

Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



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Holywell,
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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 June 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 21st June 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 TO HONOUR CADETS

The Mayor and Deputy Mayor to receive the newly appointed honour cadets, from Holywell Air Cadets, and St. Johns Ambulance Cymru, to support their work during the 2023/24 Civic Year, and present the official badges.

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. PRESENTATION – IEUAN AP SION

Mr Ap Sion will attend the meeting and speak to members about Holywell town history and traditions.

5. MAYOR'S REMARKS

6. MINUTES & MEETINGS

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

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

6.2. Representatives On Outside Bodies Vacancy

Members to consider any nominations for the one remaining position with Holywell Air Cadets. Cllrs P. Curtis and E.B. Palmer hold the other two positions.

6.3. Meetings of Committees and Working Groups

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

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Annual Meeting of Holywell Town Council** held at the Stamford Gate Hotel, Halkyn Road, Holywell, on Wednesday 17th May 2023 at 6.00pm.

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

Councillor I. Hodge (Retiring Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillors P. Curtis and E.B. Palmer.

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

1. ELECTION OF TOWN MAYOR – MUNICIPAL YEAR 2023/24

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2023/24. Councillor L.A. Carter was proposed and duly seconded.

RESOLVED:

That Councillor L.A. Carter (Holywell West Ward) be elected Mayor of Holywell Town Council for 2023/24.

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

The new Mayor was invested with the Chain of office and signed the Declaration of Acceptance of Office and exchanged gifts with the retiring Mayor.

Mayor's Opening Statement for 2023/24

The Mayor thanked members for their nomination and support and thanked retiring Mayor Councillor Ian Hodge for his hard work during his year of office. The Mayoress was to be Kathryn Owens. The Mayor's charity was confirmed as Kim Inspire. Further information would follow on the Civic Sunday and Charity Ball arrangements. The Mayor stated that working together for the benefit of the Holywell community was to be a key theme for the coming year.

2. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
	L.A. Carter		✓	Member of Holywell Market Group
	L.A. Carter		✓	Member of Holywell Market Group
	L. Corbett	✓		Local Councillor with knowledge of both sides
	P. Corbett		✓	Applicant is Mother in Law
	I. Hodge	✓		County Councillor that lives in the ward
	D. Thomas		✓	Son of Market Group Leader
	D. Thomas		✓	Son of Market Group Leader

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

3. ELECTION OF DEPUTY TOWN MAYOR – MUNICIPAL YEAR 2023/24

The Mayor asked for nominations for Deputy Mayor of Holywell for the Civic Year 2023/24. Councillor L. Corbett was proposed and duly seconded. Councillor M. Lewis-Jones was proposed and duly seconded.

RESOLVED:

That Councillor L. Corbett (Holywell East Ward) be elected Deputy Mayor of Holywell Town Council for 2023/24, with Mr Chris Corbett confirmed as Deputy Mayor’s Consort.

4. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

4.1. Attendance Report 2022/23

Members received the attendance report for the 2022/23 civic year.

Member Attendances 2022/23 Civic Year

Name	Actual	Possible	%
<i>Councillors</i>			
ARGENT C.	6	16	38%
CARTER L.A.	20	24	83%
CORBETT L.	14	16	88%
CORBETT P.	21	23	91%
CURTIS P.	7	9	78%
DOLPHIN R.	11	16	69%
HODGE I.	26	28	93%
JOHNSON J.M.	0	1	0%
JOHNSON P.A.	12	16	75%
JONES J.	16	19	84%
LEWIS-JONES M.	20	24	83%
PALMER E.B.	15	23	65%
RUSH S.	9	20	45%
SCRAGG G.B.	24	24	100%
SPRAKE M.	13	16	81%
THOMAS D.	13	19	68%

4.2. Appointments to Committees, Working Groups & Outside Bodies 2023/24

Consideration was given to appointing Committees, Working Groups and Outside Bodies Representatives for the forthcoming civic year. Members had before them for this purpose the schedules of the current representation.

RESOLVED:

That the Committees, Working Groups and Outside Bodies Representatives for 2023/24 be appointed as follows:

HOLYWELL TOWN COUNCIL COMMITTEES 2023/24

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

Chair's Advisory Committee - All Elected Chairs

Development Committee

Councillor R. Dolphin
Councillor I. Hodge
Councillor P.A. Johnson
Councillor M. Lewis-Jones
Councillor S. Rush
Councillor B. Scragg
Councillor M. Sprake
Councillor D. Thomas

Resources Committee

Councillor P. Corbett
Councillor J. Jones
Councillor M. Lewis-Jones
Councillor E.B. Palmer
Councillor B. Scragg
Councillor M. Sprake

Town Centre & Events Committee

Councillor L. Corbett
Councillor P. Corbett
Councillor I. Hodge
Councillor E.B. Palmer
Councillor S. Rush
Councillor D. Thomas

HOLYWELL TOWN COUNCIL WORKING GROUPS 2023/24

Financial Assistance

Councillor R. Dolphin
Councillor I. Hodge
Councillor E.B. Palmer
Councillor B. Scragg

Events

Councillor L. Corbett
Councillor E.B. Palmer
Councillor D. Thomas
External Members

HOLYWELL TOWN COUNCIL

Representatives on Outside Bodies 2023/24

(a) North & Mid Wales Association Of Local Councils	Councillor L.A. Carter Councillor I. Hodge
(b) Halkyn Mountain Common Joint Consultative Board	Councillor P.A. Johnson Councillor C. Argent
(c) Flintshire County Forum	Councillor L. Corbett Councillor J. Jones
(d) Greenfield Valley Trust Partnership Group	Councillor E.B. Palmer (FCC Rep) Councillor R. Dolphin (FCC Rep) Councillor M. Lewis-Jones Councillor S. Rush Councillor M. Sprake Councillor D. Thomas
(e) Transition Holywell & District	Councillor P. Corbett
(f) Friends of the Holway Councillor J. Jones	Councillor C. Argent
(g) Age & Dementia Friendly Holywell	Councillor I. Hodge
(h) Holywell & Greenfield Area Railway Station Forum	Councillor C. Argent Councillor R. Dolphin Councillor P.A. Johnson Councillor B. Scragg Councillor M. Sprake
(i) North & Mid Wales Rail Liaison Committee	Councillor I. Hodge Councillor M. Lewis-Jones (Sub)
(j) Holywell Air Cadets	VACANT Councillor P. Curtis Councillor E.B. Palmer
(k) West Flintshire Group of Councils	Councillor E.B. Palmer
(l) Governor - Ysgol Maes-y-Felin	Councillor I. Hodge
(m) Governor – Ysgol Maes Glas	Councillor R. Dolphin
(n) Governor – St. Winefrides RC School	Councillor S. Rush
(o) North Wales Police CA/ALM Representative	Councillor E.B. Palmer
(p) North Wales Police Ward Representatives	Councillor L.A. Carter (West) Councillor L. Corbett (East) Councillor P. Corbett (Central) Councillor M. Sprake (Greenfield)

5. AUTHORITY FOR SIGNING ORDERS/INVOICE PAYMENT VALIDATION

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 current authorised signatories for (1) above be confirmed as follows:
Councillors R. Dolphin, E.B. Palmer, B. Scragg and D. Thomas. Clerk to arrange for new mandate forms where appropriate.
- 3) That the nominated Councillors for checking and validation of monthly invoice payments, payroll transactions, and banking entries be confirmed as Councillors L.A. Carter, and I. Hodge.

6. PUBLIC SPEAKING

The Clerk read out a letter from local resident Mr Cliff Fox, that queried why the Lengthsmen Cart with brush/shovel was not deployed in Holywell Town Centre.

Members considered the removal of this agenda item, now that public speaking was managed through the provisions set out in the Local Government and Elections (Wales) Act 2021.

RESOLVED:

- 1) That the Clerk follow up on the Lengthsmen Cart query with the Streetscene Coordinator, Flintshire County Council, and advise Mr Fox.
- 2) That the public speaking standard agenda item be removed from future meeting agendas.

7. MINUTES & MEETINGS

7.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 19th April 2023.
- Town Centre & Events Committee held on Wednesday 26th April 2023.
- Development Committee meeting held on Wednesday 3rd May 2023.

7.2. Meetings of Committees and Working Groups

Town Council & Events Committee. Cllr I. Hodge reported the requirement for a laptop to facilitate music for the events being held that used the bandshell.

Development Committee. Cllr B. Scragg requested a letter be sent to Lee Waters MS, Welsh Government, to request clarification on the funding required to finish the final stage 2 report for Greenfield Railway Station, and also to invite the Minister to a site meeting.

RESOLVED:

- 1) That the Clerk obtain quotations for a suitable laptop, to be considered by the Town Centre & Events Committee at a future meeting.
- 2) That the Deputy Clerk writes to Lee Waters MS to ascertain status of the Greenfield station report and request a meeting.

8. PLANNING

8.1. 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
COU/000295/23	PROPOSAL: CHANGE OF USE OF LAND TO FORM HARDSTANDING FOR OPEN STORAGE OF TRAILERS AND PANELS, PROVISION OF WELFARE FACILITIES INCLUDING CAR PARK. LOCATION: Land north of Bagillt Road, Greenfield, Holywell, Flintshire, CH8 7HG. The Council had no objection to this application.
FUL/000324/23	PROPOSAL: DEMOLITION OF SIDE CONSERVATORY - PROPOSED SINGLE STOREY SIDE EXTENSION. LOCATION: 25, Crossfield Road, Greenfield, Holywell, CH8 7JB. The Council had no objection to this application.
OUT/000042/22	Proposal: Demolition of existing dwelling and erection of a block of up to six residential apartments, one of which is to be affordable together with associated works. Location: Lornell, Halkyn Street, Holywell, Flintshire, CH8 7TX. The Council wish to reiterate their objection to this application and request further clarification on the car parking provision associated with this proposed development.
COU/000372/23	PROPOSAL: CHANGE OF USE FROM LIVING ACCOMMODATION TO OFFICE SPACE. LOCATION: Flat 6a, VICTORIA SQUARE, High Street, Holywell, CH8 7TF. The Council had no objection to this application.
FUL/000072/23	PROPOSAL: OUTLINE PLANNING PERMISSION FOR ONE DWELLING WITH 3 BEDROOMS. LOCATION: Land at Wood Lane, Holywell, Flintshire, CH8 7HU. The Council had no objection to this application.
FUL/000391/23	PROPOSAL: SINGLE STOREY EXTENSION TO PROVIDE OFFICE AND ULTILITY ROOM WITH WC. LOCATION: Summer Hill, Fron Park Road, Holywell, CH8 7US. The Council had no objection to this application.

9. ACCOUNTS

9.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – APRIL 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9427	BP	Clwyd Pension Fund	Staff Pension Apr 23	447.06	***
9428	BP	HMRC	Staff PAYE/NI Apr 23	1,837.21	***
9429 - 9431	BP	Council Staff	Staff Salaries Apr 23	5,478.67	***
9432	BP	Stamford Gate Hotel	Mayors Charity Buffet 1/4/23	1,412.00	^^
9433	BP	SLCC	Social Media Course - Support Officer	42.00	***
9434	BP	Siân Jones Translation Services	Translate Documents	58.18	***
9435	BP	Daydream Designs	Mayor's Table Plan	43.20	****
9436	BP	Daydream Designs	Website Tech Support Apr 23	94.80	****
9437	BP	Zurich Municipal	Insurance Premium 2023/24	2,443.37	****
9438	BP	Aston Management	Deposit for Niqi Brown as Tina Turner	120.00	^^
9439	BP	Chubb Fire & Security Ltd	Fire Prevention Contract 2023/24	304.56	****
9440	BP	NW Association of Local Councils	Member Lunches for Meeting 21/4/23	44.00	^^**
9441	DD	Plusnet	Phone & Broadband 5/4-4/5	38.30	****
9442	DD	BNP Paribas	Copier Lease 16/4-15/7	202.80	****
9443	DD	EDF Energy	Electric Charges to Mar 23 14 BP	21.46	****
9444	DD	EDF Energy	Electric Charges to Mar 23, 12/13 BP	104.93	****
9445	DC	Tesco	Easter Eggs for Market Day	48.00	^^
9446	DC	Tesco	Easter Eggs for Market Day	63.30	^^
9447	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9448	DC	Tesco	Refreshments	1.25	****
9449	DC	Amazon	Clothes Rack On Wheels	54.97	^^
9450	DC	Tesco	Card	2.50	****
9451	DC	Home Bargains	Liners/Divider	4.78	****
9452	DC	Tesco	Refreshments	1.25	****
9453	DC	Zoom	Zoom Pro Subscription	15.59	****

9454	DC	JRB Enterprises	Dispenser Bags	40.14	****
9455	DC	Tesco	Maths Set	4.00	****
9456	DC	Party Packs Ltd	Coronation Bubbles Packs	39.29	^^
9457	DC	Trophy Store	Coronation Bronze Medals	56.49	^^
9458	DC	Tesco	Refreshments	10.05	****
9460	DR	HSBC Bank	Bank Charges Mar 23	8.00	****
TOTAL				13,142.74	

INCOME SCHEDULE/BANK TRANSFERS – APRIL 2023

Date	Debtor Name	Income Details	Amount £
03/04/23 & 05/04/23	Multiple Debtors	Charity Buffet Tickets/Raffle/ Auction	1,125.00
06/04/23	North Wales Police	PACT Grant	2,500.00
13/04/23	Flintshire County Council	Contribution to Easter Egg Hunt.	100.00
19/04/23	Flintshire County Council	Contribution to Coronation Event	750.00
27/04/23	Flintshire County Council	Local Taxation Precept (1 of 3)	91,666.66
28/04/23	EV Charge	Car Charge Point Income	10.58
TOTAL			96,152.24

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
^* Parish Councils Act 1957 S.3; Highways Act 1980 S.301

9.2. Revised Report and Opinion From Audit Wales

Following the Council's challenge of the original qualified audit opinion and report related to the 2021/22 accounts, the Audit Manager had now confirmed a reissue of their opinion based on a review of the audit file and the additional information and evidence that the Council provided. The revised unqualified report and opinion was received by members.

RESOLVED:

Members to note and endorse the revised report and Clerk to publicise as required.

10. COMMUNITY ENGAGEMENT

10.1. Monthly Report

Members had before them for consideration the latest report from the Deputy Clerk. There were action points this month related to the bike repair station, interpretation panels, Greenfield Valley Trust Management Agreement, and the Summer Diversity Event.

RESOLVED:

- 1) That a further quote is sought for the bike repair station installation outside the Events Hub.
- 2) That the dates and photos are checked on the interpretation panels, and copy .pdf images of the panels sent to members. That the Destination Holywell branding is added to the panels.
- 3) That the Council's request for the GVT Management Agreement be added to the pending letter on communication to the Chief Executive, Flintshire County Council.
- 4) That the date of the Summer Diversity Event be confirmed for Thursday 27th July 2023.

11. CORRESPONDENCE RECEIVED

11.1. Flintshire County Council Communication Concerns

The Chief Executive had requested specific detail of the Council's concerns with recent communications. A number of examples were discussed by members that included letters awaiting replies.

RESOLVED:

That the Clerk works on a composite letter covering all issues. Members to review letter before it being sent.

11.2. Letter From Holywell Market Group – Tower Gardens Layout

Members considered the recent letter received from the Market Group. The Group had raised concerns that the planters caused obstruction and hindered the weekly car boot sales.

RESOLVED:

That the staff undertake consultation with the Tower Gardens business owners and report back on the feedback. That the planters that acted as a barrier to the High Street traffic should remain in their existing position.

11.3. Request for Memorial Bench – Dr Martin Parry

Members considered the letter received from Mr Philip Jones, grandson of Dr Parry. Dr Parry had served on both the Town and County Councils for many years. Members discussed the financial implications and concluded it was a matter for the County Council's Streetscene Department to determine.

RESOLVED:

That the Clerk make further enquiries with the County Council's Streetscene Department and liaise with Mr Jones, as required.

11.4. Reports Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	Wales Wellbeing Passes – National Trust	**	20 th Apr 2023
H	Flintshire Community Charter	**	20 th Apr 2023
I	St Peter's Church Coronation Event	**	21 st Apr 2023
J	HLC-CLT Business Plan Tracker	**	26 th Apr 2023
K	Traffic Wales Works on the A55	**	2 nd May 2023
L	Volunteering Matters CH8 Area Survey	**	4 th May 2023
M	Twenty Minute Neighbourhoods Information	**	11 th May 2023

12. EVENT GRANT APPLICATION

Members considered a request from Holywell Market Group to hold a Treasure Hunt in the town centre over an eleven week period during the Summer.

RESOLVED:

Members received the grant application without a grant being approved on this occasion. Further clarity and detail were requested by members and the Clerk would write back to the Group to explain the Council's policy.

13. REPRESENTATIVE REPORTS

Cllr L. Corbett updated members on the recent meeting held to progress the PACT police grant project.

RESOLVED:

That the Deputy Clerk arranges a CRB check for all PACT working group members.

14. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reiterated his ongoing concerns about the diversion of traffic along Fron Park Road to accommodate maintenance works between junctions 31 and 32 on the A55 expressway. The diversion route caused unnecessary overnight disruption to residents living nearby.

Cllr I. Hodge had met with the County Council and Police, to discuss speeding along Pen y Maes Road.

15. CLOSE OF MEETING

The Mayor closed the meeting at 8.20pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 6th June 2023 at 5.30pm.

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

Councillors: L.A. Carter, P. Corbett, E.B. Palmer, B. Scragg, and M. Sprake.

APOLOGIES FOR ABSENCE were received from Councillor J. Jones.

IN ATTENDANCE: J. Baker (Clerk).

R1. ELECTION OF CHAIR – MUNICIPAL YEAR 2023/24

RESOLVED:

That Councillor M. Lewis-Jones be elected Chair for the forthcoming municipal year.

R2. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2023/24

RESOLVED:

That Councillor P. Corbett be elected Vice Chair for the forthcoming municipal year.

R3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None declared.

R4. BANK RECONCILIATION QUARTER 4 – 31st MARCH 2023

Members received the bank statement and reconciliation related to the financial year end from the Clerk, who explained the reasons for the reduction in the balances and the financial position.

Members discussed the financial position and balances in the Council's Money Market Account and queried the current interest rate levels, and the cash protection implications over the £85,000 threshold limit set by the Financial Services Compensation Scheme (FSCS).

RESOLVED:

That the Clerk confirms the latest interest rate applicable for the money market account, and checks on the cash protection status.

R5. COUNCIL POLICIES

The Clerk reported that the Grants & Contributions, Grievance, and Local Resolution Procedure policies were due for review. The Clerk explained that no changes were proposed to the Grants & Contributions and Grievance policies, with the latter being based on an ACAS model. The Local Resolution Procedure was based on the model used by the County Council and required only minor changes to the Committee titles referred to in the policy.

RESOLVED:

That the Clerk be authorised to process the minor changes to the Local Resolution Procedure and publish as required.

R6. MAYORAL HONOUR CADET PROCEDURE

Item deferred from the Full Council. St Johns Ambulance and Holywell Scout Group had expressed an interest in joining the cadet roster. Members discussed the procedure for the cadets, going forward.

RESOLVED:

That the following procedure be applied starting from the 2023/24 civic year:

- That Holywell Air Cadets and Army cadets continue to appoint two cadets on a rotational basis as Mayoral Honour Cadets.
- That St Johns Ambulance and Holywell Scout Group be invited to appoint two honour cadets to support the Deputy Mayor in their year of office.
- That Holywell Air Cadets and St Johns Ambulance be invited to appoint two cadets each for the 2023/24 Civic Year.
- That Holywell Army Cadets and Holywell Scout Group be invited to appoint two cadets each for the 2024/25 Civic Year.
- These arrangements to then continue on a rotational basis until further notice.
- Clerk will arrange badges and presentation at a forthcoming Council meeting.

R7. OFFICE & STAFF MATTERS

Members discussed the following operational matters that affected office maintenance and staffing arrangements:

- Sanitary bin provision.
- Staff travel claims.
- Electric meters and associated works to convert to one meter supply point, that would save on the standing charge applied to the existing two points.
- First aid provision and training requirements.

RESOLVED:

- 1) That the Clerk orders two sanitary bins for installation in the ground and first floor toilets of the Council Offices. Stocks of sanitary products to also be supplied.
- 2) That staff be given confirmation they can claim travelling costs for any business miles incurred during the working day.
- 3) That the Clerk obtains a quotation for the conversion of the electric supply to one meter point.
- 4) That the Clerk arranges a first aid training course to be held at the Council Offices and offered to all staff and Councillors.

R8. CLOSE OF MEETING/DATE OF NEXT MEETING

The Chair closed the meeting at 6.30pm. The next meeting was arranged for Tuesday 12th September 2023.

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Chair

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
FUL/000406/23	PROPOSAL: EXTENSION TO EXISTING BALCONY. LOCATION: 1, Gwel Afon, Holway Road, Holywell, CH8 7NT.
ADV/000548/23	PROPOSAL: NEW EXTERNAL SIGNAGE. LOCATION: 3, THE OLD WINE VAULTS, Cross Street, Holywell, CH8 7LP.

NOTES:

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

8. ACCOUNTS

8.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – MAY 2023

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9460a	BP	Cllr L.A. Carter	Annual Allowance 2023/24	208.00	*
9460b	BP	Cllr I. Hodge	Annual Allowance 2023/24	208.00	*
9461	BP	Cllr E.B. Palmer	Annual Allowance 2023/24	208.00	*
9462	BP	Cllr R. Dolphin	Annual Allowance 2023/24	208.00	*
9463	BP	Cllr M. Sprake	Annual Allowance 2023/24	208.00	*
9464	BP	Cllr M. Lewis-Jones	Annual Allowance 2023/24	208.00	*
9465	BP	Cllr P. Corbett	Annual Allowance 2023/24	208.00	*
9466	BP	Cllr L. Corbett	Annual Allowance 2023/24	208.00	*
9467	BP	Cllr P. Curtis	Annual Allowance 2023/24	208.00	*
9468	BP	Cllr D. Thomas	Annual Allowance 2023/24	208.00	*
9469	BP	Cllr C. Argent	Annual Allowance 2023/24	208.00	*
9470	BP	Cllr B. Scragg	Annual Allowance 2023/24	208.00	*
9471	BP	Cllr J. Jones	Annual Allowance 2023/24	208.00	*
9472	BP	Holywell Parish Church	Donation - Mayoral Charities (Cllr I. Hodge)	1,453.00	**
9473	BP	The Helping Hand Company	Litter Pickers/Hoops/Gloves (Heritage Grant)	768.12	****
9474	BP	Aston Management	Balance For Tina Turner Tribute - Coronation Event	660.00	^^
9475	BP	Heather Jones	Reimbursement of Items for Coronation Event	36.18	^^
9476	BP	T.J. Nicholls	Window Clean at Council Offices	12.00	****
9477	BP	JRB Enterprises	Dog Waste Dispenser Bags	40.14	****
9478	BP	BKB Solutions Ltd	Anchor Bolt Testing Works - Christmas Lights	2,364.00	^^
9479	BP	Palm Signs	Supply 12 no. Aluminium Signs (Heritage Grant)	1,372.80	^^
9480	BP	Holywell Garden Centre	Repair Office Sign & Noticeboard, Remove Banner	158.00	****
9481	BP	Holywell Garden Centre	Install Bunting for Coronation Event	610.00	^^
9482	BP	Bake A Wish	Cupcakes for Coronation Event	150.00	^^
9483	BP	Flintshire County Council	Loan Repayment (2 of 2 for 2022/23)	7,000.00	^
9484	BP	Flintshire County Council	CCTV Charges Apr-Jun 2023	3,864.73	*****

9485	BP	Flintshire County Council	Business Rates 2022/23 1 of 2	3,630.65	****
9486	BP	Welsh Water	Water Events Hub Nov22-Apr23	50.63	****
9487	BP	Welsh Water	Water Drinking Fountain Nov22-Apr23	24.29	****
9488	BP	C. Baglin	Town Crier & Entertainment Coronation Event	150.00	^^
9489	BP	Cllr P.A Johnson	Annual Allowance 2023/24	208.00	*
9490	BP	Kings Head CIC	Refreshments Coronation Event	50.00	^^
9491	BP	Holywell Garden Centre	Coronation Event Works Including Stage and Parasols	433.95	^^
9492	BP	Holywell Churches	Room Hire Holy Trinity Church Community Meeting	30.00	****
9493	BP	Danny's Family Butchers	Mayoral Donation	50.00	**
9494	BP	Dawnsyr Delyn	Event Grant Funding - Cadi Ha Festival	400.00	^^
9495	BP	A Little Magic	Coronation Show/Face painter/Singer/Characters	850.00	^^
9496	BP	Kim Inspire	Event Grant Funding - Brew & Do	500.00	^^
9497	BP	JRB Enterprises	Dog Waste Dispenser Bags	37.08	****
9498	BP	Siân Jones Translation	Translate Documents	21.06	****
9499	BP	Black & White Security	Security at Kings Coronation Event	100.00	^^
9500	BP	Aurora Kitchens	Deposit for Flooring 1st Floor WC	97.00	****
9501	BP	Estuary Voluntary Cars	Transport Services for Coronation Event	50.00	^^
9502	BP	Rosiez Ltd	Supply Tea Party Cakes Coronation Event	230.00	^^
9503 - 9505	BP	Council Staff	Staff Salaries May 23	5,478.47	***
9506	BP	HMRC	Staff PAYE/NI May 23	1,837.41	***
9507	BP	Clwyd Pension Fund	Staff Pension May 23	447.06	***
9508	BP	M.G. Fearnley	Reimbursement of Screwfix Items (Heritage Grant)	228.07	^^
9509	BP	Buyer Direct Ltd	Giant Gazebo (Heritage Grant)	663.99	^^
9510	BP	Aurora Kitchens	Install Flooring 1st Floor WC	357.00	****
9511	BP	Viking	2 No. Mineral Water Bottles	22.19	****
9512	BP	Viking	4 No. Mineral Water Bottles	43.20	****
9513	BP	Viking	5 Boxes A4 Copier Paper	175.08	****
9514	BP	Holywell Garden Centre	Wales in Bloom Bracket Test and Planters	575.00	^^
9515	BP	Holywell Garden Centre	Remove Bunting Coronation Event	610.00	^^
9516	BP	Stamford Gate Hotel	Room Hire and Buffet	595.40	^^

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

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

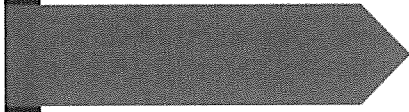
Date	Category	Name	Payment Details	Amount £
23/05/23	VAT	HMRC	VAT Refund 2022/23 Year	12,513.78
30/05/23	Income	Wise EV Charge	Car Charge Point	16.25
			TOTAL	12,530.03

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

8.2. Internal Audit Report – 2022/23 Financial Year

The year-end internal audit was completed in May 2023 by JDH Services Ltd and is attached. Members to consider any issues arising and subsequent audit recommendations. Clerk to report.



Holywell Town Council

Internal Audit
2022/23

JDH BUSINESS SERVICES LTD

Responsible for ensuring compliance with the Internal Audit Framework for Local Authorities and 2015 Act

The internal audit of Holywell Town Council is carried out by undertaking the following tests as specified in the Annual Return for Local Councils:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for local councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Ltd

May 20th, 2023

	ISSUE	RECOMMENDATION	FOLLOW UP
<u>2022/23 year end internal audit</u>			
No further issues <u>arising</u> – a robust set of year end records have been maintained with a comprehensive audit trail to supporting information.			
<u>2022/23 interim internal audit</u>			
1	The council correctly approached at least three providers for the railings contract undertaken in the year. Although the lowest quotation was not accepted, the minutes or procurement notes do not contain the rationale for selecting the contractor.	<i>The minutes should indicate the reasons why a lowest quotation has not been accepted, for instance, by referring to the scores in a scoring matrix that assesses quotations for a <u>number of criteria</u> rather than just price.</i>	
2	In July 2022 a £500 cash donation was made to a market group using a payment card to secure the cash. Financial Regulations do not specifically authorise cash donations with a payment card.	<i>Wherever possible cash donations should not be made as organisations should have established bank accounts to allow <u>for</u> <u>cheque</u> or internet payments.</i>	
3	There is no current signed SLA in place for the annual services provided by the garden centre.	<i>A signed SLA should be established with the garden centre to ensure the services required are formally defined in <u>an</u> agreement.</i>	

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

Members to consider approval of the attached accounting statements and annual governance statement. Income and Expenditure Account and Balance Sheet also attached for information. Clerk to report.

Community and Town Councils in Wales
Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: HOLYWELL TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	139,491	151,074	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	254,900	254,850	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	14,367	17,497	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	102,427	108,136	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	15,000	14,000	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	140,257	179,440	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	151,074	121,835	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	19,493	13,264	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	169,342	131,887	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	37,761	23,316	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	151,074	121,835	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	613,551	628,045	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	70,000	56,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

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 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
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 the body's accounts as set out in the notice of audit.	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	
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. 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.	Yes	No	N/A		
			✓	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.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £ 5,058,200 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.

RFO signature:

Name:

Date:

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair signature:

Name:

Date:

Annual internal audit report to:



Name of body:

Holywell Town Council

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 2023.

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.			✓		
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.	✓				

	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.			✓		

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 20/05/2023.] * Delete if no report prepared.

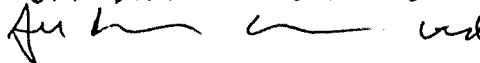
Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date: 20/05/2023

JPH BUSINESS SERVICES LTD


Holywell Town Council
Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Income Summary	
254,900	Income - Local Tax Precept	254,850
254,900	Sub Total	254,850
	Operating Income	
1,199	Establishment	829
11	Council Offices	41
13,077	Grants/Donations	15,662
80	Events	955
269,267	Total Income	272,337
	Running Costs	
135,202	Establishment	147,085
9,203	Council Offices	18,667
1,997	Community	1,501
2,854	Civic	4,057
7,240	Grants/Donations	5,555
1,996	Members	2,402
1,063	Environment	907
20,100	Events	35,121
21,431	Play Areas	22,320
8,525	Wales in Bloom	8,252
23,477	Christmas Lights	20,985
505	Woodland	60
13,192	CCTV	15,459
10,000	Community Asset Transfer (CAT)	10,000
0	Events Hub	9,206
257,685	Total Expenditure	301,576
	General Fund Analysis	
134,491	Opening Balance	151,074
269,267	Plus : Income for Year	272,337
403,759		423,411
257,685	Less : Expenditure for Year	301,576
146,074		121,835
(5,000)	Transfers TO / FROM Reserves	10,000
151,074	Closing Balance	111,835

10/05/2023

Holywell Town Council

11:12

Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
Current Assets			
13,441	VAT Control A/c	12,514	
1,014	Prepayments	750	
5,038	Accrued Income	0	
128,047	Current Bank A/C 11008722	79,964	
0	Moneymarket Bond A/C 30887161	10,000	
41,294	Moneymarket Bond A/C 00710997	41,923	
188,834		145,151	
188,834	Total Assets	145,151	
Current Liabilities			
25,688	Accruals	9,115	
12,073	Receipts in Advance	14,201	
37,761		23,316	
151,074	Total Assets Less Current Liabilities	121,835	
Represented By			
151,074	General Reserves	111,835	
0	Earmarked Reserves	10,000	
151,074		121,835	

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

9. COMMUNITY ENGAGEMENT

9.1. Monthly Report Prepared By Deputy Clerk

1) Woodland Project

Pen Y Maes Woods and Greenfield Valley Nature & Wildlife Corridor Project – Grant Funded by the National Heritage Lottery Fund. Doug Don (Countryside Ranger) and I led an end of project event last week with approx. 30 learners from Ysgol Maes y Felin and Ysgol Treffynnon. Learners had a wonderful day and took part in various activities, including litter picking, seed planting, making hay rakes and a scythe workshop. The event has also been supported by local volunteers and Helen Mrowiec from Greenfield Valley.

2) Holywell Wildflower Meadow QR project

Sophie Roberts FCC Assistant Biodiversity Officer has provided the following update on above project after various discussions.

“I am currently working on getting QR codes on all the oak nature posts near our wildflower sites, with the meadow at the back of Holywell High School which was created as part of the Holywell wildflower meadow project being one of them. The aim is that passers-by will be able to scan the QR code and find out more about the site and why they are important “.

3) PACT Funding and Youth Meeting

A meeting of the working group was held to discuss the responses to the completed youth questionnaires and to agree a way forward regarding drop-in sessions and engagement opportunities with the young people involved in ASB.

4) Business Forum

A meeting was held with members of FCC Regeneration team and local businesses for them to provide information on the Transforming Town Fund and Placemaking Plans. The idea of a business forum was raised as requested. Some businesses are keen to attend an initial meeting and to hear more about what funding etc is available etc and welcome the idea of a business forum with HTC to take initial lead at first meeting with a view to businesses then taking ownership themselves but supported from both HTC and FCC. **Action - Members to determine best way forward.**

5) Electric Power Supply Boxes on High Street

Two electric supply boxes have now been installed outside Cassidy's' and opposite the sculpture which can now be used for events etc.

6) FCC Regen Town Walkabout

I joined members of FCC Regeneration team on a walkabout to obtain contact names and details of local businesses / landlord information to create a database to supply local businesses with relevant information as and when applicable and to improve engagement with them.

7) Litter Pick

A successful litter pick was held at the top of the Greenfield Valley beyond the bridge and up to Tesco's. This involved local school's children, members, volunteers, with members of FCC Regen team and local businesses and staff from McDonalds. **Action - Members to agree next location with a suggested date of w/c 17th July.**

Suggested Locations:

- Greenfield Dock.
- Pen y Maes Woods.
- Holway Community Centre Field.
- High Street Areas.

8) Fflecsi Bus Update from FCC

Further to your email regarding a report on the success of the Holywell Fflecsi service and a request for passenger numbers and pick up points. Since its launch in July 2021, the Holywell Fflecsi service has continued to grow with new passengers signing up to the service, especially in areas that previously had no public transport provision. The Holywell Fflecsi leaflet includes the geographical service area map within which residents are eligible to register for the service and travel anywhere within that service area. It is important to note that many of the passengers from more rural parts of the service area are now able to access retail, medical, leisure and work facilities in Holywell Town through the provision of the Holywell Fflecsi service. Specific pick-up points would be a very lengthy process to identify as in addition to registered stops, there are many virtual stops that have been added to the booking system which allow residents to request stops much closer to their home addresses for ease of access and improved service. The data below shows passenger numbers and the "Met Demand" percentage figures for the service.

July 2021 to May 2023

10,128 Ride requests

Met Demand 94.28 %

The morning bookings on the service are greater than the afternoon bookings. If there are local events such as book clubs, walking groups or social meetings, the service could be utilised to bring residents to venues/meetings that they would not otherwise be able to attend due to lack of transport and we would be happy to assist with the necessary arrangements.

9) Planter Plaques Town Centre

A walkabout with Paul from Palm signs will take place on Wednesday 21st June to install the planter plaques on the High Street Planters in readiness for the Wales in Bloom judge.

10. CORRESPONDENCE

10.1. Letter From Chief Executive, Flintshire County Council

Members to determine if any further response is required to the attached letter (previously circulated to members).

Neal Cockerton
Chief Executive
Prif Weithredwr



Sent via email
town.clerk@holywell.wales

FAO Jason Baker
Town Clerk
Holywell Town Council

Our Ref/Ein Cyl 090623NC

Date/Dyddiad 9th June 2023

Email/Ebost

chief.executive@flintshire.gov.uk

Dear Jason

Further to your correspondence dated 26th May 2023, which now clarifies a number of areas not previously addressed in your earlier letter, please find below updates requested:

1. **Letter dated 17th February - SPF bids** – please find this letter as the formal acknowledgement of receipt, as noted in my earlier email to you we believe that you have already had a substantive response in relation to the bid, however, for further clarification please see below.

Letter dated 29th March - Greenfield Community Garden - No decision has yet been made to develop the site for housing. We are at an early stage in the feasibility process, and there will be extensive consultation with yourselves and others through the pre-application and planning stages should the proposal develop that far.

Letter dated 29th March - Taxi Rank Facilities (Holywell High Street) – A formal acknowledgment of receipt was sent to you by Debbie Betts, on behalf of Katie Wilby, on 30 March, at 08:20hrs.

2. **Greenfield Valley Trust - Management Agreement** - Since your original letter was received it has been agreed that the Chair of the Greenfield Valley Trust, Brenda Harvey and Tom Woodall, our Access and Natural Environment Manager will meet with your colleague Martin Fearnley to go through the content of the current Management Agreement and its implications.
3. **Update on current Active Travel projects affecting Holywell and Greenfield** – Currently any response from Welsh Government regarding the Active Travel Award for 2023/2024 is under embargo at the instruction of Welsh Government. An Officer will update the Town Council once the embargo is lifted.



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The Council will accept correspondence in Welsh or English
Mae'r Cyngor yn derbyn cerbydau yn y Gymraeg neu'r Saesneg

4. **No consultation regarding application for Community Asset Transfer of Greenfield Community Centre** - The Council don't consult with Town Council's in respect of Community Asset Transfer applications. At business case stage, groups/individual(s) are supported by Flintshire Local Voluntary Council who may advise/encourage the group to link with Town/Community Councils and other groups in their community with regard to their proposals.

Currently, the Council is not in receipt of any business cases for this particular property.

5. **Project priorities for SPF bids** - I can confirm that the three Shared Prosperity Fund bids that had been discussed with Town Council representatives were submitted for consideration:

- one by the County Council,
- one by a partner agency and
- one by the Greenfield Valley Trust.

These bids have not yet been determined by the County Council as the assessment process is still underway. We wrote to the Town Council (email from Mr. Richard Jones 23/2/2023) to acknowledge receipt of their ideas and to confirm that some of them may be suitable for funding should they meet the appropriate criteria. We also advised the Town Council, should it want to develop its ideas further for inclusion within the SPF projects, to ensure that it had all the necessary detail available not least because the SPF programme is operating to a very tight timescale so any opportunities to bid for funding will be necessarily short and projects that haven't been sufficiently developed are unlikely to receive funding. Furthermore, we are in the process of developing a Place Making Plan for Holywell and Greenfield and would hope that suitably developed ideas could be considered for inclusion in the plan which would help to lend weight to them in any subsequent funding bids.

6. **Housing - 28 School Lane** - A surveyor will be sent to our property to ascertain what works are required, if any, to enable the private owners to complete their works. We will need to establish if the tree stump is on our land along with boundary ownerships.
7. **Town Councillors complaints received** - please could you provide more specific examples where Town Councillors have received complaints from residents being advised to take up issues with County Councillors in the first instance?



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This council welcomes correspondence in Welsh or English.
Mae'r Gyngor yn ddiddorol i gyswrtu gyda chi yn Gymraeg neu'n Saesneg.

8. Recycling and car parking School Lane – we are currently investigating the matter to find a resolution, but as yet have not been able to identify the officer referred to. Any additional information you can provide will be greatly appreciated. Please direct your query to Christopher Goddard, Streetscene Service Manager, email address, Christopher.Goddard@flintshire.gov.uk.

9. Capital works upgrade - Works are still ongoing to the complex with regards to painting and decoration, with further capital investment works scheduled within our investment programme. Please advise those issues which you believe are a health and safety concern.

Yours sincerely,



Neal Cockerton
Chief Executive



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This Council works under a no-discrimination policy in Welsh or English.
Mae'r Gyngor yn gweithredu'n ddwyieithog gyda'r ystyr agweddol i'r iaith.

10.2. North Wales Transport Commission – Interim Report June 2023

Members to determine any response required to the draft report and its recommendations. Report previously circulated to members on Tuesday 13th June 2023. Link to report here –

[North Wales Transport Commission: Interim Report June 2023 | GOV.WALES](#)

10.3. Match Funding Proposal - Strand Walk Play Area

Members to consider and endorse the proposed scheme put forward by Aura Leisure, as set out below.

Please see attached a sketch proposal for a new multi-play structure with slide and arched bridge with safety surfacing for Strand Walk play area, this proposal will replace the old play structure which has come to the end of its economic life.

As part of the proposal the safer surfacing around the new multi-play will be replaced. As the budget is £20,000 any additional costs above £20,000 will be met by Flintshire County Council. If we are in position to proceed with the scheme, then the play equipment will be ordered straight away so that we can arrange the installation upon receiving delivery of the play equipment.



10.4. Consultation - Dog Control Public Spaces Protection Order

Members to consider taking part in the attached consultation. An appointed working group could work with the Clerk to complete the online consultation. Deadline date for responses – 14th July 2023.

Andrew Farrow
Chief Officer (Planning, Environment) & Economy
Prif Swyddog (Cynllunio, Amgylchedd ac Economi)



Your Ref/Eich Cyt	
Our Ref/Eis Cyt	PSPO 2023
Date/Dyddiad	1 June 2023
Ask for/Golydder at	Mr R Powell
Direct Dial/Rhif Union	01352 703198
Fax/Ffacs	
E mail/e bost	richard.powell@flintshire.gov.uk

Dear Sir/Madam

**Consultation on the Implementing of a Dog Control
Public Spaces Protection Order (PSPO) in Flintshire**

Monday 5th June 2023-Friday 14th July 2023

Public Space Protection Orders (PSPO's) are one of a number of new powers introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. They are designed to stop individuals or groups committing anti-social behaviour in a public space which is having or is likely to have a detrimental effect on the quality of life of people in the area. The behaviour must be unreasonable and persistent or continuing in nature.

Flintshire County Council are to consult on a extending the current Dog control PSPO for another three years.

The prohibitions proposed would require dog owners to:

- Remove dog waste immediately from the ground at all public locations.
- Put their dog on a lead when directed to do so by an authorised officer. This only applies to any public land where a dog is considered to be out of control or causing alarm and distress.
- Keep dogs on leads within cemeteries.
- Have a means on their person to collect dog waste from the ground if asked by an authorised officer.

Dogs would also be excluded from entering:

- enclosed children's play areas
- The playing areas of marked sports pitches
- The playing area of specific sporting or recreational facilities

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The Welsh Language Commissioner has approved this document for use in the Welsh language.
Mae'r Comisiynydd yr Iaith Gymraeg wedi cytuno i'r ddogfen hon gael ei defnyddio yn yr Iaith Gymraeg.

- School Grounds

Any breaches would result in the issuing of a Fixed Penalty Notice to the person responsible for the dog.

In addition to the above as a result of reports of dogs not being properly controlled at the footpath around The Rosie, Wepre Park, Connahs Quay and Mold Memorial Gardens, Maes Bodlonfa, Mold the Council are also consulting on either banning dogs or requiring dogs to be kept on a lead at all times at both of these sites.

This matter is open to consultation from 5th June 2023 via a survey enclosed on the following web page www.flintshire.gov.uk/dogcontrolpspo which includes a list of potential sites where the prohibitions would be enforced, and a Frequently Asked Questions document. Hard copies of the questionnaire will also be available at all Flintshire Connects Offices.

Please take the time to complete the survey, we value your opinion and the consultation will be open until 14th July 2023.

Yours sincerely



Andrew Farrow
Chief Officer
Planning, Environment and Economy

10.5. Consultation – Local Toilet Strategy

Members to consider taking part in the attached consultation. An appointed working group could work with the Clerk to complete the online consultation. Deadline date for responses – 26th June 2023.

Have your say on a Local Toilet Strategy for Flintshire County Council.

Flintshire County Council has a responsibility to assess the community's need for the provision of accessible toilets within the County.

In May 2019 Flintshire County Council published a Local Toilet Strategy aiming to review the quality and quantity of local toilets throughout the county and to provide or facilitate the provision of clean, safe, accessible and sustainable toilets for residents and visitors to the County.

To help review and identify need, the Council is seeking views of residents and visitors to the county.

For the purpose of this survey and strategy, the term toilet includes changing facilities for babies and changing places facilities for people with disabilities. These can be located in public buildings such as libraries and community centres, private buildings such as cafes and shops as well as public toilets maintained by the council.

[Have your say here](#)

This survey will close on 26 June 2023.

10.6. Community Safety Charter

Members to consider signing up to the above charter. Details set out below.

**COMMUNITY
SAFETY
CHARTER**

ourwatch.org.uk/charter

**TACKLING
CRIMES IN
PUBLIC
SPACES**



#BETHECHANGE

Sign up to our COMMUNITY SAFETY CHARTER

We are delighted to invite you to sign up to our **COMMUNITY SAFETY CHARTER** launched at our Neighbourhood Watch Crime and Community Conference 2022. With our first anniversary quickly approaching, please consider signing up, if you have not already joined.

The **Community Safety Charter** aims to engage with a broader reach of people, businesses and organisations to encourage them to take an active stance against crimes in public spaces, such as **harassment, hate crime, and antisocial behaviour**. The Charter tagline is **#BeTheChange**, focusing on the role of active bystanders in leading the change within their communities. The Charter supports greater understanding about how we recognise and deal with community safety issues and support victims by knowing where to get help, how and who to report to, enabling a more positive, proactive approach by the whole community when witnessing or experiencing confrontation, hostility or harassment.

Do I need to make a pledge?

By signing up to the Community Safety Charter, people, businesses, organisations and groups pledge to four actions:

- **PROMOTE** – promote a culture that does not tolerate harmful language, antisocial behaviour and hostility toward others.
- **ENABLE** – enable others to identify and take an active stance to prevent harassment, antisocial behaviour and intimidation within their community.
- **REPORT** - actively encourage and support others to report harassment, antisocial behaviour and intimidation and share intelligence about these crimes with the relevant authorities.
- **SUPPORT** – support those affected by harassment, antisocial behaviour and intimidation and refer victims to the appropriate support agency.

What will I receive when I sign up?

Those who have signed up to the Charter will receive an information pack on a specific topic or crime in PDF or an interactive format every two months to share with your staff and /or volunteers. The topics covered in the first year are:

- harassment.
- hate crime.
- antisocial behaviour.
- being an active bystander.
- dealing with confrontation.
- leading the change in our communities.

Individual downloadable pledges to share on social media will also be made available, together with a downloadable poster to exhibit in your premises.

10.7. Local Area Energy Plan

Members to consider sending a representative to the forthcoming workshop on the above matter. Details set out below.

Flintshire County Council is currently developing a Local Area Energy Plan (LAEP) which will provide a roadmap for how Flintshire will contribute to a Net Zero energy system by 2050.

The Welsh Government is funding Ambition North Wales (ANW) in partnership with ARUP, Afallen and the Carbon Trust to help Local Authorities in the region produce LAEPs by the end of 2023. Therefore, we will be arranging a series of local on-line workshops to get your valuable input to the process.

Your organisation has been identified as an important stakeholder for developing the LAEP in Flintshire. You will help us to identify how to decarbonise energy generation and demand (in buildings, transport and industry) in the county based on detailed evidence and your views.

This first county level workshop will review and agree local energy baselines and priorities and also discuss potential energy scenarios for the future. We would be very grateful for your participation in this workshop where you can discuss your views with other key stakeholders. The first workshop will be held on **the 30th of June 2023 between 14:00 and 16:00**. You are welcome to forward this invitation to the most appropriate representative in your organisation, but please limit attendance to only one representative where possible.

Attached is a briefing pack which provides background information, and this is a link to a video clip on LAEPs produced by the Welsh Government.
<https://youtu.be/vBBiY2sqesc>

10.8. Use of Council Offices

Paul Murphy, Department for Work and Pensions, has requested use of the ground floor office space to facilitate support for residents to find a job (CV and job application advice, interview preparation, training guidance), redundancy support services, support to access REACT funding, and provision of information regarding starting your own business. This would be on a weekly basis with a two hour time slot. Members to consider approval of this request.

10.9. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Planning Aid Wales Training Courses	**	Various Dates
F	OPCC Newsletters	**	Various Dates
G	NWTRA Carriageway works planned on the A55	**	12 th May 2023
H	NW Association of Council Train Timetable	**	17 th May 2023
I	Transition Group - Dancing World Press Release	**	22 nd May 2023
J	Greenfield Valley Trust Vacancies	**	22 nd May 2023
K	Friends of the Earth Eco Uniform Message	**	24 th May 2023
L	Battle of the Atlantic Commemoration Weekend	**	24 th May 2023
M	K. Schroeder – Questioning the Government Agenda	**	26 th May 2023
N	Music 4 Youth Newsletter	**	5 th June 2023
O	Greenfield Valley Trust – SPF Funding Bids	**	5 th June 2023
P	Greenfield Valley Trust – Trustee Positions	**	5 th June 2023
Q	E. Roberts – Fundraising Request	**	6 th June 2023
R	Thomas Pennant Society Update	**	9 th June 2023
S	Forgotten Riders – Cancellation of Holywell Bike Show	**	12 th June 2023
T	K. Schroeder – Tyranny? Copy emails	**	14 th June 2023

11. GREENFIELD VALLEY TRUST

The Clerk has received several pieces of correspondence that have previously been forwarded onto members. The staff require clarification from members on a number of operational matters that affect the Council's interactions with GVT. Clerk will provide a report with further detail at the meeting.

12. LLUESTY WOODLAND

The Council has received reports that the trees in the woodland bordering The Beeches are overgrown and require remedial work to cut back and thin out the growth areas. Clerk has obtained quotations and will report into the meeting. Members to consider approval of the required works.

13. 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
E.B. Palmer	Office Matters	Clerk to be given delegated powers up to £500 for any new office expenditure.

14. EVENTS GRANT APPLICATIONS

Members to consider events grant awards for the following applications. Clerk will provide further details based on the application forms.

- Music 4 Youth – Tower Gardens Concert For Young and Inexperienced Musicians on a Saturday during The Summer.

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

To consider passing a resolution to exclude the public and press for agenda item 16 and 17, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the sensitivity of the staffing and financial information presented.

16. STAFFING MATTERS

The Support Officer has now successfully completed their six month probation period. Members to endorse their retention and continued employment with the Council.

17. APPLICATIONS FOR FINANCIAL ASSISTANCE

- **Schedule A** Donations granted 1/04/20 – 31/03/23
- **Schedule B** Budget Provision 2023/24 & Donations Paid To Date
- **Schedule C** Financial Assistance Applications – June 2023

SCHEDULE A - Donations to Organisations 01/04/20 – 31/03/23

Ref	Organisation	2020/21 £	2021/22 £	2022/23 £
1	Carmel Bowling Club	300	-	-
2	Carmel Cricket Club	250	-	-
3	Citizens Advice Flintshire	750	1,000	1,000
4	Delyn Gymnastics Club	-	500	-
5	Flintshire Foodbank	250	-	-
6	Greenfield Football Club	500	-	500
7	Holywell Market Group	-	200	-
8	Home Start Flintshire	-	-	500
9	Hope House Hospice	200	-	-
10	Kings Head CIC	-	500	-
11	Samaritans	-	200	-
12	Scouts Cymru	-	-	400
13	St. Kentigern Hospice	200	-	-
14	Thomas Pennant Society	-	-	300
15	Urdd Gobaith Cymru	-	100	-
16	Wales Air Ambulance	-	-	200
	TOTAL	2,450	2,500	2,900

SCHEDULE B - Donations Budget & Paid To Date 2023/24

Ref	Organisation	£
	Budget	6,000
	Paid To Date	
	Total Paid	0
	Balance Remaining	6,000

SCHEDULE C - Applications for Financial Support – June 2023

Ref	Organisation	Amount Requested £	Previously Supported (Last 3 Years)
1	Delyn Gymnastics Club	1,000	✓
2	Fron Park Bowling Club	300	
3	Greenfield Football Club	1,000	✓
4	Holywell Football Club	1,000	
5	Holywell Market Group	500	✓
6	Kids Cancer Charity	500	
7	Kings Head CIC	500	✓
8	Macmillan Cancer Support	Any	
9	Music 4 Youth	1,500	
10	Point of Ayr Mining Museum	470	
	TOTAL	6,770	

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

18. 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.

19. 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.