination of a councillor to field any calls.

11.2. Staff Training

Members to consider approval for the Support Officer to attend the ILCA local council sector specific training course run by the SLCC (Society of Local Council Clerks). Details as below and the cost is £120.00.



Essential Knowledge

The Introduction to Local Council Administration (ILCA) is an online sector specific learning tool designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification.

The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors.

The online programme can be studied in your own time while you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.

Requirement for the course is an interest in the work of local councils.

12. APPLICATION FOR EVENT GRANT

Members to consider the following application submitted by Belinda Bradley, on behalf of Holywell Market Group. Clerk will report on the detail.

- Summer Season Market/Car Boot Launch.

13. REPRESENTATIVE REPORTS

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

14. COUNTY COUNCILLOR REPORTS

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

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