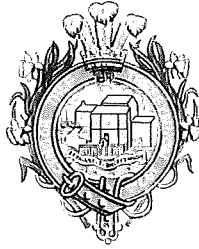


Cyngor Tref Treffynnon Holywell Town Council

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

Tel: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel: (01352) 711757

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

NOTE: The following meeting will be held remotely. If members of the public wish to observe they should email the Clerk town.clerk@holywell.wales for further guidance.

To: All Members of the Council

10th February 2022

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in **remotely** on **Tuesday 15th February 2022 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

3. MAYOR'S REMARKS

4. PUBLIC SPEAKING

5. MINUTES & MEETINGS

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

- Holywell Town Council held on Tuesday 18th January 2022.
- Development Committee held on Wednesday 26th January 2022.
- Town Centre & Events Committee held on Wednesday 2nd February 2022.

5.2. Meetings of Committees

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

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held remotely on Tuesday, 18th January 2022 at 6.00pm.

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

Councillors: K. Davies, S. Delaney, R. Dolphin, P.A. Johnson, M. Lewis-Jones, B. Scragg, and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors J. Pattison and S.E. Wallbanks.

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

107. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
115.1.	E.B. Palmer		✓	Chair of Clwyd Pension Fund
115.1.	P.A. Johnson		✓	Member of Clwyd Pension Fund
121.	P.A. Johnson		✓	Close friend of Samaritans Worker

108. NORTH WALES POLICE UPDATE

The Clerk reported that the police were unable to attend the meeting. The District Inspector has provided an update, the main points were summarised as follows:

- Structural changes had been made to the policing team for North Flintshire.
- Officers were deployed to Holywell daily; Holywell Station was used to maintain the patrol function.
- The number of officers had increased for Holywell.
- A new bi-monthly meeting would be set up with local Councils to deal with local policing matters of concern.
- Work was ongoing in addressing the anti-social behaviour in Holywell. The police were working closely with local businesses, the local Authority, and the schools. Parents of the offending children would also be involved.

- The operation would see an increase in police officers patrolling Holywell High Street over the next few weeks.

Members remained very concerned about the current situation in the town and requested a meeting with the police be convened as soon as possible. The Mayor reported that the new Chief Inspector would be open to a public meeting once restrictions were eased. Members stated that the regular meetings should reconvene as soon as possible.

RESOLVED:

That the Clerk follows up with the District Inspector on the following matters:

- 1) An update on the Community Beat Manager (CBM) to be appointed for Greenfield.
- 2) Assurance that the police presence and increased patrols will continue in the town centre, to drive down the ASB levels and mitigate the concerns being expressed within the community.
- 3) Request a special meeting with the police to discuss the Holywell issues and concerns as soon as possible.
- 4) Request a public meeting be called by the police, as provisionally agreed with the Chief Inspector once restrictions have been eased.
- 5) Request for permission for the DIs report to be circulated on the Council's social media platforms and website.

109. MAYOR'S REMARKS

The Mayor had received a letter from Mr Cliff Fox, Holywell, about litter around the High Street and side streets, and had asked the County Council's Streetscene Team to attend and investigate. A deep clean of the town centre had also been requested.

The events area parasols in Tower Gardens had been removed to the Council's garage for safe keeping until the Spring. The Mayor stated the Council need to consider how to deploy the parasols, on a seasonal basis, going forward.

The Mayor reported that the Civic Service had been moved back to February 2022, and the Charity Ball to April 2022, and dates were to be confirmed shortly.

110. PUBLIC SPEAKING

There were no such requests.

111. MINUTES & MEETINGS

111.1. Minutes of Meetings

RESOLVED:

That the minutes of the following meetings be approved as a correct record. Minutes were to be signed at the Council Offices.

- Holywell Town Council held on Tuesday 21st December 2021.

112. PLANNING

112.1. 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
063917	Retrospective application for the Change of Use of existing residential garage to hairdressing salon. Location: Beirnfels, Fron Park Road, Holywell, Flintshire, CH8 7UX. The Council support the application provided that any related visitor car parking provision is considered by Highways. The Council also wish to express its concern, once again, at the number of retrospective applications administered by the Planning Authority.

113. ACCOUNTS

113.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – DECEMBER 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8641	BP	Chris Noble Photography	Christmas Lights Switch On Photography	50.00	^^
8642	BP	Black & White Security	Christmas Lights Switch On Security	150.00	^^
8643	BP	Event Sound Ltd	Christmas Lights Switch On Lights & Sound	540.00	^^
8644-8646	BP	Council Staff	Staff Salaries - December 2021	5,060.41	***
8647	BP	HMRC	PAYE/NI - December 2021	1,694.54	***
8648	BP	Clwyd Pension Fund	Staff Pension - December 2021	1,681.70	***
8649	BP	Holywell Garden Centre	Planting of pots, Council Offices Maintenance	1,074.00	^^/** **
8650	BP	A Little Magic	Christmas Lights Switch On Services	400.00	^^
8651	BP	SLCC	Membership Fee	351.00	^^^
8652	BP	Rotary Club of Flint & Holywell	Rotary Club Calendar Advertising	100.00	^^
8653	BP	Daydream Designs	Website Tech Support Dec 21	94.80	****
8654	BP	Copyrite Systems	Copier Printing Charges	71.49	****
8655	BP	Barry Dugdale - (Radio Deeside)	Christmas Lights Switch On services	50.00	^^
8656	BP	Sian Jones Translation Serv.	Community Endeavour Poster	7.81	***
8657	BP	Viking	Office Supplies	1.66	****
8658	DD	Plusnet	Alarm Line Nov 21	21.60	****
8659	DD	Plusnet	Phone & Broadband Nov/Dec21	34.90	****
8660	DD	British Gas	Gas 12-14 BP Nov 21	150.70	****
8661	DD	British Gas	Electric 14 BP Nov 21	12.56	****
8662	DD	British Gas	Electric 13 BP Nov 21	55.36	****
8663	DC	W Bevans	Padlocks	38.25	****
8664	DC	W Bevans	Padlocks	15.00	****
8665	DC	Home Bargains	Anti-bacterial handwipes	1.78	****
8666	DC	C.M. Scott	Replacement Shield for Christmas Window Competition	50.00	^^
8667	DC	Tesco	Refreshments	0.89	****
8668	DC	Amazon	iPad cases & Chargers	99.24	****
8669	DC	1&1 Internet Ltd	Office Premium/Mail Pro	33.53	****
8670	DC	1&1 Internet Ltd	Office Premium/Mail Pro	67.06	****
8671	DC	C.M. Scott	Engrave Shield	10.65	^^
8672	DC	Home Bargains	Disposable Masks	7.98	****
8673	DC	Tesco	Dividers	2.25	****
8674	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8675	DC	1&1 Internet Ltd	Mail Pro	12.00	****
TOTAL				11,955.55	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – DECEMBER 2021

Date	Category	Name	Payment Details	Amount £
30/12/21	Income	Flintshire County Council	Local Taxation Precept (3 of 3)	84,966.67
			TOTAL	84,966.67

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

114. COMMUNITY ENGAGEMENT

114.1. Monthly Report

Members had before them for consideration the latest report from the Deputy/Assistant Town Clerk.

Cllr B. Scragg provided an update on the Railway Station project and expressed concern at the location options introduced on the slides received from Transport for Wales. There had been a meeting with TfW and Flintshire County Council in early January. Cllr Scragg called for meetings with Network Rail, Welsh Government ministers, Transport for Wales, and the involvement of local businesses.

RESOLVED:

- 1) That the Deputy Clerk be authorised to work on a young person's activity guide and set up a local youth agency.
- 2) That the matters raised by Cllr B. Scragg be considered further at the next Development Committee meeting.

114.2. Community Endeavour Awards

Members considered all the nominations received for the awards.

RESOLVED:

That all recipients receive a certificate and £50 High Street voucher this year. Clerk and Support Officer to arrange and set a presentation date.

115. CORRESPONDENCE RECEIVED

115.1. Clwyd Pension Fund – Draft Investment Strategy Statement

Members considered the draft investment strategy statement amended to consider climate risk.

RESOLVED:

That the draft strategy be noted as received.

Friends of the Earth Enquiry Feedback

Members further considered the above enquiry, which had requested the Council to support the FOTE campaign for Clwyd Pension Fund to divest from investment in fossil fuels within three years. Advice had been received from the CPF as outlined in the agenda.

RESOLVED:

That the FOTE correspondence be noted as received.

115.2. Welsh Government Consultation – Local Government and Elections (Wales) Act 2021

Members discussed the consultation that considered the draft statutory guidance for local Councils.

RESOLVED:

That the Clerk arranges a one-off working group to work through the consultation. Cllrs B. Scragg, P.A. Johnson and M. Lewis-Jones were nominated for the working group. The completed response form would be brought back to Full Council at the February meeting for ratification before submission to the Welsh Government.

115.3. Consultation – Llyr Gruffydd MS, Welsh Government

Members considered the email from Llyr Gruffydd MS who was conducting a survey across North Wales communities to find out the extent of sewage problems in watercourses.

Members noted there were issues that affected the Holywell to Greenfield Road, and Bala Avenue, Greenfield.

RESOLVED:

That the Clerk first contact the office of Llyr Gruffydd MS to request clarification on if the consultation is official, who are the Council consulting with, and what is its intended use?

115.4. Awel y Môr Offshore Wind Farm

Members discussed the latest correspondence from the Awel y Môr Offshore Wind Farm project, and the forthcoming engagement event on the Friday 28th January 2022. Holywell and Greenfield were not directly affected by the proposals.

RESOLVED:

That the Council note the latest update as received.

115.5. Email from Sharon Doleman

Members noted the concerns expressed by Sharon Doleman, and the need for youth engagement in the area. Members had approved a youth activity guide and youth agency when the Deputy Clerk's monthly report was reviewed.

RESOLVED:

That the Deputy Clerk writes to Sharon Doleman to provide feedback on the actions taken, on youth engagement.

115.6. Audit of Accounts & Annual Return – Year Ending 31st March 2022

RESOLVED:

That the Council approves the following appointments:

- External Audit – Audit Wales.
- Internal Audit – JDH Business Services Ltd.

115.7. Reports/Correspondence 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 Daily Updates	**	Various Dates
B	FLVC Daily Digest Updates	**	Various Dates
C	Welsh Government Updates	**	Various Dates
D	Visit Wales Updates	**	Various Dates
E	North Wales Police Alerts	**	Various Dates
F	Rob Roberts MP Updates	**	Various Dates
G	FLVC Mental Health and Learning Disability Grant Fund	**	16th Dec 2021
H	Boundary Commission – Representations Published	**	17th Dec 2021
I	Thomas Pennant Update	**	22nd Dec 2021
J	One Voice Wales – WG Draft Budget 2022/23	**	4th Jan 2022
K	Emails from several residents – ASB Issues and Concerns in the Town Centre	**	Jan 2022

116. ITEMS FROM MEMBERS

- Cllr P.A. York – Eco Uniform Shop. This item was deferred until the next meeting of the Resources Committee.
- Cllr P.A. Johnson – Friends of the Holway Funds. Cllr P.A. Johnson explained the current position. The funds had been transferred from the former savings provider, and the Council considered holding them for an interim period, subject to audit guidelines.

RESOLVED:

That provisional approval be given for the transfer of funds. The Clerk would seek assurance from the advising bodies and auditors that the potential transfer was permissible before any transaction was completed.

117. STAFF TRAINING

Members considered the Support Officer's request to study for the FilCA qualification with the Society of Local Council Clerks, which was a sector specific course aimed at officers with a finance element in their job role. The Clerk endorsed the request based on the change in job role that occurred in May 2021.

RESOLVED:

That approval be given for the Support Officer to register on the course, when ready to do so.

118. REPRESENTATIVES REPORTS

Councillor P.A. York reported that there was a North Wales Association of Councils meeting on Friday 21st January 2022.

119. COUNTY COUNCILLOR REPORTS

Councillor P.A. Johnson reported on the County Council's plan to link communities together and mentioned the Flint Coast Park scheme. Cllr P.A. Johnson requested that Niall Waller, Flintshire County Council be requested to attend the next Council meeting.

Councillor R. Dolphin reported round 2 of the Levelling Up bids being worked on by Flintshire County Council, working along the coastal areas. This would include connecting Greenfield Valley with the coastal path, which was part of the Holywell plan.

120. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 121, 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 supporting financial and other information provided with the applications.

121. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council for the last three years. Councillor B. Scragg read out supporting background and financial information provided by each organisation, together with the recommendations from the working group meeting. A statement was circulated with details of donations made to date (£1,500) in the current financial year, budget provision for donations (£7,000), with remaining provision (£5,500) being available for allocation.

RESOLVED:

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

Organisation	£
The Samaritans of Northeast Wales	200
Urdd Gobaith Cymru	100
Total	300

The application received from Wales Air Ambulance was received without a donation being approved on this occasion.

122. ANNUAL PRECEPT AND BUDGET SETTING 2022/23

The Clerk delivered a presentation to members that considered the budgetary issues and determinations for 2022/23. The Clerk identified and explained certain items for members' information and answered questions.

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

- The budget protects and maintains current financial commitments.
- The reserves had been set above 3/12 of gross expenditure, in line with Council policy and best practice guidelines.
- Budget growth items of £15.95k were identified and considered.
- Savings options of £9.95k were identified and considered.
- Staff costs were increased due to salary regrading, an estimate for the two pending national pay awards and increased costs for National Insurance.
- The local taxation precept was considered in the context of the tax base. It was noted inflation using the Consumer Price Index was 5.1% in November 2021.

- A base budget review exercise had been undertaken by the Clerk in drafting this budget ensuring that all current commitments are 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.
- The Clerk explained the current system with Council bank accounts and payments of allowances required a review and suggested a change in procedure in line with advice from the IRPW. The HSBC had now started charging the Council for its banking arrangements.

Members considered the probable expenditure for 2021/22, the bank balance including reserves and the determination of an appropriate local taxation precept for 2022/23. The Clerk explained that should a standstill budget be agreed for a second year, this would widen the gap between income received and likely expenditure in the budget, and a strategy would be required in the coming years to address the shortfall.

RESOLVED:

- (1) That the Annual Estimates of Income and Expenditure for 2022/23, as presented by the Clerk, be approved.
- (2) That a precept of **£254,850** be issued on Flintshire County Council for the financial year 2022/23, representing an increase of **0.00% (Standstill Budget)**. This would equate to **£75.40** per Band D household, representing a **£0.00 (Nil)** increase per household per week.
- (3) That the earmarked reserves of £5,000 originally intended for future community asset transfers be returned to general reserves, at the financial year end.
- (4) That the Mayors Allowance, Deputy Mayors Allowance and Charity Bank Accounts are all closed. The allowances can all be paid as a lump sum at the start of a Civic Year and would be taxable. A Civic Budget would be established to cover Mayoral Expenses. The Mayors Charity arrangements would be managed in a holding account going forward.

123. CLOSE OF MEETING

The Mayor closed the meeting at 8.00pm.

.....

Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Development Committee** held remotely on Wednesday 26th January 2022 at 2.00pm.

PRESENT: Councillor B. Scragg (Chair).

Councillors: P.A. Johnson, M. Lewis-Jones, and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors R. Dolphin and J. Pattison.

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

DC28. ELECTION OF INTERIM CHAIR – 2021/22

RESOLVED:

That Cllr B. Scragg be elected as Interim Chair.

DC29. DECLARATIONS OF INTEREST

None reported.

DC30 GREENFIELD RAILWAY STATION UPDATE AND NEXT STEPS

Members discussed the presentation given by Transport for Wales at the meeting with Katie Wilby, Chief Officer Streetscene and Transportation, Flintshire County Council held on Wednesday 5th January 2022. Several issues and concerns were raised that included the introduction of location options for the station. The North Wales Transport Study had identified Dock Road as the preferred location.

Members also discussed the main line criteria, the name of the station and design policies. Members were concerned that no mention of Greenfield Station had been made in the recent levelling up funding bids.

Members considered inviting the MP/MS for Delyn, and other ministers to a future meeting, along with Network Rail and Transport for Wales. An independent costing exercise may need consideration to verify the figures.

RESOLVED:

That the Clerk writes to Hannah Blythyn MS to request a site meeting with Lee Waters MS and members, and to confirm the status of the station project. The County Council and Transport for Wales to also be invited to the meeting.

DC31. ACTIVE TRAVEL UPDATE

Members reviewed the current situation again raising some concerns and issues, that included the current resource position at the County Council. Members requested a position statement from the County Council.

RESOLVED:

That the Clerk follows up on a response to the letter sent to Katie Wilby, Flintshire County Council, for a position statement.

DC32. OUTDOOR GYM – FRON PARK

Members were given an update from the Deputy Clerk. Some quotations and designs had been received from potential suppliers.

RESOLVED:

That a working group comprising of Deputy Clerk and Cllrs B. Scragg, and E.B. Palmer be set up to review the information received. A report will then be prepared by the group to present to Full Council including costings, designs, and any ongoing revenue costs.

DC33. MINISTERIAL VISIT TO DISCUSS LOCAL TRANSPORT MATTERS

Refer to minute DC30.

DC34. CIRCULAR BUS ROUTE

Members discussed the original proposed route and highlighted the continued requirement for this additional bus service.

RESOLVED:

That the Deputy Clerk invites local bus companies (Oares, P&O Lloyd and Town Lynx) to discuss the feasibility of the route.

DC35. LIGHTS FOR BIKE SCHEME

Members discussed the idea put forward by Cllr M. Lewis-Jones, that involved support for bike users with a subsidised light purchase scheme.

RESOLVED:

That the Deputy Clerk and Cllr M. Lewis-Jones meet to discuss and explore this scheme and general cycling initiatives and report back with findings at a future committee meeting.

DC36. LITTER PICKS

The Support Officer presented some ideas and members were supportive but were mindful of time implications leading up to elections in May 2022.

RESOLVED:

That a community litter pick day is held before the end of March 2022 with a focus on the High Street, but also promote for others to litter pick their own communities.

DC37. CLOSE OF MEETING

The Chair closed the meeting at 3.40pm.

.....

Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Town Centre and Events Committee** held remotely on Wednesday 2nd February 2022 at 10.00am.

PRESENT: Councillor S. Delaney (Chair).
Councillors: K. Davies, R. Dolphin, and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillor P.A. Johnson. Councillor M. Lewis-Jones was absent without apology.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Deputy/Assistant Town Clerk), and C.S. Lowry (Support Officer). Belinda Bradley, Holywell Market Group.

TC26. ELECTION OF INTERIM CHAIR – 2021/22

RESOLVED:

That Cllr S. Delaney be elected as Interim Chair.

TC27. DECLARATIONS OF INTEREST

None reported.

TC28. SPEAKER

Belinda Bradley from Holywell Market Group attended the meeting to discuss future plans to develop the market, including holding events and funding requirements. The plan was to bring the community together and work in partnership with the Council. The aspiration was to hold weekly events to support the market and businesses and provide fund raising opportunities. Belinda requested £1,000 funding from the Town Council to support these suggestions. A meeting had been arranged with the County Council to discuss car boot sales taking place in Holywell on a Saturday morning.

Members noted that Belinda expressed a view that the layout of street furniture in the Tower Gardens events area was not suitable for holding car boot sales or other events.

The Deputy Clerk stated that he had a meeting arranged with the Artisan Network who provided the Artisans Market in Mold, with a view to holding a Holywell event on a Sunday.

RESOLVED:

That the Clerk sends on an application for financial assistance. The group agreed to supply their constitution and bank account details to support the funding application.

TC29. COMMITTEE AND WORKING GROUP MEMBERSHIP

Members were asked to nominate a Councillor to participate in the Working Group for the Saturday Assembly event proposed by Emma Ward. (Post vacated by former Cllr A. Trumper)

Members considered how the community could support the annual events programme and the weekly market. Members of the community had requested the Council to consider the community joining a committee.

RESOLVED:

- 1) That the request for a nominee to join Emma Ward's working group be taken to Full Council.
- 2) That an Events working group be established to develop events with an invitation to members of the community to be sent out to join the group.
Members to consider Councillor nominations at the next Full Council meeting.

TC30. CCTV REPORTS

Members reviewed the latest set of reports from the County Council's CCTV Unit with Anti-Social Behaviour recognised as the highest incidents reported.

TC31. TOWN CENTRE BUSINESS IMPROVEMENTS

Members reviewed suggestions from the Business Community to improve the town centre environment and the utilisation of funding from the County Council. The Deputy Clerk sought clarification on the mobile CCTV units and lighting to determine and agree the next steps.

RESOLVED:

- 1) That the Deputy Clerk purchases 3 no. Mobile CCTV Units and 2 lights to be located on the side of Gamlins Solicitors.

- 2) That the remaining suggested ideas be taken to Full Council again for final consideration and determination.

TC32. EVENTS PROGRAMME 2022

Members discussed ideas for this year's events in the town centre from a suggested draft programme compiled by the staff with the Support Officer highlighting some key dates and actions required.

The local community could organise their own Jubilee street parties and could be signposted to advice for holding and managing events. The County Council have called a working group and will update Town and Community councils in the lead to the Jubilee weekend.

- 1) Tuesday 1st March - St. David's Day.
- 2) Thursday 14th April – Easter Event combined with Market Day and to include 100 years commemoration of the War Memorial Scrolls.
- 3) Thursday 2nd June – Jubilee Event. Part of the Jubilee weekend celebrations.
- 4) Saturday 25th June – Line Dancing Event. (see minute TC34).
- 5) August 2022 – Gay Pride Day. To be organised by Daniel Thomas who has asked for members views.
- 6) Summer 2022 – Civic Week. It is recommended that this event be deferred until the 2023 programme.
- 7) August 2022 – Bethel Chapel event.
- 8) Saturday 3rd September - Well Inn Music Festival.
- 9) October 2022 half term week – Halloween Event. Afternoon kid's entertainment in Community Centre, early evening large cinema screen event.
- 10) Friday 25th November – Christmas Lights Switch On and entertainment.
- 11) December 2022 – Christmas Market.

RESOLVED:

- 1) That the inaugural Events Working Group meet as soon as practical to shape the format of the above events.
- 2) That the Deputy Clerk contacts the local schools with a view to singing in the High Street for St David's Day. That the schools consider a best St David's Day poster competition. That the Support Officer produces a flyer for a St David's Day best Dressed Window Competition. That the Support Officer researches the suggestion of providing daffodils to the local sheltered complexes.

- 3) That the staff research costs for bunting to be used at the Jubilee event. That party packs be supplied to any street parties. Support Officer to research as required. That the Clerk follows up with Greenfield Valley Trust on the lighting of the beacon at Greenfield Docks. That the Clerk research costs for Jubilee mugs and bookmarks to report to the next Full Council.
- 4) That a working group be established to support the Well Inn Music Festival.
- 5) That the Civic Week be deferred and considered for the 2023 civic year.

TC33. 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 TC34, 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 reporting of the financial and other information provided with the applications.

TC34 EVENTS GRANT APPLICATION

Members considered the application received from Julie Gabriel to hold a Line Dancing Event in the town centre.

RESOLVED:

That a £500 event grant be awarded to Julie Gabriel to run and manage the event. Clerk to make arrangements.

TC35 CHRISTMAS LIGHTS CONTRACT REVIEW

Members considered a report from the Clerk that outlined the Christmas Lights Contract requirement. The tender would be a medium term contract between 3 and 5 years. The options would allow for replacement lighting, leasing to be considered, and local contractors to be used for the install works.

Members considered a new Christmas Tree for the town, that could be illuminated and incorporated into the new contract.

RESOLVED:

That the Clerk arranges for the tendering process to be managed through the Sell2Wales procurement website. That the contract be offered on a 3 year, plus 1, plus 1 basis to a maximum contract period of 5 years.

TC36 CLOSE OF MEETING

The Chair closed the meeting at 12.15pm.

.....
Chair

6. PLANNING

6.1. New Applications

To consider the applications received.

Application Number	Proposal Details
	<u>Clerk's Note</u> : There were no applications received this month.

NOTES:

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

7. ACCOUNTS

7.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – JANUARY 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8676	BP	Rialtas Business Solutions	Host Installation - Support Officer Laptop	30.00	***
8677	BP	SLCC	Clerk Training - Challenging Situations	36.00	***
8678	BP	Daydream Designs	Website Tech Support Jan 22	94.80	****
8679	BP	Philip Jones Computers	ICT Support Costs Q3	1,377.00	****
8680	BP	Flintshire County Council	CCTV Charges Quarter 1 Jan 22 - 31 Mar 2022	3,647.41	*****
8681	BP	Flintshire County Council	Loan Repayment (1 of 2 - 21/22 year)	7,500.00	^
8682	BP	Moore & Son	Service boilers	153.00	****
8683	BP	Morton Parasols	Parasol cover	616.80	^^
8684	BP	BKB Solutions Ltd	Removal of Christmas lighting	2,280.00	^^
8685	BP	Clwyd Pension Fund	Staff Pension - January 2022	1,681.70	***
8686	BP	HMRC	PAYE/NI - January 2022	1,694.34	***
8687-8689	BP	Council Staff	Staff Salaries - January 2022	5,060.61	***
8690	BP	Kings Head CIC	Room Rent - Dec 2021 to Jan 2022	100.00	****
8691	BP	Urdd Gobaith Cymru	Financial Assistance	100.00	**
8692	BP	Samaritans	Financial Assistance	200.00	**
8693	BP	All Flintshire Credit Union	Reimbursement due to overpayment - Deputy Mayor's Allowance	400.00	*^^*
8694	BP	Holywell Garden Centre	Event area maintenance	548.00	^^
8695	BP	Holywell Leisure Centre	Contribution (3 of 4)	2,500.00	^^^
8696	BP	Flintshire County Council	Summer playscheme contribution	11,431.20	^^
8697	DD	Plusnet	Alarm Line Jan 22	21.60	****
8698	DD	Plusnet	Phone & Broadband Dec/Jan 22	38.10	****
8699	DD	BNP Paribas	Copier lease 16/01/22-15/04/22	154.80	****
8700	DD	British Gas	Electric 14 BP Dec 21	13.28	****
8701	DD	British Gas	Electric 12/13 BP Dec 21	48.23	****
8702	DD	British Gas	Gas 12-14 BP Dec 21	137.87	****
8703	DD	Plusnet	Alarm Line Feb 22	21.60	****
8704	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****

8705	DC	Birdfood - CJ Wildlife	Schools project	230.00	**
8706	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8707	DC	1&1 Internet Ltd	Mail Pro	12.00	****
8708	DC	Information Commissioner's Office	Data Protection Annual Renewal Fee	40.00	^^^^
TOTAL				40,283.32	

INCOME/VAT/REFUNDS/BANK TRANSFERS SCHEDULE – JANUARY 2022

Date	Category	Name	Payment Details	Amount £
19/01/22	Transfer	All Flintshire Credit Union	Transfer of Deputy Mayor Funds after closure	901.08
TOTAL				901.08

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- ***^ Local Government Act 1972 S.13
- ****^ Local Government Act 1972 S.34
- ***** Local Government (Misc. Provisions) Act 1953 S.4
- ^^*** Local Government Act 1972 S.173, S.174
- ^^^* Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923
- #### Litter Act 1983 S.5-6
- ***** Local Government & Rating Act 1997 S.31

8. COMMUNITY ENGAGEMENT

8.1 Deputy/Assistant Clerk's Report

1) **10k High Street Businesses Enhancement Grant**

A final sum of £10k has been agreed with Frank Malloy FCC Regeneration. Members agreed at the last Town Centre and Development Committee held to proceed with an order for 3 mobile CCTV units and 2 lantern type lights to go on Gamlins Solicitors side wall. Final costing TBC but approx. figures £5.5k-£6k.

This would then leave approx. £4k to be allocated to other suggestions put forward by the businesses below.

- CLEAN AND REPAIR GUTTERING AND GLASS CANOPIES IN TOWER GARDENS.
- SEGREGATED WASTE BAYS FOR THE FLATS IN TOWN AND RECYCLING BINS LIKE AT ICELANDS IN MOLD.
- TIDYING / PAINTING OF SHOPS
- MURALS ON EMPTY SHOP PREMISES, STREET ART ON SECURITY SHUTTERS
- EXTEND HANGING BASKET DISPLAYS PLUS EXTRA BRACKETS.
- WELCOME TO HOLYWELL MURAL/ENTRY INTO TOWN.
- DOG POOP BAG HOLDERS
- REPAIRS TO BRICKWORK AND SLABS IN TOWER GARDENS.
- PIGEON DETERRANT.
- COMMISSION AND INSTALL 3 LARGE PEDESTRIAN FRIENDLY INFORMATION/MAP/DIRECTORY SIGNS FOR PEDESTRIANS IN THE HIGH STREET.

Action - Members to determine which suggestions to proceed with using the remaining grant balance.

2) **Toilet Block**

New scope of works tender sent to 4 local contractors – Out of the 4 enquiries sent only 2 have responded i.e. NWPS, Holywell Garden Centre. Please find attached quotations for the proposed works programme. We are still awaiting final legal project completion sign off from FCC before works can proceed.

Action - Members to agree and confirm which company is to be awarded the contract of works pending FCC sign off.

3) **Greenfield Railway Update from Rob Roberts MP**

“The Minister on Friday highlighted a few different options that may be available for rail funding, and in the meeting on Monday we got a bit more into the detail. My next step is to have a meeting with both Network Rail and TfW (which I think is being scheduled for early next week) to go through things from their point of view and will then follow up with a conversation with FCC to get their feedback.

The next stage for the project is to produce a Strategic Outline Business Case, and this is the thing that I am currently asking for the funding to provide, as it is a necessary step, and nothing will move forward without that. I'm plugging in to the Government's new "SPEED" programme which is designed to make things run much faster through these processes, but first I need to meet with NR, TfW and FCC to get

a better understanding as to the costing of the Outline Business Case as the Minister has asked me to feed that information back into her to see what funding pots might be available for that. She has also stated that she will visit the site later in the year.

Once I have all of that pulled together, I plan to have a public consultation meeting to discuss the situation, get local feedback and update everyone on the processes."

4) Greenfield Residents Group

I have been in contact with a resident from Greenfield who had originally contacted the office re some ideas she had. I put forward the idea of establishing a resident's group in the Greenfield area. She was keen to assist in developing such a group and as a result a meeting has been arranged in the Royal Oak on Thursday 24th February at 6pm to explore the idea with her and some residents.

Action - Greenfield members to consider attending.

5) Outdoor Gym

Meeting of newly agreed Town Council working group involving myself, Councillors B. Scragg and E.B. Palmer to be arranged asap, to consider designs and costings received by the Deputy Clerk, prepare a report and present to Full Council.

6) Events Working Group

It was agreed at the Town Centre and Events committee meeting held on 2nd February 2022 that a working group inviting and involving members of the community be set up to review and develop an events programme for 2022.

Action - Council to nominate members to attend the group.

7) Local Business Group

As agreed at previous Full Council meeting it was agreed that I look at setting up a local business group. Having spoken initially with Karen from the Flower Bowl there has been some initial interest shown at forming a group with approx. 10 businesses expressing an interest. A meeting to be arranged asap.

Action - Council to nominate a member to join the group.

8) Working Party Nomination

Council to nominate a member to join a proposed working group requested by Emma Ward in relation to Saturday School Assembly event to take place in Tower Gardens.

Action – Council to nominate a member to join the group.

9) Woodland Project

All the standards have gone in with oak stakes and one strapping along with the second. half of the planting having been completed. Some 50 bird cherry, 18 mix crab apple, rowan, field maple and 25 alder buckthorn are also in the process of being put in. Some Alder buckthorn is on order and should be planted asap upon

receipt. As mentioned to members previously there has been some damage to the trees and the stakes etc which has been reported to the High School and the police in an attempt to prevent further damage.

10) Jubilee Mugs and Bookmarks

Based on 1300 approximate number of schoolchildren attending schools in the Holywell TC boundary only with final figure TBC. Please see attached specs and costings below:

Mugs

Option 1 High Spec £5.30 ea x 1300 = £6,890

Option 2 Lower Spec £2.19 ea x 1300 = £2,847

Bookmarks

Option 1 High Spec £2.95 ea x 1300 = £3,835

Option 2 Lower Spec £1.36 ea x 1300 = £1,768

Action - Members to confirm which item/s to order and final quantity as order is required to be placed asap to avoid rush.

11) iBeacon Trail Website

Please see latest Northeast Wales Trails website including reference to Holywell along with a link to a short film made to promote the new website

www.northeastwalestrails.com

<https://vimeo.com/664753423/b84cecad3e>

12) Tourism Leaflet

See attached map supplied by Richard Jones, Flintshire County Council intended to be used in the tourism leaflet to be produced.

Action – Members to endorse the map's inclusion in the leaflet.



Dear Martin

Thank you for your enquiry.

Please see our list of costings and proposed works as itemised in your schedule of works.

If you have any questions please ask.

Electrical

New LED lighting in all 3 toilets.

Double sockets in Ladies and Gents.

New extractor fan in disabled.

Electrical test and certificate for all existing and new works.

Doors

Disabled - Strip down door, repair work to frame, paint (colour tbc), fit new lock and pull handle.

Ladies and Gents, supply and fit new doors, SS lock and hinges, 9 point locking system, 4 heavy duty hinges with anti-jimmy security bolts, anti-jimmy lip on frame, 50mm thick insulated with CE mark, low threshold for ease of access, opening outward for extra security.

Guttering / Fascia

Remove all guttering.

Replace damaged section of fascia, clean all fascia.

Replace all guttering with half round or square, as finding a match that will fit well enough to not cause future problems will be tricky.

Fit new downpipe and grid gratings.

Internal areas

Scrape and paint all ceilings.

Remove all fixtures, fittings and internal walls as specified.

Make good walls and floors where required.

Clean down all walls and floors to include Disabled.

Shelving

Install new shelving unit in Ladies and Gents, Industrial longspan shelving 450x1770x2400 which will support upto 500kg per shelf.

SKIP

We would require a skip to be permitted on site for the initial rip out which we propose to be done in 1 day.

Costings

Electrical work includes labour	£796.80
New Doors includes fitting	£3081.60
Guttering/Fascias (materials)	£1115.00
Shelving inc Delivery	£576.88
Skip	£222.00
Labour/costs for other works not listed above	£2250.00
 Total cost for job including extra specs	 £8042.28

We have priced for top spec doors for security purposes and top spec shelving.

We have also included and new extractor in the disabled toilet.

There are lower specs available which could reduce the total costs in required.

We are also in a position to start any work within 1 week of hearing form you, the doors have a 20 day lead time at present.

We look forward to hearing from you in due course.

Kind regards

Bryn Gittins

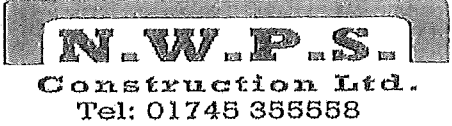
QUOTATION - REV A



Project Ref:	Public Toilets	Project No :	E21-329
Client :	Holywell Town Council	Client Ref :	Martin

QUOTATION DETAILS

Section	Description	Qty	Unit	Rate	Amount £
	<u>Public Toilets</u>				
	<u>Scope of Works</u>				
	<u>1 Disabled Toilets</u>				
1a	Existing Steel Door - Rub down existing paint to to door and frame; paint door & frame with external steel paint; install new lock & pull handle				
1b	Internal - Complete thorough clean down of all surfaces; rub down and re-decorate ceiling				
1c	Check lighting & test electrics supply				
	<u>2 Ladies Toilets</u>				
2a	De-commission existing toilets & wash hand basins and dispose off site				
2b	Take down internal privacy wall and make good floor & wall				
2c	Take out existing steel door; supply & install new steel door (opening out)				
2d	Internal - Complete thorough clean down of all surfaces; rub down and re-decorate ceiling				
2e	Upgrade lighting; install new double socket; complete tests on electrics supply				
2f	Supply & install new shelving floor to ceiling				
	<u>3 Gents Toilets</u>				
3a	De-commission existing toilets & wash hand basins and dispose off site				
3b	Take down internal privacy wall and make good floor & wall				
3c	Take out existing steel door; supply & install new steel door (opening out)				
3d	Internal - Complete thorough clean down of all surfaces; rub down and re-decorate ceiling				
3e	Upgrade lighting; install new double socket; complete tests on electrics supply				
3f	Supply & install new shelving floor to ceiling				

QUOTATION - REV A		 N.W.P.S. Construction Ltd. Tel: 01745 355558	
Project Ref:	Public Toilets	Project No :	E21-329
Client :	Holywell Town Council	Client Ref :	Martin
QUOTATION DETAILS			
Section	Description	Qty	Unit
	Public Toilets		
	Scope of Works		
4	External Areas		
4a	Take down & replace existing upvc fascia board to one elevation		
4b	Supply & install new downpipe to guttering currently missing		
4c	Clean down all fascias, guttering & gulley		
	Lump Sum =	1	Sum
			18688.99
			£ 18,688.99
QUOTATION VALUE £			
+ VAT			£ 18,688.99
Company name :	NWPS Construction Ltd		
Print Name :	BEN EDWARDS		
Position :	ESTIMATOR		
Signature :			
Date :	28.1.22		

SPECIAL READER OFFER



The Queen's PLATINUM Jubilee 2-5 June 2022

Unique commemorative mugs
with YOUR Council's
name printed in RED

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or £5.65 over 216 mugs
or £5.30 over 540 mugs
plus P&P + VAT
box of 36 mugs minimum



Hold it up to the light and see
the quality of English bone
china from Cornwall, fit for our
Queen's Jubilee.

76mm diameter 84mm high
Dishwasher proof.

Ideal for children 5-105 years
Please allow 28 days for
delivery

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unique official gift to commemorate
a once ever event and pass down this
fabulous collectible to other generations.*

*HRH Queen Elizabeth II, Platinum Jubilee
Celebrations is a UK-wide four-day event
2nd June-5th June 2022*

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MEMBERSHIP - TRAINING - POLICY - TECHNICAL
INFORMATION - 01359 254149



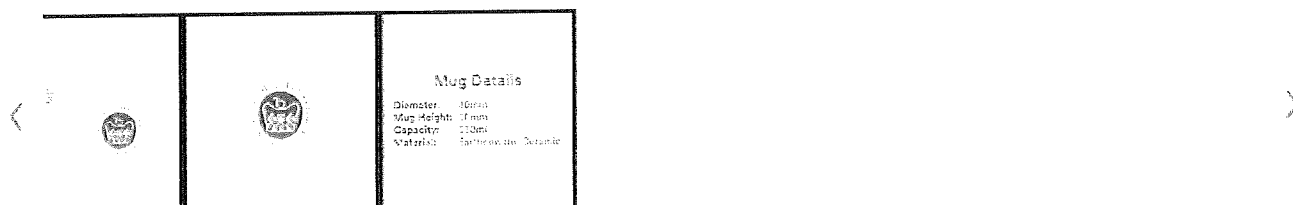
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Platinum Jubilee Products Available Online

Our Platinum Jubilee collection is now available to order

Home / Personalised Platinum Jubilee Commemorative Mugs (Wording Only)



Mug Details

Diameter: 100mm
Mug Height: 170mm
Capacity: 250ml
Material: Earthenware Ceramic

Personalised Platinum Jubilee Commemorative Mugs (Wording Only)

Product code: Personalised Platinum Jubilee Commemorative Mugs (Wording Only)

✓ In stock

5 options available

Personalised Platinum Jubilee Commemorative Mug (1008+)



This product comes in packs of 36

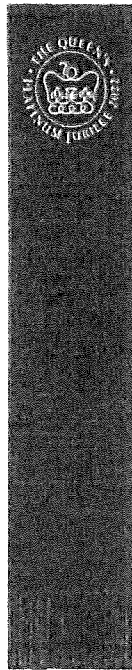
£2.19

- 1008 +



This product has a minimum order of 1008

We Ship Worldwide



PLATINUM JUBILEE EMBLEM BOOKMARK

£2.95

New

ENGLISH

Quantity

0

ADD TO BASKET

Made in the UK, this souvenir bookmark is crafted using recycled leather pieces which would otherwise have been taken to landfill. These are crushed and combined with other materials to create this sustainable bookmark. Featuring the emblem was designed by 19 year old graphic design student Edward Roberts, from Nottinghamshire, in 2021. Edward's design was selected as the winning entry of Her Majesty The Queen's Platinum Jubilee Emblem Competition, run in conjunction with the V&A Museum. The continuous line symbolizes Her Majesty's continuous reign.

22 x 4.5 cm.

[Save to Wish](#)



[List](#)

[Send a Hint](#)

PRODUCT CODE: 102755-102756



Italian Belluno PU – Personalised Foil Print

£1.36 – £3.98

These high-quality Italian PU bookmarks are available in a good range of colours to complement your own branding, ideal for matching to school uniforms. Made to order and personalised with your logo and special message in silver foil. Starting at a minimum of 50 pieces per colour per design, this is a great product and an everlasting useful gift. FREE DELIVERY

Bookmark size: 175mm x 40mm

Full Proof will be emailed for approval

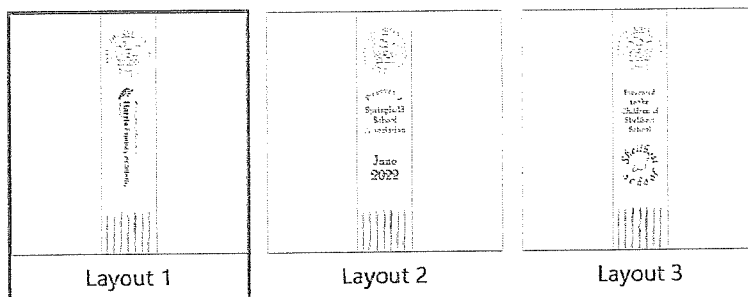
QUANTITY	50	100	250	500	1000
PRICE	£3.98	£2.90	£1.96	£1.60	£1.36

Upload Logo

Drag files here or [browse](#)

bmp, doc, docx, jpeg, pdf, png

Select Layout ***(Required)**

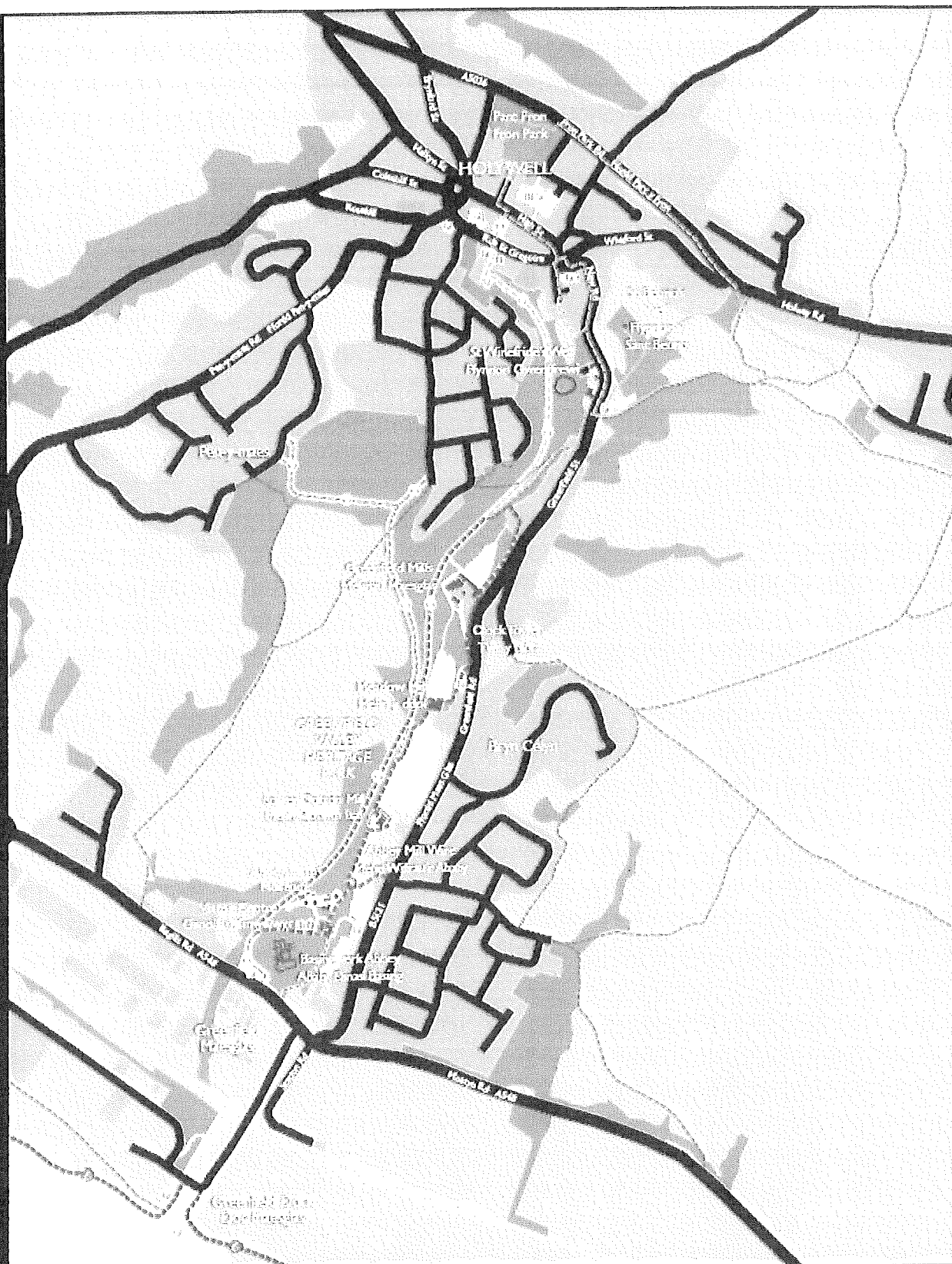


Select Any Colour From The Chart ***(Required)**

☐ Purple
 ☐ White
 ☐ Red
 ☐ Green
 ☐ Reflex Blue
 ☐ Burgundy
 ☐ Mid Blue

Add Text To Be Included In The Design (+£0.00)

Product total	£1,360.00
Options total	£0.00
Sub total (Exc. 20% VAT and Shipping)	£1,360.00



-  Parcio
Parking
-  Ganolfan Ymwelwyr
Visitor Centre
-  Toiledd
Toilet
-  Cycle & pedestrian way
Cycle & pedestrian way

-  Adeilad hanesyddol
Historic buildings
-  Greenfield Valley Trail
Greenfield Valley Trail
-  Cerdied ar hyd lwybr Trefnadaeth Treffynnon
Holywell Town Trail
-  Lwybr Arfordir Cymru
Wales Coast Path

-  Lwybr eraill
Other paths
-  Rhailfordd
Railway

9. CORRESPONDENCE

9.1. Welsh Government Consultation - Local Government and Elections (Wales) Act 2021

Please find attached below the completed consultation on The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils. The appointed Working Group has drafted the consultation response. Members to consider and approve a final response to the consultation. The consultation closes on 17 March 2022.

Question 1

Generally, is the structure and coverage of the guidance presented clearly and in a way which is practical for community and town councils? **YES.**

Question 2

Does Chapter 1 provide sufficient and appropriate guidance on the eligibility conditions for exercising the general power of competence? Is it clear on how the general power of competence should be applied? What additional information would be helpful? **YES.**

Question 3

What additional information would be helpful to illustrate or clarify how the general power of competence could be applied to community councils? Do you have any case studies which could support this? **No case studies available and no further information is required.**

Question 4

Do Chapters 2 and 3 provide sufficient and appropriate guidance on the requirements relating to multi-location meetings and on how the public may participate in council meetings? **YES. Councillors are covered by the code of conduct but not the public. While public participation may be easily implemented for smaller Councils, it may prove a challenge for larger town councils to keep order and effectively transact all its business in a reasonable time frame. It is suggested a limit could be placed on this requirement based on the electoral roll.**

Question 5

Does Chapter 4 provide sufficient and appropriate guidance on meeting the duty to prepare and publish annual reports? What additional specific information would be helpful? **YES. A reference to the annual report required for the Wellbeing of Future Generation Act may be helpful to those Councils who submit this report, as there is common subject matter across both reports.**

Question 6

Does Chapter 5 provide sufficient and appropriate guidance on meeting the duty to prepare and publish training plans? What additional information would be helpful? **YES. Consideration should be given to allowing a 6 month period for Councillors to attend some mandatory courses, such as code of**

conduct, finance management, etc or face potential disqualification from office.

Question 7

We would like to know your views on the effects that this guidance would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English. What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated? **The language of the local community should be given priority. Councils may find it a challenge to find suitable facilities and budget resources for full compliance, and would it be necessary?**

Question 8

Please also explain how you believe the proposed guidance could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language, and no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language. **See response for Question 7.**

Question 9

We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them. **The size of town and community councils can vary quite significantly, and some councils could face a challenge in implementing all aspects of the new legislation, in terms of staffing and budget resources.**

9.2. Consultation - Llyr Griffiths MS, Shadow Minister for Finance and Local Government, Welsh Government

Members to consider the attached email and a response to the consultation, if applicable. Members had requested some further clarity and a response has been provided as follows:

Further Clarity:

The details you will provide will be used for a survey and reported back to Dwr Cymru as said in the original email that we were informed by Steve Wilson, operational director of Dwr Cymru's waste water services, that there were 3,000 locations that face sewage overflow and that Capel Curig was not even in the top 500. We have contacted all community and town councils across North Wales, to see where are the top 500 and whether your community is one of those affected locally. This data and information will be collected in our portfolio. The purpose is to see whether your community / town council has been affected with any sewerage issues.

Original Email:

I'm conducting a survey of communities across north Wales to find out the extent of sewage problems in watercourses. The matter has arisen as a result of a response to a complaint I made regarding sewage flowing through the centre of Capel Curig, a village in Snowdonia. This occurs on a regular basis due to the lack of capacity in the sewerage system during heavy rainfall, an ever-increasing occurrence. I was informed by Steve Wilson, operational director of Dwr Cymru's waste water services, that there were 3,000 locations that face sewage overflow and that Capel Curig was not even in the top 500.

This prompts a question - where are the top 500 and is your community one of those affected by sewage overflow problems that affect residents or watercourses in the locality? Mr Wilson goes on to say that capital spending is directed at areas where homes and commercial businesses are at risk. My view is that Dwr Cymru should also be prioritising environmental and human health considerations.

I'd be grateful if you could respond with any information regarding the situation in your community so that we can assess the extent of the problem across north Wales. Of particular interest would be:

- Location of sewage overflow - address, postcode or more detailed if possible.
- Frequency of sewage overflow - is the problem getting worse?
- Complaints made by the community council, councillors or other representatives regarding sewage overflow
- Copies of any responses from Dwr Cymru

9.3. Flintshire Summer Playscheme 2022

Members to consider the attached email from Janet Roberts, Flintshire County Council.

I write to update your Council with regard to our proposals for the delivery of Summer Playscheme 2022. We are planning delivery for the full school summer-holidays. COVID 19 restrictions permitting, of course.

We have not yet received notification of the level of grant-funding from Welsh Government for 2022/2023. They have indicated that we will be notified soon.

In order to commence recruitment for the summer we need an 'in principle' response from your town or community council for participation in the programme for this year. I have based costings on the level of grant funding, received from Welsh Government for 2021. As in previous years, we have a minimum three week offer with the potential to purchase additional weeks 4,5 and 6.

Cost of a 3 week playscheme from Monday 25th July, 2022 – Each location, comprising.

- 15 sessions
- 10 hours per week, per location
- 2 hours Monday to Friday
- AM or PM (10:30 am – 12:30 & 2:00 pm – 4:00 pm)
- Local locations are completely at your Council's discretion.

Cost for 3 weeks – Team on site; Training hours and Supervision. - £1,540.00
Additional weeks can be purchased at a cost of £513.00 for each site location.

Training for the team will include Paediatric First-aid; Disability Awareness; Risk Management including bespoke training for COVID 19; Dealing with Challenges on site; Safeguarding and Child Protection.

The Flintshire Buddy Scheme will operate during summer playscheme for 2022. The Buddy scheme will provide the necessary support for children and young people with disabilities, to access their own local playscheme. The cost for this will be met by Welsh Government.

Your early response will be very much appreciated and assist us to begin the recruitment process for 2022. Can you please confirm 'in principle' for 2022 by Friday March 11th?

FLINTSHIRE SUMMER PLAYScheme 2021

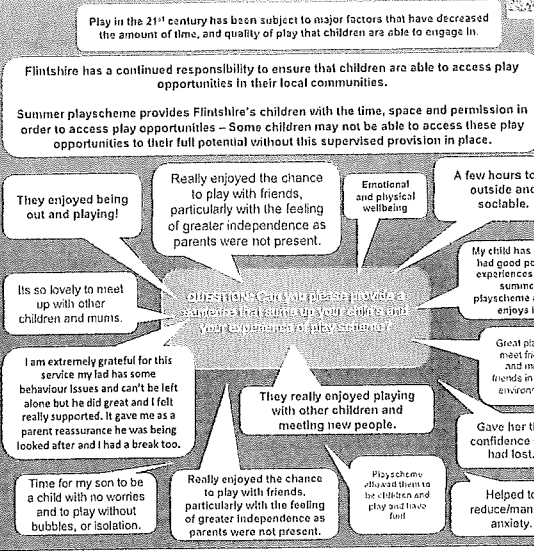
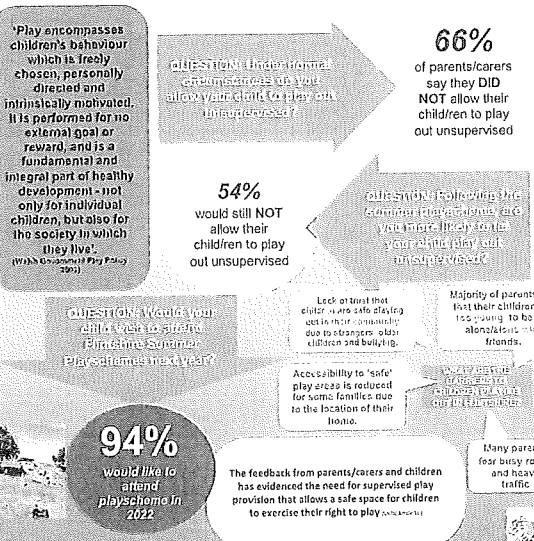
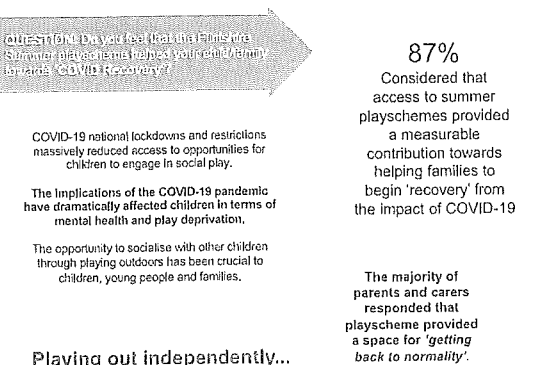
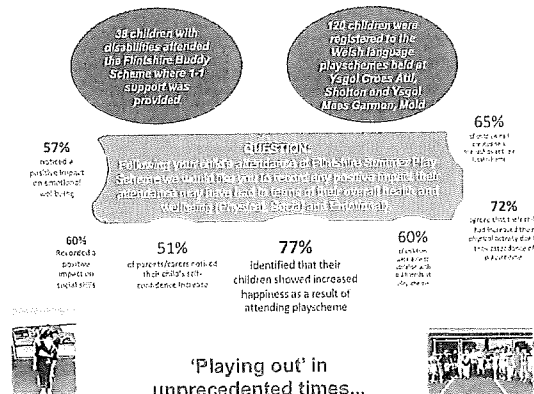
PARENT AND CARER EVALUATION

2021 was the 26th year for the successful delivery of the Flintshire County Summer Playscheme programme. There were 55 summer playscheme site locations in towns and villages across the county. Playschemes were delivered and funded in partnership with local town and community councils; Flintshire Families Disability Service and Welsh Government. There were 2,779 children registered and a total recorded attendance of 14,019 during the 6 weeks period 19th July 2021 - 27th August 2021.

The following analysis has been taken from a recent survey with 167 families* whose children attended playscheme during 2021

*Parents/carer and children. All responses remain anonymous.

Play is essential to the mental, social, emotional and physical well-being of children. This survey provides a 'snapshot' regarding the positive impact of the delivery of summer playschemes and the improvements to the health and well-being of children and young people.



9.4. Use of Council Office Community Facilities

Members have received a request from the Age & Dementia Friendly Holywell group to use the ground floor community facilities at the Council Offices. See attached email from the Group Chair below. Members to consider this request and the general principle of allowing community groups to use the Council offices for meetings, going forward.

Good morning

My thanks for responding to my recent phone call.

I write as chair of Age & Dementia Friendly Holywell to enquire whether the Council would consider allowing the group to utilise a meeting room in Bank Place for their monthly meetings – no more than 8 usually in attendance meeting on the third Thursday in each month at 2.00pm or 3.00pm.

Be obliged if you can place this request before Council for their consideration – virtually impossible to find accommodation.

My regards
R Barry Harrison

9.5. Brynford Path Enquiry

The Council have received an enquiry from local resident Mr Daniel Thomas as follows. Members to consider any action required.

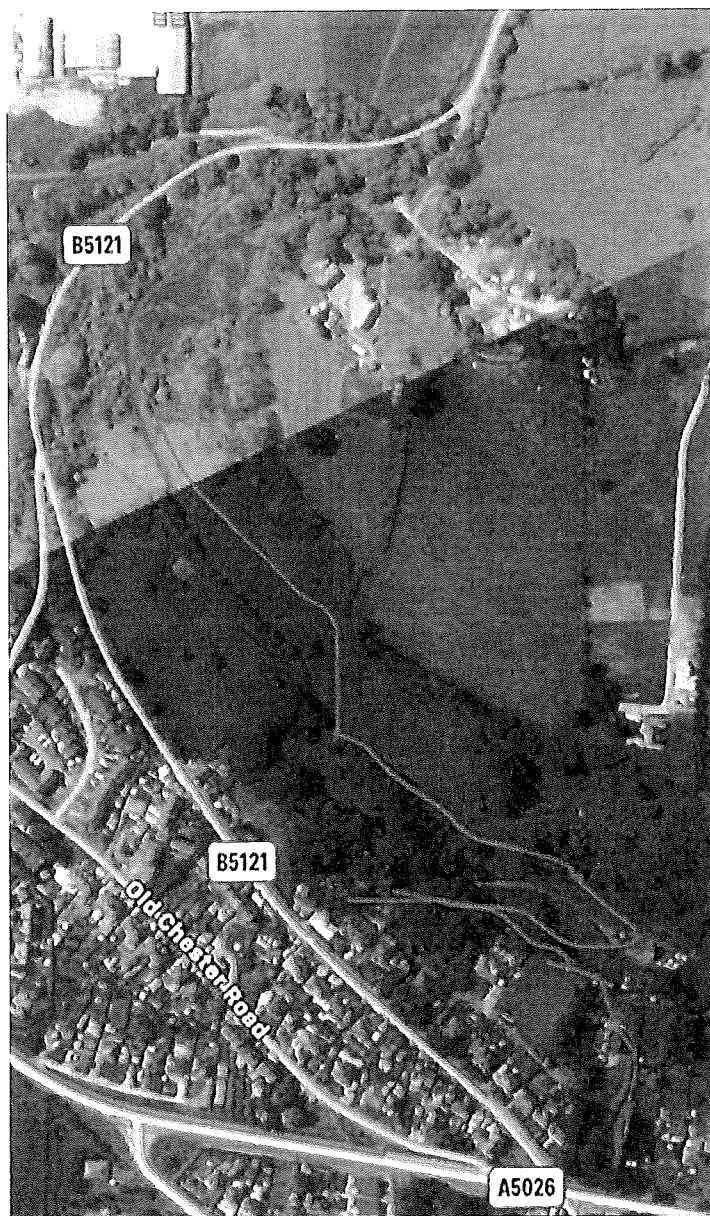
Can I talk to the council about having a foot path up Brynford road? I've put a status up on fb regarding this. Can something be done about this path what people don't know about and I'm happy to help with it. It's definitely safer to walk up it if it was maintained and wider with also gravel on part of the path. To make it more friendly to walk up. And it's just come to me this can be a community project all we need is some funding for materials equipment etc.

The Clerk has enquired with the County Council's Rights of Way Office who have provided the following advice:

We can confirm that the majority of the red routes on the plan are not recorded public rights of way on the Definitive Map. The main route appears to go south towards Pen y Bryn Farm. There has never been any recorded public right of way on this at all. I've attached a screenshot below, it's not exact but just an indication for the enquirer that the only public footpaths are those marked blue below.

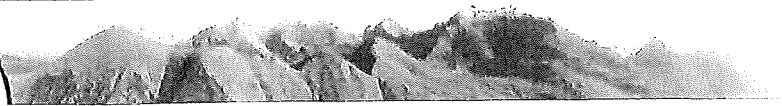
I've checked the land ownership and all of that land appears to be in the same land parcel belonging to Pen y Bryn Farm. Looking at old OS maps, the route doesn't exist on 1899, 1911 or 1971 maps and even on Aerial photos from 2000 and 2006 it doesn't appear. In 2009 a track appears to be in place but it's highly likely this was related to Pen y Bryn Farm.

At this moment in time, the person showing an interest in this path might want to consider their usage, as in theory, they are trespassing on private land. We wouldn't get involved in creating any new routes at this stage, unless a landowner was willing to dedicate the route as a right of way. However, it would be for the enquirer to take that up with the landowner in the first instance. I'd suggest either way, they need to make the landowner aware of the usage or interest as they might be confronted onsite by the landowner for trespass anyway.



9.6. North Wales Association of Local Councils – Council Tax Review Paper

The Association has sent on the attached report for member Councils to consider their position on the Council Tax system. Members to consider a response either through their appointed Association representatives or in writing direct to the Secretary.



APPENDIX A

COUNCIL TAX

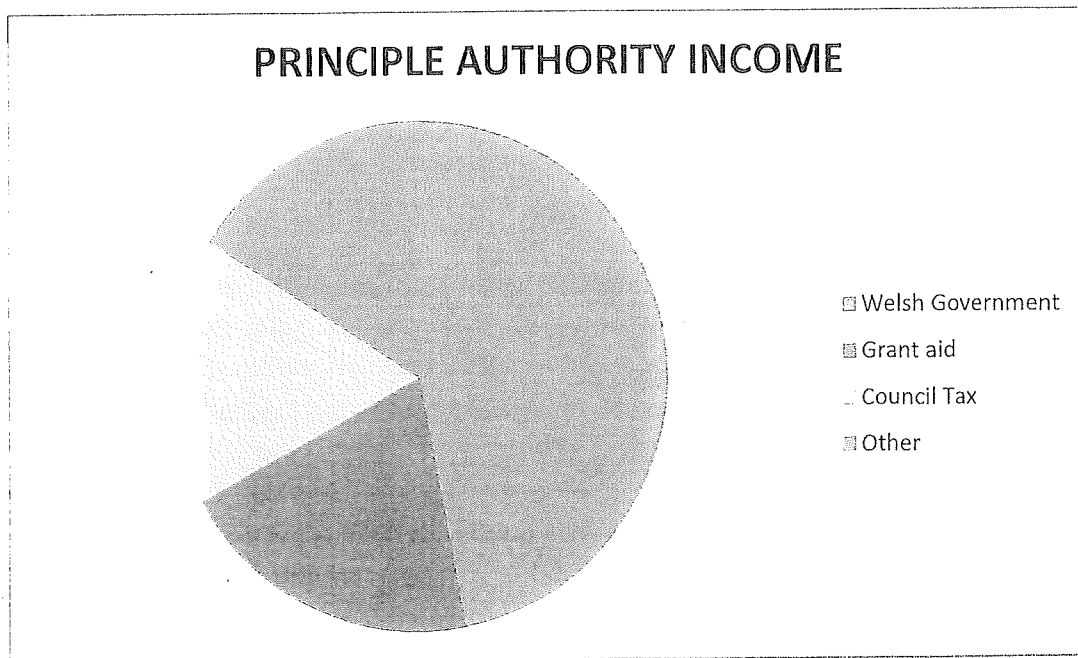
1. Introduction

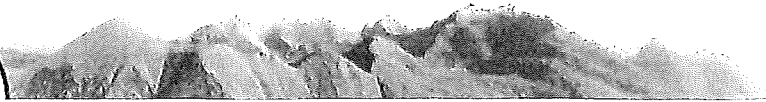
There has been a number of calls for Government to find a more fair and equitable method of funding local services through Council Tax. This paper gives some ideas as to what the Association might wish to consider.

A government think tank recently posted 'Is there an alternative? There has to be. As courts continue to be brought to a standstill by council tax debt cases and bailiffs make more visits to desperate families, Westminster needs to wrestle with the issue as some governments before have tried to do, to find a way of updating council tax for the post-property boom age, and make the wealthy pay their fair share compared to those on low incomes.'

2. What does the Council Tax pay for

The Council Tax collected is retained by the principle authority to pay for local services. The proportion of Council Tax to the total income of a principle authority is shown in the chart below:





The Welsh Government allocation includes business rates.

The above is that published in Denbighshire but all Principle Councils are similar.

3. The issues

The main issues include:

- i) With more people being employed on the minimum or living wage the proportion of take home pay spent on Council Tax is disproportionate.
- ii) It is one of the very few taxes which are not progressive and based upon ability to pay.
- iii) It is a property tax in the way it is assessed.

4. History

There has for decades been a form of 'rates or tax' on residential occupation.

The schemes which have been in place (or nearly put in place) in recent times are:

- i) Rates: An amount paid in the pound against a rateable value. The rateable value was based upon the rentability of the property.
- ii) Community Charge: An amount paid by each person over the age of 18. (i.e. if there is one person in a home they pay one share, if there are five people in one home they pay five shares)
- iii) Council Tax: A charge based upon property sale values within set bands.

5. The alternatives

Possible alternatives to the current Council Tax taking into account 'ability to pay' could be:

- i) **Council tax with revised bandings**
Create more upper tax bands lowering the amount paid by those in smaller and less valuable properties. However this does not address the 'ability to pay' aspect but will go a long way towards it.
- ii) **Local Income Tax**
To apply a local income tax. This is complicated, difficult to administer and very difficult to collect.



iii) Rates

To return to the 'old rates system' whereby a property has a rateable value (based upon rentability of the property) against which a rate in the pound would be applied. More complicated than Council Tax but easier to administer than local income tax.

iv) Community Charge

To make an annual charge based upon the number of persons per household over voting age. This charge to be reduced for those in full time education and for senior citizens.

6. What can we do

The Association could, if it so wished, campaign to see a change in the Council Tax System as agreed with the Membership at a full quarterly meeting from a recommendation by the Executive. The Executive supports (iv).

R A Robinson

January 2022

9.7. Request From Jess Booker, Holywell MIU

Members to consider the following matter. See attached email below.

Hi there, I'm an Emergency Nurse Practitioner at Holywell Minor Injury Unit. We have two of our senior nurses retiring from the unit in March this year.

Val Vickers has worked in Holywell Cottage (old then new) since around 1990. She is the current Sister of Minor Injury Unit and is an Emergency Nurse Practitioner. Val will be retiring after many years of dedication to not only her job, but to the community and the people of Holywell. If you have ever used MIU, you will know that we provide a fantastic local service and Holywell, and surrounding areas are lucky to have the service. Val has almost single handed made the service into what it is today. We are told multiple times per day by our patients that they wouldn't know what they'd do without us there for them. Val has dedicated her entire career to building the service and tailoring it to the needs of the people of Holywell. Val has worked tirelessly to keep the unit open during staff shortages, often working the shifts herself to ensure the service keeps running. She has worked countless Christmas Days, weekends, bank holidays etc. Many other MIU's close at those times but Val has always wanted to be there for our patients. I approached work one snowy morning and she was gritting the paths herself to make it safe for our patients. She is well known and loved by old and young and everyone in between, I would confidently guess that most locals know Val from treating their injuries and ailments over the years.

Megan Taylor has worked in MIU for many years also and will be retiring as a senior Emergency Nurse Practitioner in March. Megan will also be well known in the community and well liked.

I wondered whether as a Town Council, you wanted to thank them for their service to the community in some way? Maybe a letter or small gift? (I have no idea if this is something you do?).

Thanks for your time,
Jess Booker
Emergency Nurse Practitioner
Holywell MIU

9.8. Statement from Flintshire City of Sanctuary group on the Nationality & Borders Bill

Members to read and discuss the statement and consider joining the City of Sanctuary (UK) Local Authority Network. See attached email and statement from Maire Greaney, Secretary, Flintshire City of Sanctuary.

Flintshire City of Sanctuary is a registered charity based in Flintshire and a member of the UK-wide City of Sanctuary movement. Our purpose is to make Flintshire a place of welcome and safety for anyone forced to flee their homes by violence, oppression, or persecution. We aim to achieve this by working closely with people with lived experience of seeking sanctuary who

are now living in Flintshire, and by partnering with local and national authorities, community groups, schools, and organisations. Our objectives are to:

1. Educate people in Flintshire on issues relating to refugees & asylum seekers
2. Promote equality, diversity, and cross-understanding
3. Provide activities and opportunities to improve the quality of life for those seeking and granted refugee status
4. Assist in the relief and prevention of poverty among sanctuary seekers

You may already have resettled refugees from Syria or Afghanistan living in your council area, attending your schools and colleges, and supporting or working in your local businesses. It is very likely that you have members or supporters of Flintshire City of Sanctuary living in your town or area. Certainly, based on the spontaneous offers of help we received from fellow Flintshire residents following the shocking scenes we all witnessed during the partial evacuation of UK citizens and Britain's support workers from Afghanistan and the tragic deaths of asylum seekers in the English Channel, people in Flintshire are moved to support those who are seeking safety and welcome, not to treat them as proposed in Priti Patel's Bill.

At this time, we are contacting all town and community councils in Flintshire to share the written statement (attached) we made last week to coincide with the progress of the Nationality & Borders Bill to the Committee stage in the House of Lords. As residents of Wales, whose devolved government has the goal of becoming the first Nation of Sanctuary, we deplore this inhumane legislation and are asking your council to read and discuss our statement and consider discuss actions you could take. One recommendation is that you consider joining the City of Sanctuary (UK) Local authority Network.

Yours sincerely,
Maire Greaney
Secretary & Trustee
Flintshire City of Sanctuary
Registered Charity 1186789



In Wales There Will Always Be a Welcome in the Valleys

Flintshire City of Sanctuary Group have this week called for the House of Lords to challenge the Nationality and Borders Bill, which will potentially strip British Citizenship from those living in the UK, without their knowledge. Sadly, while the media have been preoccupied with the imminent publication of Sue Gray's report of the investigation into parties and gatherings in Downing Street, there has been minimal coverage of the continued progress of this cruel and inhumane major legislative in parliament. Having passed its third reading by a 298 to 231 majority vote in the House of Commons in December 2021, this week it reached the Committee stage in the House of Lords. This legislation seriously undermines the UK's obligations under International Law and has been described by Windrush Lives, an advocacy group and victim support network led by Windrush victims, as "racist, xenophobic and an affront to basic human decency". This is further supported by Taiwo Owatemi, Shadow Equalities Minister, who said, "Its tough sounding measure are unworkable, and it breaks key international humanitarian conventions".

Flintshire City of Sanctuary, a registered charity and member of the City of Sanctuary UK movement of welcome, stands firmly against this Bill and are concerned at reports that refugees are being used as scapegoats in the current political battles raging at Westminster. We also endorse in its entirety the statement made by Jane Hutt, MS (Minister for Social Justice) on 6th December 2021, and the desire and affirmation by the Welsh Government for Wales to become, and be known as, a Nation of Sanctuary; a noble and humane aspiration.

Flintshire City of Sanctuary, like all members of the City of Sanctuary UK movement, hope that British "kindness will win", because Refugee Rights are Human Rights. Wales has a long and proud history of welcoming and integrating peoples seeking safety and a better life - from Ireland following the Famines of the mid-19th century, Belgian and Italian citizens after the two

World Wars, and more recently, skilled European workers and their families. We do not believe that the people of Flintshire support what this Bill proposes to permit 'in our name'.

Under Clause 9 of the Bill, people can be stripped of their British Citizenship, without notice or their knowledge. Potentially, this could disproportionately impact 2 in 5 (40%) of people of ethnic minority heritage living in England and Wales, effectively making them second class citizens, (source New Statesman 1st Nov 2021), "even if doing so would render them stateless (if they are not dual nationals)" (New Statesman, 8th December 2021). We agree wholeheartedly with the Welsh Refugee Coalition that this "violates basic principles of justice".

Under the 1951 United Nations Refugee Convention, for which the UK was a founding member and signatory, it is not illegal to seek asylum. Yet, the Nationality and Borders Bill also serves to criminalise those entering Great Britain by *irregular means* and does not consider in any way the creation of safe and legal routes to asylum within this country. Brexit means that we are no longer party to the Dublin Agreement, which enabled the UK to return some asylum seekers to EU Member States without considering their asylum claim. Therefore, Britain no longer has the legal right to return people to the first EU in which they arrived.

Travel restrictions due to Covid-19 reduced access to regular air and sea travel to the UK, meaning that those seeking sanctuary in the UK were forced to take longer, more dangerous routes. This effectively places those desperately seeking asylum into the hands of criminal traffickers, facing a hazardous and treacherous journey, and even death, as we know from recent tragic events.

Clause 11 focuses on how and by what means someone arrives in the UK, rather than the validity of their claim to stay here. This breaches the 1951 Refugee Convention and undermines its established rules and aims. Consequently, even someone who rescues people fleeing from war, persecution and environmental and climate disaster will be liable to prosecution. In complete contrast, Border Force patrols and the Armed Forces, if deployed as proposed recently by the Home Secretary, will be exempt from prosecution, allowing them to turn those at sea in flimsy dinghies, away and back from our shores, even if this results in deaths. International Maritime Law stipulates that passing boats should always come to the aid of those distressed

and needing help. This is yet another breach of our humanitarian commitments and contravention of international law. This Bill will not stop the traffickers and it will not stop the Channel crossings.

The true narrative of the situation is that the UK takes fewer refugees than any other EU nation. Indeed, there has been little increase in the numbers coming since 2016. Statistics show that two-thirds of those who cross the Channel are genuine refugees.

Once here, asylum seekers are often found poor quality accommodation and are not permitted to take up employment. They are expected to manage on a daily income of £5.66 to purchase food, clothes, and other essentials. Even those granted asylum under this Bill will have only a temporary leave to remain, living under constant and pernicious threat of expulsion, with no right to reunion with family members in the UK.

Distinguished members of the House of Lords have already proposed changes to the Bill. Lord Kirkhope of Harrogate, a former Conservative immigration minister, supports an amendment for the UK government to set a target to resettle at least 10,000 refugees a year. Flintshire City of Sanctuary are also encouraged that an amendment to remove Clause 11 has been tabled by the Liberal Democrat and Labour front benches with the Bishop of Durham and former Home Secretary Lord Blunkett co-sponsoring. Both amendments will be debated at Committee Stage.

We ask that the people of Flintshire, support us in our concern about this Bill, by writing to their MP and MS, and to add a signature to the petition asking for the withdrawal of Clause 9 from the Bill, before it is enacted, even though the current number of signatures has reached the threshold for it to be debated in Parliament. We ask this because, as has been stated by SEIN (South East Integration Network), "There is power in community, in collective grief, in collective anger, in collective support and collective action"

<https://petition.parliament.uk/petitions/601583>

We ask also that you consider joining the City of Sanctuary movement.

Teresa Carberry, Chair of Trustees

Flintshire City of Sanctuary

Registered Charity 1186789 [Flintshire City of Sanctuary: Working with Synergy](#)
chair@flintshirecos.org; info@flintshire.cityofsanctuary.org

9.9. Training Course – Deputy Clerk

Members to approve the Deputy Clerk's attendance on the following training course provided by the SLCC. The course covers community engagement and takes place virtually on Wednesday 6 April 2022. The cost is £90.00 and the key course themes are:

- 7 steps to creating and designing successful and memorable events.
- Free resources to connect your community for The Big Jubilee Lunch.
- Facebook groups and how to use them to build a positive community.
- The story of the first C2 community-led, place-based partnership and how it united the council and community.
- How a community came together to help the desperate needs of residents during the pandemic.
- Microsoft 365 council apps and how they can be used to tackle common service problems.

9.10. North Wales Police - CA/ALM New Engagement Bi-monthly Meeting / Member Ward Representatives

Inspector Stephen Roberts will be establishing the new meetings from March 2022 onwards. The aim is to provide town and community councils with a regular forum by which they can raise issues their areas are having, for those concerns to be formally considered, discussed, and tasked accordingly. The forum will seek to identify several actions to resolve the issues, actions that can be owned by one organisation or multiple partners. The clear objective is to resolve the issues as swiftly as possible by including a full partnership approach as directed by the Future Generations of Wales Act 2015. Three issues of concern can be identified by each Council per meeting.

i) Members to nominate a Councillor to attend the meetings. Attendance can rotate across Councillors if members wish.

ii) Members to nominate a Councillor as appointed police liaison contact, for the Holywell West and East wards, or hold the positions over until the election in May.

9.11. Auditor General for Wales – Report on the Accounts 20/21 Financial Year

Members to receive and consider the attached audit report and address of matters of concern. Clerk to report.

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Holywell Town Council

Auditor General's report

Audit opinion Unqualified

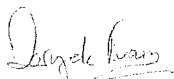
On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

The Council approved its Annual Governance Statement before receiving the Internal Audit report. The Internal Audit report is an important element of the assurance the Council receives over its system of internal control that its reports on in the Annual Governance Statement. When approving the Annual Governance Statement, the Council lacked the evidence to support its assertions. We recommend that for 2021-22 onwards, the Council receives and considers the Internal Audit report before it approves its Annual Governance Statement.



Date: 014/01/2022

Deryck Evans, Audit Manager, Audit Wales
For and on behalf of the Auditor General for Wales

* Delete as appropriate.

9.12. 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 Daily Updates	**	Various Dates
B	FLVC Daily Digest Updates	**	Various Dates
C	Welsh Government Updates	**	Various Dates
D	Visit Wales Updates	**	Various Dates
E	North Wales Police Alerts	**	Various Dates
F	Rob Roberts MP Updates	**	Various Dates
G	Covid Drop In Clinic Times	**	14 th Jan & 20 th Jan 2022
H	One Voice Wales - Violence against women Welsh Government Consultation	**	17 th Jan 2022
I	Shereen Devine - Rural Wisdom Conversation Starter Event	**	18 th Jan 2022
J	One Voice Wales Training Courses – Jan-Mar 2022	**	19 th Jan 2022
K	One Voice Wales – Buckingham Palace Garden Party Nominations	**	24 th Jan 2022
L	Awel y Môr Windfarm Update	**	2 nd Feb 2022
M	Thomas Pennant Society Update	**	3 rd Feb 2022
N	Shereen Devine – Older Peoples Survey	**	7 th Feb 2022
O	One Voice Wales – Report on Multi Location Meetings	**	9 th Feb 2022
P	One Voice Wales – Queens Jubilee Beacons	**	10 th Feb 2022

10. ITEMS FROM MEMBERS (SEE ATTACHED FORMS)

- Cllr P.A. York to report – Future Station Activity Group.
- Cllr B. Scragg to report – Greenfield Investment.
- Cllr P.A. Johnson to report – Lluesty Woodland Works.
- Cllr E.B. Palmer – Rising Energy Costs.

11. COUNCIL OFFICES HYBRID MEETINGS

Members to review the Council's position on its meeting format and consider the introduction of hybrid meetings in the Council Chamber, from March 2022 onwards until further notice, providing the Council adheres to Government guidelines.

12. ANNUAL RISK MANAGEMENT REVIEW

Members to consider the attached risk management document prepared by the Clerk. Clerk to confirm any updates.

HOLYWELL TOWN COUNCIL

REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	PETER YORK
Meeting	HOLYWELL TOWN COUNCIL
Date Of Meeting	TUESDAY 15 TH FEBRUARY 2022.

I hereby request that the following item(s) be included on the Agenda for the above meeting:

Subject	Specific Matter To Be Considered
FUTURE STATION ACTIVITY GROUP	A GROUP DEVOTED TO THE STATION SOLELY; FORMALLY CONSTITUTED. 2 COUNCILLOR, 2-3 BUSINESSES, 2-3 RESIDENTS. COUNCIL TO PROVIDE START UP FUNDING. GROUP TO MEET MONTHLY AND REPORT ANNUALLY. THE GROUP WILL FREE UP TIME AND ENGENDER ENTHUSIASM AND COLLEAGUE SPIRIT AND IDENTITY.

Signed: P. A. York.

Date: 19/1/22.

HOLYWELL TOWN COUNCIL

REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA



NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	Brian Scratt
Meeting	Holywell Town Council
Date Of Meeting	Tuesday 15 th February 2022.

I hereby request that the following item(s) be included on the Agenda for the above meeting:

Subject	Specific Matter To Be Considered
GREENFIELD INVESTMENT.	1/ H.T.C. / F.C.C. MEETING. TO DISCUSS INVESTMENT IN THE PUBLIC AREAS OF ABBEY COURT INSIDE AND OUTSIDE.
	2/ COMMUNITY CENTRE
	3/ COMMUNITY GARDEN BY THE COMMUNITY CENTRE PLUS THE OPEN SPACE AGAIN BY THE CENTRE.

Signed:

G.B. Scratt

Date:

2-2-22.

HOLYWELL TOWN COUNCIL
REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	Paul Johnson
Meeting	Holywell Town Council
Date Of Meeting	TUESDAY 15 TH FEBRUARY 2022.

I hereby request that the following item(s) be included on the Agenda for the above meeting:

Subject	Specific Matter To Be Considered
LUVESTY WOODLAND.	Trimming Back work to Sycamore Tree that borders properties at The Beeches, Holywell.

Signed: P. A. Johnson

Date: 10/2/22.

HOLYWELL TOWN COUNCIL
REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	TED PALMER.
Meeting	HOLYWELL TOWN COUNCIL
Date Of Meeting	TUESDAY 15TH FEBRUARY 2022.

I hereby request that the following item(s) be included on the Agenda for the above meeting:

Subject	Specific Matter To Be Considered
RISING ENERGY COSTS.	Cllr Palmer to Report.

Signed: T. PALMER

Date: 10/2/22.

HOLYWELL TOWN COUNCIL / CYNGOR TREF TREFFYNNON - RISK MANAGEMENT

Item	Risk	Level	Control
Assets	Protection of Physical Assets	M	Land and buildings insured. Periodic valuations undertaken.
	Security of buildings and equipment	H	Alarm/CCTV System. Annual Maintenance contract in place. Equipment insured. Periodic office risk assessments completed.
	Maintenance of land and buildings	H	Buildings currently maintained on an ad hoc basis. Checked visually throughout the year and particularly following extreme weather such as high winds. Lluesty woodland maintained on an adhoc basis. Ongoing building checks carried out. Minor office improvement works completed, as necessary.
Finance	Banking	M	Appropriate Bank Accounts held with HSBC. Reviewed by Resources Committee.
	Risk of consequential loss of income	M	Adequate insurance cover in place. Reviews of the Council's investment strategy undertaken by Resources Committee.
	Loss of cash through theft or dishonesty	H	Town Clerk/RFO controls all cash. Receipts issued. Internal Audit checks undertaken.
	Financial controls and records	M	Monthly bank reconciliation prepared by the Town Clerk/RFO and reported to the Council / Finance & Resources Committee as appropriate. Two Councillors and Town Clerk/RFO sign all cheques and online payments. Internal (Interim & Final) and External Audits carried out. Budget analysis reporting quarterly under RBS system.
	Comply with Customs and Excise Regulations.	H	Annual claim for VAT refund made and paid into the Council's Bank Account.
	Sound budgeting to support the annual precept calculation	M	Expenditure against budget reported to Council. Resources Committee established to monitor financial arrangements. Precept determined by Council to meet Flintshire County Council requirements.
	Complying with borrowing restrictions	M	Any borrowing is subject to approval of full council and Welsh Government and must be supported by a robust business case.
	Supplier & Procurement Fraud: Financial Loss to the Council / Potential investigation and report in the public interest / Damage to Council's reputation	M	Clerk to complete regular checks on spending patterns. Clerk to carry out validation check on any new suppliers. Council deals with a limited number of suppliers.

HOLYWELL TOWN COUNCIL / CYNGOR TREF TREFFYNNON - RISK MANAGEMENT

Item	Risk	Level	Control
General Liability	Risk to third party, property, or individuals	M	Insurance in place. Open spaces checked regularly. Checks carried out for Christmas Lights and floral displays (Wales in Bloom).
	Legal liability as consequence of asset ownership	H	Insurance in place for Council Offices, Pen-y-Maes Gardens Play Area, and public events. Flintshire County Council maintenance staff checks play area and Insurer's engineer carry out the regular safety check of play equipment. Asset Register updating/review.
Employee Liability	Comply with Employment Law	M	Act on information received from various bodies.
	Comply with HMRC requirements	M	Regular advice from HMRC. Internal and External auditors carry out annual checks.
	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Independent legal advice sought where necessary. Powers for payment of invoices indicated at each Council meeting.
	Proper and timely reporting via the Minutes	M	Council normally meets monthly and receives and approves minutes of meetings which are made available to press and public.
	Proper document control	M	Leases and legal documents held in the Clerk's office.
Councillor Propriety	Registration of Interests and gifts and hospitality in place	H	Declarations of Interest item on all agendas. Register of Interests held by the Clerk from May 2015 - Members' declared interests/gifts and hospitality, etc published accordingly.
General	Business Continuity/Disaster Recovery/Global Pandemics	H	Council information on website and off-site secure server; data on office PCs backed up daily to off-site secure server; signed hard copy of minutes routinely bound and archived at Hawarden County Archives Office; fireproof storage of key information arranged on site in secure metal cabinet. Loss of damage to office accommodation, loss of staff - initially, home working/rented premises/locum staff. Delegated powers passed to Chair & Clerk if required.

Date Completed (Final Version): Thursday 3rd February 2022.

Reviewed by the Full Council: Tuesday 15th February 2022.

13. REPRESENTATIVES' REPORTS

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

14. COUNTY COUNCILLOR REPORTS

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

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, 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 reporting of the financial and other information provided with the applications.

16. APPLICATIONS FOR FINANCIAL ASSISTANCE

- **Schedule A** Donations granted 1/4/18 –31/3/21
- **Schedule B** Budget Provision 2021/22 & Donations Paid To Date
- **Schedule C** Financial Assistance Applications – February 2022

SCHEDULE A - Donations to Organisations 01/04/18 – 31/03/21

Ref	Organisation	2018/19 £	2019/20 £	2020/21 £
1	50+ Action Group Flintshire	-	100	-
2	B-Fest	-	400	-
3	Carmel Bowling Club	200	300	300
4	Citizens Advice Flintshire	1,000	1,000	750
5	Delyn Rec. Gymnastics Club	500	500	-
6	Estuary Cars Voluntary Scheme	600	-	-
7	Fron Park Bowling Club	250	250	-
8	Greenfield FC Youth	250	300	-
9	Greenfield Football Club	500	-	500
10	Headway Flintshire	-	500	-
11	Holywell AC Christmas Activities	-	300	-
12	Holywell Autumn Club	300	300	-
13	Holywell FC Girls	250	300	-
14	Holywell FC Ladies	-	500	-
15	Holywell FC Youth	-	300	-
16	Holywell Football Club	500	-	-
17	Holywell Sewing & Knitting Group	-	300	-
18	Kings Head CIC	-	460	-
19	Merched Y Wawr Treffynnon	100	-	-
20	St. Kentigern Hospice	200	-	200
21	The Cariad Project	200	-	-
22	The Holywell & District Society	200	-	-
23	Thomas Pennant Society	200	200	-
24	Toe to Toe	-	500	-

25	Transition Holywell & District	-	250	-
26	Flintshire Foodbank	-	-	250
27	Hope House Hospice	-	-	200
28	Carmel Cricket Club	-	-	250
	TOTAL	5,250	6,760	2,450

SCHEDULE B - Donations Budget & Paid To Date 2021/22

Ref	Organisation	2021/22 £
	Budget	7,000
	Paid To Date	
1	Delyn Recreational Gymnastics Club	500
2	Citizens Advice Flintshire	1,000
3	The Samaritans of Northeast Wales	200
4	Urdd Gobaith Cymru – Eisteddfod Yr Urdd	100
	Total Paid	1,800
	Balance Remaining	5,200

SCHEDULE C - Applications for Financial Support – February 2022

Ref	Organisation	Amount Requested £	Previously Supported (Last 3 Years)
1	Holywell Museum, Kings Head CIC	500	✓
	TOTAL	500	

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.

17. APPLICATION FOR EVENT GRANT

Members to consider an application for a £500 event grant from Mr Daniel Thomas, for a Holywell Pride Day in August 2022. The Council has funds of £5,500 remaining for these grants in its balances. See table below. Clerk to report.

Ref	Organisation	2021/22 £
	Funding	6,000
	Committed	
1	Line Dancing Event	500
	Total Committed	500
	Balance Remaining	5,500

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.