

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, 21st January 2026 at 6.00pm.

PRESENT: Councillor M. Sprake (Mayor).

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

APOLOGIES FOR ABSENCE were received from Cllr P. Cooper. Councillors C. Argent, C. Blackwell, and S. Rush were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

103. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
106.1	D. Thomas	✓		Owns café in town centre nearby.

104. MAYOR’S REMARKS

The mayor stated that the date had now been confirmed for the Charity Ball. The ball was to be held on Saturday 28th March at St. James Wellbeing Hub.

105. MINUTES & MEETINGS

105.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council meeting held on Wednesday 17th December 2025.

105.2. Meetings of Committees, Working Groups, and Outside Bodies

Public Toilets Working Group held on Thursday 15th January 2026.

Members received an update from the working group meeting. The group had produced a draft contract specification on the basis that the Council were taking over the management of the public toilets from Flintshire County Council. An asset transfer expression of interest form had been submitted by the Clerk. The asset transfer was pending formal approval by Flintshire County Council. It was understood that circa £70k of capital funding was available to refurbish the toilets on completion of the asset transfer. Provisional funding had been included in next year's budget to manage the toilets.

The draft contract included the following core terms:

Three year contract with the option of a further two years.

Opening Days – Monday to Saturday.

Opening Times – 9.00am to 4.00pm.

Daily inspections during opening at 12.00pm.

Daily cleaning following closing.

RESOLVED:

- 1) That the draft contract be approved for tender at the appropriate time.
- 2) That the Clerk contacts Niall Waller, Flintshire County Council to confirm the Council's list of suggestions for any approved capital improvement works – CCTV, solar panels, baby changing facilities, secure doors, and improved ventilation.
- 3) That the Clerk contacts Katie Wilby, Flintshire County Council to express the Council's dissatisfaction with the manner in which the situation with the toilets had been managed.

Market Working Group held on Thursday 15th January 2026.

Members received an update from the working group meeting. The group had recommended that the Council take over the running of the market from April 2026. Flintshire County Council had confirmed that they would be closing the market on Thursday 26th March 2026. Provisional funding had been included in next year's budget that included a Christmas Market, marketing and promotion, and income from pitch fees. The Council would require regulations and other

documentation from Flintshire County Council to ensure a smooth transition of responsibility.

RESOLVED:

That approval be given for the Council to take over the running of the market from Flintshire County Council.
That the Clerk contacts Rachael Byrne, Flintshire County Council to arrange a meeting to discuss handover arrangements and any documentation required.

106. **PLANNING**

106.1. **New Planning Applications**

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation. The Planning Working Group provided their report to the meeting.

RESOLVED:

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

Application Number	Proposal Details
FUL/001017/25	PROPOSAL: PROPOSED CHANGE OF USE OF FORMER BUTCHERS SHOP (A1), TO A3 USE AT GROUND FLOOR WITH THE PROVISION OF SELF CONTAINED ACCOMMODATION TO UPPER FLOORS AND ALL OTHER ASSOCIATED WORKS RELATING TO. LOCATION: 27 High Street, Holywell, CH8 7LH. <i>The Council had no objection to the residential part of this application. The Council objected to the retail part due to the impact on the existing amenities already located in the town centre. The Council also expressed concern over the recycling implications.</i>
LBC/001075/25	PROPOSAL: PROPOSED CHANGE OF USE OF FORMER BUTCHERS SHOP (A1), TO A3 USE AT GROUND FLOOR WITH THE PROVISION OF SELF CONTAINED ACCOMMODATION TO UPPER FLOORS AND ALL OTHER ASSOCIATED WORKS RELATING TO. (LISTED BUILDING CONSENT). LOCATION: 27 High Street, Holywell, CH8 7LH. <i>The Council had no objection to the residential part of this application. The Council objected to the retail part due to the impact on the existing amenities already located in the town centre. The Council also expressed concern over the recycling implications.</i>

107. ACCOUNTS

107.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS PAYABLE – DECEMBER 2025

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
11246 - 11247	BP	Council Staff	Staff Salaries - Dec25	4,750.48	***
11248	BP	HMRC	Staff PAYE/NI - Dec25	1,885.80	***
11249	BP	Clwyd Pension Fund	Staff Pension - Dec25	2,811.47	***
11250	BP	Flintshire County Council	Road Closure Christmas Lights event	115.70	^^
11251	BP	Delyn Press	Mayoral Christmas Cards	48.00	****
11252	BP	Palm Signs	5 no. Planter Plaques	588.00	^^
11253	BP	A Little Magic	Christmas Market Walkabout Characters	400.00	^^
11254	BP	A Little Magic	Christmas Lights Activities	750.00	^^
11255	BP	Supertemps	Agency Support Costs w.b. 19/11/25	619.38	****
11256	BP	Supertemps	Agency Support Costs w.b. 26/11/25	619.38	****
11257	BP	JDH Business Services	Interim Internal Audit & Report 2025/26	454.80	***
11258	BP	Black & White Security	Security at Christmas Lights event	160.00	^^
11259	BP	Daydream Designs	Website Tech Support	94.80	****
11260	BP	Sian Jones Translation	Translate Documents	11.10	****
11261	BP	Holywell Garden Centre	Caretaker Maintenance Works HGC129	589.00	^^
11262	BP	Holywell Garden Centre	Christmas Tree / Stage & Gazebo set up	540.00	^^
11263	BP	Holywell Area Comm. Museum	Soup Ingredients	78.61	^^
11264	BP	Holywell & G'field Churches	Meeting Room Hire (PACT)	37.50	^^
11265	BP	Veolia	Trade Waste Charges Nov25	83.03	****
11266	BP	H. Jones	Reimbursement for Christmas Lights Items	20.23	^^
11267	BP	Automated Systems Group	Copier Charges	47.85	****
11268	BP	Llys Emlyn W'ms	DJ Christmas Lights weekend	150.00	^^

11269	BP	Adrian Waters	Pen y Maes Hub Feasibility Study & Report	2,300.00	***
11270	BP	Supertemps	Agency Support Staff w.b. 3/12/25	619.38	****
11271	BP	Supertemps	Agency Support Staff w.b. 10/12/25	619.38	****
11272	BP	Phil Jones	DJ Services Christmas Saturdays	150.00	^^
11273	BP	Rosiez Ltd	Supply buffet	150.00	****
11274	DD	British Telecom	Phone & Broadband Nov25	74.03	****
11275	DD	Yu Energy	Gas Bank Place Nov25	320.49	****
11276	DD	Corona Energy	Electric 12/13 BP Nov25	101.66	****
11277	DD	EDF Energy	Electric 14 BP Nov25	28.75	****
11278	DD	EDF Energy	Electric Hub Nov25	15.62	****
11279	DD	Vodafone Business	Office Mobile Nov25	27.90	****
11280	DD	British Telecom	Phone & Broadband Dec25	70.32	****
11281	DD	Wirehouse HR	HR Services Dec25	132.00	****
11282	VIS	Tesco	Refreshments Christmas Market	9.20	^^
11283	VIS	Tesco	Refreshments	1.20	****
11284	VIS	Facebook	Event Boost - Christmas Lights	15.25	^^
11285	VIS	Microsoft	ICT Subscription	66.24	****
11286	VIS	Microsoft	ICT Subscription	11.52	****
11287	VIS	W. Bevan	Broom	11.99	****
11288	VIS	Ionos Cloud	Office Premium/Mail Pro	100.59	****
11289	VIS	Amazon	Envelopes	13.57	****
11290	VIS	C.M. Scott	Engrave Shield	12.30	****
11291	VIS	Tesco	Refreshments	1.20	****
11292	VIS	Tesco	Refreshments	27.50	****
11293	VIS	Marks & Spencer	Refreshments	3.75	****
11294	VIS	Royal Mail	Postages	39.10	***
11295	VIS	Zoom	Zoom Pro Subscription	16.79	****
11296	VIS	TV Licensing	Annual TV License	174.50	****
TOTAL				19,969.36	

SCHEDULE OF ACCOUNTS RECEIVABLE – DECEMBER 2025

Date	Category	Name	Payment Details	Amount £
01/12/25	Income	Power Portal Ltd	Car Charge Point	14.12
10/12/25	Income	Flintshire County Council	Tourism Video Contribution	1,500.00
11/12/25	Income	Multiple Residents	Smart Water Kits (2)	20.00
17/12/25	Income	Cadwyn Clwyd	Grant for Pen y Maes Hub Feasibility Study & Report	2,300.00
19/12/25	Income	HTC Councillors	Mayoral donation in lieu of Christmas Cards	35.00
24/12/25	Income	Flintshire County Council	Christmas Market Contribution	500.00
30/12/25	Income	Flintshire County Council	Local Taxation Precept	102,333.33
TOTAL				106,702.45

Categories – Income, Grant, VAT Refund, Refunds, Bank Transfers

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

108. COMMUNITY ENGAGEMENT

108.1. Deputy Clerk Project Report (Updated)

Members received the report prepared by the Deputy Clerk that provided further updates on the queries raised by members at the previous meeting, on the environmental fish project. Members discussed further the insurance and maintenance implications and whether it was the most appropriate structure to use. Funding would need to be secured to progress the project.

RESOLVED:

That the project is added as an agenda item for the next Development Committee, for a final decision to be made.

109. CORRESPONDENCE

109.1. Kings Honours Nomination List

Members noted that the process for nominations was a perpetual one, with nominations able to be submitted at any time through the year.

109.2. Electric Car Charge Point

Members considered the situation with the car charge point outside the Council Offices. The old unit was damaged, subsequently removed and was now obsolete. A replacement unit would cost £2.1k. Members concluded that a replacement unit was not required currently, due to other car charging options now located nearby.

RESOLVED:

That the Clerk make arrangements for a floor box to be installed to retain the power supply should it be required in the future.

109.3. Urban Tree Pits

Members discussed the urban tree pit proposals put forward by the County Council and their respective locations, and expressed concern at some of the locations, as they would obscure existing signage and visibility at road junctions. There was also concerns over potential increase in anti-social behaviour at some locations.

RESOLVED:

That the Clerk contacts the County Council to confirm the Council's position that they do not support the urban tree pit scheme, and that none were required in the town centre.

109.4. Reports Received

The following items had been received and already circulated to members.

Ref	Item	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 Bulletin	11 th Dec 2025 & 8 th Jan 2025
H	North and Mid Wales Association of Local Councils - Cambrian Line Passenger Numbers	17 th Dec 2025
I	North and Mid Wales Association of Local Councils - Revised Minutes 9th January 2026 Transport Meeting	12 th Jan 2026
J	FLVC Third Sector Conference	13 th Jan 2026

110. CORPORATE RISK MANAGEMENT REVIEW

Members considered the draft risk management document that had been prepared by the Clerk. There were no major changes to the previous year's submission.

RESOLVED:

That the risk management document be approved and published by the Clerk.

111. MEMBERS' ITEMS

Cllr C. Blackwell – Traffic Issue – Ysgol Maes Glas, Greenfield. In Cllr Blackwell's absence this matter was removed from members items on the countback ruling.

Cllr L. Corbett – Town Centre Recycling. Cllr Corbett stated that the recycling situation in the town centre continues to be challenging with bags of litter left everywhere and no apparent system or procedure in place. The fly tipping had been reported, and members had requested an enforcement visit. A recycling officer had attended and visited properties previously to educate residents. Cllr Corbett suggested designated bays would improve the situation.

RESOLVED:

That the Clerk writes to Katie Wilby, Flintshire County Council to request enforcement visits and report the situation. That the Deputy Clerk researches grants for recycling bays in conjunction with the County Council's Streetscene Department.

Cllr P.A. Johnson – Holway Community Centre. Cllr Johnson explained that the funding would cease at the end of March for the cleaning service at the centre. An alternative funding source would need to be identified to ensure the centre can continue to be used by groups and residents. Cllr Johnson

would speak to the church about the matter. The funding was currently supplied by the County Council's Community Development Team.

RESOLVED:

That the Clerk writes to the Community Development Team to enquire how the cleaning would be funded to ensure the centre continues to provide benefit to the local community.

112. EXCLUSION OF PUBLIC & PRESS

RESOLVED:

That the public and press be excluded for the following minute 113, 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.

113. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council for the last five years. Councillor M. Lewis-Jones read out the recommendations from the working group meeting.

A statement was circulated with details of donations made to date (£3,800) in the current financial year, budget provision for donations (£7,000), with remaining provision (£3,200) being available for allocation.

RESOLVED:

- 1) That, having considered each application on its merits and in accordance with the council's grant awarding policy, the following donations from the budget be made:

Organisation	£
Age & Dementia Holywell	500
Treffynnon Cyntaf Scout Group	500
Urdd Gobaith Cymru *	230
Rotary Club of Flint & Holywell **	100
Greenfield Under 12 FC ***	250
Cylch Ti a Fi	200
Total	1,780

* conditional upon a young person being selected from the Holywell and Greenfield community.

** donation was to be allocated to the Christmas Float.

*** 50% of cost donated due to the football pitch being outside of the Holywell and Greenfield area.

114. ANNUAL BUDGET SETTING 2026/27

The Clerk reported to members the budgetary issues and determinations for 2026/27.

The key points noted for this year's budget setting process were:

- The budget protects and maintains current financial commitments.
- New assets and services were included in the budget.
- The reserves had been set above 3/12 of gross expenditure, in line with Council policy and best practice guidelines.
- Budget growth items of £66.9k were identified and considered.
- Savings options of £17.3k were identified and considered.
- Staff costs had decreased due to a staffing review and a decrease in pension contributions.
- The local taxation precept was considered in the context of the tax base. It was noted inflation using the Consumer Price Index was 3.2% in November 2025.
- A base budget review exercise had been undertaken by the Clerk in drafting this budget ensuring that all current commitments were accounted for at the appropriate budget value. It had been necessary to adjust some budgets up or down based on current operational requirements and spending patterns.
- A table showing the current precept level for all Flintshire Town and Community Councils, for the current financial year had been circulated by the Clerk.

Members considered the probable expenditure for 2025/26, the bank balance including reserves and the determination of an appropriate local taxation precept for 2026/27.

RESOLVED:

- (1) That the Annual Estimates of Income and Expenditure for 2026/27, as presented by the Clerk, be approved.
- (2) That a precept of **£359,500** be issued on Flintshire County Council for the financial year 2026/27, representing an increase of **18.8%**. This would equate to **£104.40** per Band D household,

representing a **£0.32** increase per household per week.

- (3) That earmarked reserves of **£10,000** be set aside to cover future election costs. This adjustment to the accounts to be made at the financial year end.
- (4) That the annual contribution to Holywell Leisure Centre of **£10,000** be approved for the 2026/27 financial year.

115. REPRESENTATIVE REPORTS

Cllr P. Corbett reported that she was unable to attend the Royal British Legion AGM on Saturday 7th February 2026. It was agreed that Cllr P. Curtis would attend instead.

Cllr M. Lewis-Jones referred to the painting of Greenfield bus stop. This work had been allocated to Holywell Garden Centre to complete but had been progressed by a third party.

116. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson stated that a resident had requested a police community meeting.

RESOLVED:

That the Deputy Clerk liaises with police contacts and confirms their availability.

Cllr I. Hodge referred to the recent Rail Liaison Committee meeting, which would next meet in July. There was a quarterly meeting of the North Wales Association of Councils this Friday 23rd January.

Cllr I. Hodge requested the Council's support for the County Council to undertake a feasibility study into reversing the traffic flow on the High Street and opening up some junctions to traffic.

RESOLVED:

That the Clerk confirms the Council's support for the study to the County Council. The Council would then confirm their position after considering the completed study.

117. CLOSE OF MEETING

The Mayor closed the meeting at 7.30pm.

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Mayor