

Cyngor Tref Treffynnon Holywell Town Council

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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 June 2021

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in **remotely** on **Tuesday 15th June 2021 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. ELECTION OF DEPUTY MAYOR – 2021/22 MUNICIPAL YEAR

Members to consider the above matter, or alternatively passing a motion to hold over an appointment to this role until May 2022.

4. MAYOR'S REMARKS

5. PUBLIC SPEAKING

6. MINUTES & MEETINGS

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

- Holywell Town Council Annual Meeting held on Tuesday 18th May 2021;

6.2. Appointments to Committees & Outside Bodies

Members to consider the following matters:

- Appointment of one member to the Town Centre & Events Committee. The Clerk has received confirmation that Cllr L.A. Carter will stand down from this role.
- Appointment of Cllr I. Hodge as nominated representative on the North Wales Rail Liaison Committee, with Cllr M. Lewis-Jones then occupying the position of Deputy.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Annual Meeting of Holywell Town Council** held remotely on Tuesday, 18th May 2021 at 6.00pm.

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

Councillor E.B. Palmer (Elected Mayor).

Councillors: K. Davies, S. Delaney, R. Dolphin, I. Hodge, J.M. Johnson, P.A. Johnson, S. Johnson, M. Lewis-Jones, E.B. Palmer, J. Pattison, B. Scragg, A. Trumper and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillor S.E. Wallbanks.

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

1. ELECTION OF TOWN MAYOR – MUNICIPAL YEAR 2021/22

The retiring Mayor asked for nominations for Mayor of Holywell for the Civic Year 2021/22. Councillors E.B. Palmer and L.A. Carter were proposed and duly seconded.

Councillor I. Hodge had requested a recorded vote.

Name	E.B. Palmer	L.A. Carter	Abstain
L.A. Carter		✓	
K. Davies	✓		
S. Delaney		✓	
R. Dolphin		✓	
I. Hodge		✓	
J.M. Johnson	✓		
P.A. Johnson	✓		
S. Johnson	✓		
M. Lewis-Jones	✓		
E.B. Palmer	✓		
J. Pattison		✓	
B. Scragg	✓		
A. Trumper		✓	
P.A. York	✓		
Totals	8	6	0

RESOLVED:

That Councillor E.B. Palmer (Holywell Central Ward) be elected Mayor of Holywell Town Council for 2021/22.

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

In the circumstances a separate session would be arranged by the Clerk at the council offices following the meeting.

Mayor's Opening Statement for 2021/22

The Mayor thanked members for their nomination and support. The Mayoress was to be Lynn Ross. Further information would follow on the Mayor's chosen charities, Civic Sunday, and Charity Ball arrangements.

2. RETIRING MAYOR'S CLOSING REMARKS

The retiring Mayor thanked all members and staff for their support over their term of office. Highlights of the year included the continued development of the Eco Clothes Market Stall, the publication of the Covid Stories Community Book, Remembrance Sunday and the Christmas Lights Switch on and Video which had both taken place despite Covid restrictions.

The retiring Mayor proposed a further budget allocation of £1,000 towards the 50/50 shop voucher scheme, which had proved very successful.

RESOLVED:

That approval is given to increase the 50/50 shop voucher scheme budget by a further £1,000.

3. ELECTION OF DEPUTY TOWN MAYOR – MUNICIPAL YEAR 2021/22

The Mayor asked for nominations for Deputy Mayor of Holywell for the Civic Year 2021/22. Councillor L.A. Carter was proposed and duly seconded.

RESOLVED:

That Councillor L.A. Carter (Holywell West Ward) be elected Deputy Mayor of Holywell Town Council for 2021/22.

4. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
9.1.	R. Dolphin		✓	Member of Flintshire County Council. 062859.
9.1.	J.M. Johnson		✓	Member of Flintshire County Council. 062859.
9.1.	P.A. Johnson		✓	Member of Flintshire County Council. 062859.
9.1.	E.B. Palmer		✓	Member of Flintshire County Council. 062859.
9.1.	J. Pattison		✓	Resides in close proximity to development. 062800.
12.2.	E.B. Palmer		✓	Chair of Clwyd Pension Fund Committee

5. COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

5.1. Attendance Report 2020/21

Members received the attendance report for the 2020/21 civic year.

Member Attendances 2020/21 Civic Year

Name	Actual	Possible	%
<i>Councillors</i>			
Carter L.A.	35	36	97%
Davies K.	7	20	35%
Delaney S.	15	17	88%
Dolphin R.	25	28	89%
Hodge I.	35	36	97%
Johnson J.M.	27	36	75%
Johnson P.A.	32	36	89%
Johnson S.	14	21	67%
Lewis-Jones M.	2	2	100%
Palmer E.B.	28	36	78%
Phelan M.D. *	0	11	0%
Scragg G.B.	23	23	100%
Trumper A.	17	17	100%
Wallbanks S.E. *	0	17	0%
York P.A.	13	18	72%

* Council Resolution Passed to Authorise Absence.

5.2. Terms of Reference for New Committees and Working Groups

Members considered the draft terms of reference prepared by the Clerk to ensure they were fit for purpose.

RESOLVED:

That the terms of reference be approved subject to one amendment to the Development Committee as follows:

3) To review the County Council's public transport network and infrastructure arrangements including housing developments as a key stakeholder and make appropriate recommendations to the Full Council in the best interests of the local community.

5.3. Appointments to Committees, Working Groups & Outside Bodies 2021/22

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

RESOLVED:

That the Committees, Working Groups and Outside Bodies Representatives for 2021/22 be appointed as follows:

HOLYWELL TOWN COUNCIL COMMITTEES 2021/22

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

Chair's Advisory Committee - All Elected Chairs

Development Committee

Councillor R. Dolphin
Councillor I. Hodge
Councillor M. Lewis-Jones
Councillor J. Pattison
Councillor B. Scragg
Councillor P.A. York

Resources Committee

Councillor S. Delaney
Councillor I. Hodge
Councillor P.A. Johnson
Councillor M. Lewis-Jones
Councillor B. Scragg
Councillor A. Trumper

Town Centre & Events Committee

Councillor L.A. Carter
Councillor K. Davies
Councillor R. Dolphin
Councillor J.M. Johnson
Councillor S. Johnson
Councillor A. Trumper

HOLYWELL TOWN COUNCIL WORKING GROUPS 2021/22

Financial Assistance

Councillor L.A. Carter
Councillor R. Dolphin
Councillor I. Hodge
Councillor J.M. Johnson
Councillor P.A. Johnson
Councillor B. Scragg

HOLYWELL TOWN COUNCIL

Representatives on Outside Bodies 2021/22

(a) The Holywell Band	Councillor J.M. Johnson
(b) North & Mid Wales Association Of Local Councils	Councillor K. Davies Councillor P.A. York Councillor M. Lewis-Jones Councillor I. Hodge (Sub)
(c) Halkyn Mountain Common Joint Consultative Board	Councillor P.A. Johnson Councillor J.M. Johnson
(d) Estuary Voluntary Car Scheme	Councillor S.E. Wallbanks
(e) Flintshire County Forum	Councillor L.A. Carter Councillor S. Delaney
(f) North Wales Play Association	Deputy Mayor

(g) Greenfield Valley Trust Partnership Group	Councillor E.B. Palmer (FCC Rep) Councillor R. Dolphin (FCC Rep) Councillor L.A. Carter Councillor I. Hodge Councillor S. Johnson Councillor J. Pattison (Sub)
(h) Transition Holywell & District	Councillor L.A. Carter
(i) Friends of the Holway	Councillor A. Trumper Councillor L.A. Carter
(j) Age & Dementia Friendly Holywell	Councillor I. Hodge
(k) Holywell & Greenfield Area Railway Station Forum	Councillor R. Dolphin Councillor P.A. Johnson Councillor B. Scragg
(l) North Wales Rail Liaison Committee	Councillor M. Lewis-Jones
(m) Holywell Air Cadets	Councillor S. Delaney Councillor I. Hodge Councillor A. Trumper
(n) Governor - Ysgol Maes-y-Felin	Councillor I. Hodge
(o) Governor – Ysgol Maes Glas	Councillor R. Dolphin
(p) Governor – St. Winefrides RC	Councillor E.B. Palmer

Cllr A. Trumper left the meeting at this point.

6. AUTHORITY FOR SIGNING ORDERS FOR PAYMENT

RESOLVED:

- 1) That the Council's appointed bank (HSBC) be authorised to honour all cheques and other orders or instructions signed on behalf of the Council by two Members and the Clerk.
- 2) That the Mayor and Clerk be authorised to sign payments as required from the Mayor's Allowance and Charity Accounts, these accounts being separate to the Council's main accounting framework.
- 3) That the Deputy Mayor and Clerk be authorised to sign payments as required from the new Deputy Mayor's Allowance Account, this account being

separate to the Council's main accounting framework.

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

7. PUBLIC SPEAKING

There were no such requests.

8. MINUTES & MEETINGS

8.1. 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. Clerk to arrange with the respective Chairs.

- Holywell Town Council meeting held on Tuesday 20th April 2021;
- Special meeting of Holywell Town Council held on Tuesday 27th April 2021.

8.2. Section 85 - Local Government Act 1972 – Members Attendance at Meetings

The Clerk reported that one member was not able to attend meetings currently on ill health grounds and would soon trigger the six month attendance ruling.

RESOLVED:

That members approve the continued absence from meetings for the following member:

- Councillor S.E. Wallbanks

9. PLANNING

9.1. 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
062744	Erection of a Two Storey side extension. Location: 121 Tan Y Felin, Greenfield, Holywell, Flintshire, CH8 7QA. The Council had no objection to this application.
062708	Single storey, wrap around extension to rear and side of property. Location: 25 Yr Aber, Holywell, Flintshire, CH8 7RN. The Council had no objection to this application.
062800	Proposed erection of detached dwelling and means of access. Location: Land at Pen Y Ball Hill, Holywell, Flintshire. The application was deferred by the meeting to be dealt with under delegated powers by the Mayor and Deputy Mayor. It was subsequently determined that the Council object to this application and hold the view that the land in question should remain agricultural. The Council were informed that the application is of great concern to local residents with a large number of objections sent in to the County Council.
062873	Installation of secondary staircase at two storey flats. Location: 59-83 Abbots Walk, Holywell, Flintshire, CH8 7BY. The Council had no objection to this application. The Council suggested that alternative solutions be considered such as a cage design, and a disabled and buggy friendly design.
060497	Conversion of former bank into 7 no. self-contained apartments. Location: Former HSBC Bank, 17 High Street, Holywell, CH8 7UB. The Council had no objection to this application, provided the ground floor frontage was retained as a retail or commercial opportunity.
062669	Listed Building Application - Convert into 5 no. self-contained apartments. Location: The Old Courthouse, 4 Halkyn Street, Holywell, Flintshire, CH8 7TX. The Council had no objection to this application.
062859	Roundabout sponsorships signs. Location: Roundabout No. 2 Junction at Bagillt Road A548, Greenfield. The Council had no objection to this application, provided the signage does not obscure driving visibility.
061875	Application for Conservation Area consent to demolition. Location: The Talacre Arms, New Road, Holywell, Flintshire, CH8 7LS. The Council noted this application had been recommended for refusal.

10. ACCOUNTS

10.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – APRIL 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8243 - 8245	BP	Council Staff	Staff Salaries - Apr 2021	4,731.58	***
8246	BP	HMRC	PAYE/NI - Apr 2021	1,452.89	***
8247	BP	Clwyd Pension Fund	Staff Pension - Apr 2021	1,536.76	***
8248	BP	Flintshire County Council	Annual Rent - Well Street Garage	626.00	****
8249	BP	Flintshire County Council	CCTV Charges Quarter 1	228.87	*****
8250	BP	Daydream Designs	Website Technical Support Apr 21	94.80	****
8251	BP	Flintshire County Council	Loan Repayment (2 of 2 20/21 year)	7,500.00	^
8252	BP	Sian Jones Translation Services	Translate Documents	11.71	***
8253	BP	DJB Window Cleaning	Clean Windows - Bank Place	15.00	****
8254	BP	Society of Local Council Clerks	SLCC/OVW Joint Virtual Conference 13/5/21	54.00	***
8255	BP	Flintshire County Council	Bank Place Business Rates Apr-Sep 21	5,149.38	****
8256	BP	Zurich Municipal	Insurance - Play Area Inspection Contract 21/22	67.63	****
8257	BP	Zurich Municipal	Corporate Insurance Policy 2021/22	1,893.78	****
8258	BP	Cllr I. Hodge	Reimbursement - Bungee Straps	15.89	^^
8259	BP	Newydd Catering & Cleaning	Cleaning Services Bank Place Mar 21	82.44	****
8260	BP	Chubb Fire & Security Ltd	Fire Prevention Equipment Contract 21/22	270.72	****
8261	BP	Royal British Legion	Giant Poppies (Restock)	60.00	^^
8262	DD	Plusnet	Phone & Broadband Apr 21	41.66	****
8263	DD	BNP Paribas	Copier Lease 16/4-15/7	202.80	****
8264	DD	British Gas	Electric 14BP Mar 21	13.03	****
8265	DD	British Gas	Electric 12/13 BP Mar 21	29.14	****
8266	DD	British Gas	Gas Bank Place Mar 21	248.37	****
8267	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
8268	DC	Tesco	Refreshments	8.79	****

8269	DC	Tesco	Refreshments	0.80	****
8270	DC	Tesco	Refreshments	0.80	****
8271	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8272	DC	Ron Harrison Ltd	Book of Remembrance	10.26	****
8273	DC	Tabletop	Hangers	24.65	^^
8274	DC	Smiths	Labels	10.65	^^
8275	DC	DesireTech	Hangers	16.66	^^
8276	DC	Amazon	Bags	5.99	^^
8277	DC	Plastic Box Store	Crates	76.00	^^
8278	DC	Tesco	Refreshments	0.80	****
8279	DC	1&1 Internet Ltd	Office Premium/Mail Pro	12.00	****
TOTAL				24,608.83	

INCOME SCHEDULE/BANK TRANSFERS – APRIL 2021

Date	Name	Payment Details	Amount £
29/4/21	Post Office (Cash)	Deputy Mayor's Contribution - £2.00 Food Club (Contra)	400.00
30/4/21	Flintshire County Council	Local Taxation Precept (1 of 3)	84,966.66
TOTAL			85,366.66

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

11. COMMUNITY ENGAGEMENT

11.1. Monthly Report

Members had before them for consideration the latest report from the Deputy/Assistant Town Clerk. There were action points this month related to a promotional leaflet.

RESOLVED:

That the market, bus routes, active travel route and town centre including the museum be the focus for the leaflet.

11.2. Electric Car Charge Activity

RESOLVED:

That the activity report presented by the Clerk be noted.

12. CORRESPONDENCE RECEIVED

12.1. Aura Leisure – Match Funding Scheme, Play Area Improvements 2021/22

Members considered the letter from Aura Leisure that confirmed this year's scheme and recommendation, which was based on a condition survey report.

RESOLVED:

That members preferred scheme for the next upgrade is Groesffordd Play Area, Greenfield. Clerk to confirm with Aura Leisure.

12.2. Clwyd Pension Fund Consultation

Members considered the update to the Fund's Strategy Statement. Comments were required by Wednesday 26th May 2021.

RESOLVED:

That members support the statement subject to the following queries being raised by the Clerk:

Is there a trade union member on the committee?; and
Has consultation taken place with the joint trades
unions?

Cllr P.A. Johnson left the meeting at this point.

12.3. Email From Kevin Warburton – Former Bowling Pavilion, Fron Park

Members considered the email from Mr Warburton regarding the above matter. Members noted there were other interested parties involved.

RESOLVED:

That the Clerk advise Mr Warburton that the Council would support the final project chosen once due consideration has been given to all interested parties.

12.4. Emails From Daniel Thomas

Members considered the following matters raised by Mr Thomas:

Food and drink refreshment facility in the Hatch, Fron Park.

RESOLVED:

That Mr Thomas be signposted to Neal Cockerton, Flintshire County Council to progress his enquiries for this potential community asset transfer.

Development of the steps by Tesco car park/Tower Gardens as a visual/educational aid. Members discussed this matter and welcomed the idea. Cllr I. Hodge agreed to raise the matter with the local Age & Dementia Group.

RESOLVED:

That the Clerk contacts Flintshire County Council Streetscene to propose the idea, which was fully supported by the Town Council.

12.5. Letter From Emma Candlish, Pen-y-Maes Road, Holywell

Members considered the letter and received a report from Cllr J.M. Johnson on the matter that outlined long standing concerns regarding road safety, speeding and pedestrian pathways. Members recalled a petition was sent to the County Council a couple of years ago about the matter and there had been a transport study and several proposals since then.

RESOLVED:

That the Clerk writes to the Chief Officer – Streetscene, Flintshire County Council, and requests this matter be given urgent attention.

12.6. Reports Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various
B	FLVC Bulletins & Daily Digest Updates	**	Various
C	Welsh Government Updates	**	Various
D	One Voice Wales Updates	**	Various
E	Packet House Appeal Letter	**	12 th Apr 2021
F	FCC Standards Committee – Independent Member Vacancy	**	15 th Apr 2021
G	Wildflower Roundabout - Greenfield	**	19 th Apr 2021
H	Roberta Owen – Green Jobs Action Event	**	22 nd Apr 2021
I	FCC Update on Greenfield Docks Path	**	27 th Apr 2021
J	Update From PC James Tapley	**	27 th Apr 2021
K	Update From Tudor Jones – HLC-CLT	**	10 th May 2021
L	Entrance to Connects Building (Pigeons)	**	12 th May 2021

13. STAFFING – REQUEST TO CHANGE WORKING HOURS

Members considered a request from the Deputy/Assistant Town Clerk for a modification to their working hours. This would involve an earlier finish on some Tuesdays through the summer months, although no change to the contracted weekly hours.

RESOLVED:

That approval be given to the change in work pattern, when required. Clerk to notify the postholder.

14. MEMBERS' AGENDA ITEMS (SEE ATTACHED FORMS)

14.1. Cllr J.M. Johnson – Pen-y-Maes Shops Signage

Members discussed the installation of a sign at the corner of Bryn y Gwynt/Pen y Maes Road, to signpost passers-by to the shopping parade. The County Council were unable to fund this project.

RESOLVED:

That the Council support the purchase of the sign.
Deputy/Assistant Clerk to make the arrangements.

14.2. Cllr I. Hodge – Trough/Planters for Gateway Signage

Members discussed the addition of a planter to the gateway signage, which was not included in the original specifications.

RESOLVED:

That the matter be referred to the next Development Committee.

14.3. Cllr P.A. York – Copy Letter Request, North Wales Association of Local Councils

Cllr York requested that a copy of the Council's recent letter on electric transport, sent to Hannah Blythyn MS, be forwarded to the Association, for consideration at its next meeting.

RESOLVED:

That the Clerk send a copy letter to the Association's Secretary, and also a copy to Julie James MS.

15. REPRESENTATIVES' REPORTS

Cllr I. Hodge stated matters are progressing well with the Air Cadets following a recent meeting.

Cllr B. Scragg reported he and Cllr Hodge had met with the Planning Inspector regarding the LDP and put the Council's views forward.

Cllr P.A. York reported that the next meeting of the North Wales Association of Local Councils would be held on Friday 23rd July 2021 at Connah's Quay. Agenda items would include business rates and railways. Holyhead TC had asked to join the Association.

16. COUNTY COUNCILLOR REPORTS

Cllr E.B. Palmer reported ongoing parking problems at St. Winefrides RC School which was being assessed by the County Council.

Cllr R. Dolphin reported similar problems at Ysgol Maesglas. There were also concerns over planning enforcement and a lack of response from this service which had been reported to the Ombudsman for Wales.

17. CLOSE OF MEETING

The Mayor closed the meeting at 8.20pm.

.....
Mayor

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
061992	Installation of car park management system (ANPR system and associated signage). Location: Car Park, Well Street, Holywell, Flintshire.
061993	Display of Car Park Management Signage. Location: Car Park, Well Street, Holywell, Flintshire.
062968	Mature Ash x 1 - Reduce right hand limb 5-6 feet above main fork and left-hand limb approx. 15 feet above main fork. Location: Braeside, Brynford Road, Milwr, Holywell, Flintshire, CH8 7RP.
062881	Listed Building Application for repairs and remedial works. Location: St Winifred's Presbytery, Well Street, Holywell, Flintshire.
062974	Erection of a Single Storey rear extension for Disabled access and garden room with ramp and decking. Location: Dyfrdwy, 2 Pistyll, Milwr, Holywell, Flintshire, CH8 7SH.
062957	Single Storey Rear Extension. Location: 114 Tan Y Felin, Greenfield, Holywell, Flintshire, CH8 7PU.
062918	Listed Building Application for conversion of former bank into 7 No. self-contained apartments. Location: Former HSBC Bank, 17 High Street, Holywell, Flintshire, CH8 7UB.
060824	Change of use from agricultural to equestrian, including new build horse riding enclosure and associated infrastructure, for creation of equine therapy and riding centre. Location: Greenhill Farm, Bryn Celyn, Holywell, CH8 7QF.
063033	Change of Use of land for the stationing of caravans for residential purposes. Location: Dollar Park, Bagillt Road, Holywell, Flintshire, CH8 7EZ.

NOTES:

1. Full details of planning applications may also be viewed on Flintshire County Council's website www.flintshire.gov.uk or by contacting the Clerk.

2. MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.

3. Notices of the County Council's planning decisions may be viewed by contacting the Clerk.

8. ACCOUNTS

8.1. Accounts for Payment

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

SCHEDULE OF ACCOUNTS – MAY 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8280	BP	Bethan Hall	Contribution to £2.00 Food club from Deputy Mayor's Account (Contra)	400.00	///
8281	BP	Viking	Stationery/Equipment	87.36	****
8282	BP	Ysgol Maesglas	Wales in Bloom School Competition	50.00	^^
8283	BP	EER Developments Ltd	Lighting Display at Offices	300.00	^^
8284	BP	Sian Jones Translation Services	Translate Documents	169.18	***
8285	BP	Delyn Press	Print 200 Vouchers	30.00	****
8286	BP	Delyn Press	Print 200 Vouchers/80 A4 Posters	49.20	****
8287	BP	Daydream Designs	Website Technical Support May21	94.80	****
8288	BP	Morton Parasols	Supply replacement Cover/Telescopic Pole	572.40	^^
8289	BP	Flint & District Lions Club	Contribution - Pen y Maes Defib Unit	1,000.00	**
8290	BP	BKB Solutions Ltd	Install Defib Unit at Pen y Maes Shops	372.00	***
8291	BP	Tadmark	2x Waterproof Stickers - Water Refill Unit	2.40	****
8292	BP	Tadmark	Supply 15 no. High Vis Waistcoats	130.50	****
8293	BP	Thomas Fattorini	Supply 10 no. Holywell Wooden Shields	606.24	***
8294	BP	Clwyd Pension Fund	Staff Pension - May 2021	1,681.72	***
8295	BP	Dannys Family Butchers	Shopping Voucher Reimbursement	275.00	**
8296	BP	Forge Property Consultants	Professional Fees - Business Rate Revaluation	3,423.84	***
8297 - 8299	BP	Council Staff	Staff Salaries - May 2021	5,064.40	***
8300	BP	HMRC	PAYE/NI - May 2021	1,690.54	***

8301	BP	Rialtas Business Solutions	Year End Closedown 2020/21 Year	672.00	***
8302	BP	Holywell Area Community Museum	Room Rent - Jan 2020 to May 2021	250.00	****
8303	BP	J. Baker	Reimbursement - Office Keys	13.00	****
8304	BP	Cllr P.A. Johnson	Annual Allowance	150.00	*
8305	BP	Cllr J. Pattison	Annual Allowance	150.00	*
8306	BP	Cllr S. Johnson	Annual Allowance	150.00	*
8307	BP	Cllr M. Lewis-Jones	Annual Allowance	150.00	*
8308	BP	Cllr E.B. Palmer	Annual Allowance	150.00	*
8309	BP	Cllr A. Trumper	Annual Allowance	150.00	*
8310	BP	Cllr J.M. Johnson	Annual Allowance	150.00	*
8311	BP	Cllr I. Hodge	Annual Allowance	150.00	*
8312	BP	Cllr L.A. Carter	Annual Allowance	150.00	*
8313	BP	Ysgol Gwenffrwd	Wales in Bloom School Competition	50.00	^^
8314	BP	Ysgol Maes-y-Felin	Wales in Bloom School Competition	50.00	^^
8315	BP	Dannys Family Butchers	Shopping Voucher Reimbursement	130.00	**
8316	BP	Beauty By Beth	Shopping Voucher Reimbursement	105.00	**
8317	BP	BPH	70L Water Bowser inc. Chargers, Lance & Hose	1,781.47	^^
8318	BP	Amberol Ltd	Supply 12 Baskets, Brackets and 1 Big Flower Pot	897.19	^^
8319	BP	Full Circle Security Systems Ltd	CCTV Mobile Camera Contract	420.00	*****
8320	BP	Dannys Family Butchers	Shopping Voucher Reimbursement	235.00	**
8321	BP	Viking	Supply 6 no. Litter Pickers	111.53	^^
8322	BP	One Voice Wales	Training Sessions (2) - Cllr A. Trumper	100.00	**^
8323	BP	Beauty By Beth	Shopping Voucher Reimbursement	85.00	**
8324	BP	Viking	Stationery/Consumables	47.32	****
8325	BP	Viking	2 Packs Mineral Water	46.78	****
8326	BP	The Flower Bowl	Shopping Voucher Reimbursement	20.00	**
8327	DD	Plusnet	Alarm Line May 21	19.80	****
8328	DD	Welsh Water	Water Nov20-Apr21 12/13 Bank Place	48.33	****
8329	DD	Welsh Water	Water Nov20-Apr21 14 Bank Place	60.68	****
8330	DD	Plusnet	Phone & Broadband May21	41.00	****
8331	DD	British Gas	Electric 14 Bank Place Apr21	10.99	****
8332	DD	British Gas	Electric 12/13 Bank Place Apr 21	34.71	****
8333	DD	British Gas	Gas Bank Place Apr21	94.04	****
8334	DC	Tesco	Refreshments	0.80	****
8335	DC	Royal Mail	Postages	18.12	***

8336	DC	Peacocks	Eco Clothing Donation (Contra)	70.10	^^
8337	DC	Plastic Box Store	10 Stacking Crates (Contra)	80.00	^^
8338	DC	1&1 Internet Ltd	Office Premium/Mail Pro	17.94	****
8339	DC	Tesco	Refreshments	0.80	****
8340	DC	Amazon	Steam Iron (Contra)	43.99	^^
8341	DC	Amazon	Ironing Board (Contra)	32.50	^^
8342	DC	1&1 Internet Ltd	Office Premium/Mail Pro	82.65	****
8343	DC	C.M. Scott	Engrave Shield	16.00	***
8344	DC	Tesco	Refreshments	0.80	****
8345	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8346	DC	Tesco	Refreshments	0.80	****
8347	DC	Tower Crafts	Wrapping Paper	7.96	****
8348	DC	1&1 Internet Ltd	Office Premium/Mail Pro	12.00	****
			TOTAL	23,072.27	

INCOME/BANK TRANSFERS SCHEDULE – MAY 2021

Date	Name	Payment Details	Amount £
Various	Square UK	Voucher Payments	405.22
17/5/21	Mayors Allowance A/C	Bank Transfers (Contras)	313.12
18/5/21	Voucher Recipients	Cash Voucher Payments (1 of 2)	940.00
27/5/21	Flintshire County Council	Contribution – Holywell Leaflet	2,900.00
TOTAL			4,558.34

Powers to Make Payments:

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

8.2. Annual Return & Governance Statement - 2020/21 Financial Year

Members to consider approval of the attached accounting statements and annual governance statement. Clerk to report.

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

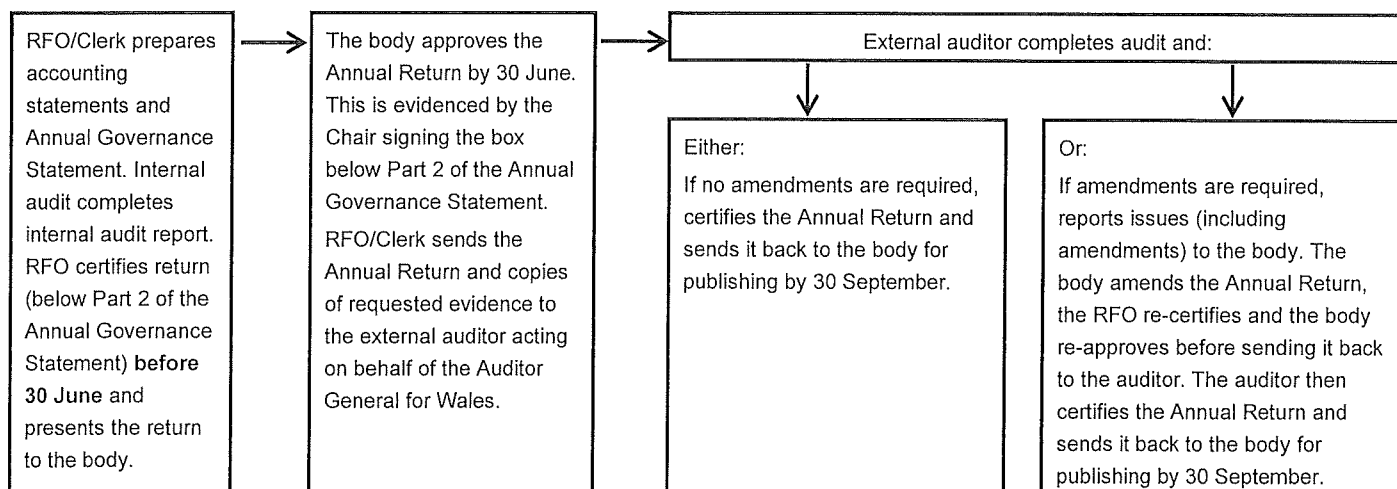
	Yes	No		Yes	No		Yes	No
ENGLISH	✓		WELSH	✓		BILINGUALLY	✓	

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

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



Please read the guidance on completing this Annual Return and complete all sections highlighted pink.

APPROVING THE ANNUAL RETURN

The council must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

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

Accounting statements 2020-21 for:

Name of body:

HOLYWELL TOWN COUNCIL.

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	96,229	108,320	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	243,000	252,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	3,781	3,217	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	79,568	92,301	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	2,608	15,000	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	152,514	116,745	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	108,320	139,491	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors	12,509	12,208	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.				
9. (+) Total cash and investments	97,892	145,428	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10. (-) Creditors	2,081	18,145	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.				
11. (=) Balances carried forward	108,320	139,491	Total balances should equal line 7 above: Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	524,860	606,760	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.				
13. Total borrowing	0	85,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).



Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

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

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

Additional disclosure notes*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £ 2,378 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Committee approval and certification

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

Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.

RFO signature:



Name:

JASON BAKER

Date:

18th MAY 2021

Approval by the Council/Board/Committee

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

Minute ref:

Chair signature:

Name:

Date:

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:

Auditor General's report

Audit opinion

[Except for the matters reported below]* 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.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body:

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

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

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

9. Periodic and year-end bank account reconciliations were properly carried out.

10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	

12.

13.

14.

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

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

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

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?	✓	
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?	✓	
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

9. COMMUNITY ENGAGEMENT

9.1. Deputy/Assistant Clerk's Monthly Report

Members to receive the attached update and consider any action points.

1. Youth Councillor

Another young person, Cerys Owens, has expressed her interest in becoming a Youth Councillor. I have spoken with her, and she appears keen and interested in getting involved even though she will be doing a Masters in Cardiff from September. An application form has been sent to her for completion. **Members to approve her appointment.**

2. Active Travel/Transport Study

A site meeting was held with members, representatives from FCC and the Greenfield Valley. The following was agreed between those in attendance and confirmed by Jayne Rogers the new Transport Strategy Officer for Flintshire:

- FCC agreed that going forwards they would maintain regular contact and communication with HTC to update you on any amendments with regards to unavoidable ongoing developments, amendments and change management decisions that are required during scheme delivery.
- To find a way forward, FCC also agreed to commission a feasibility study to consider the various options that were suggested for establishing the connectivity to the coastal route. They agreed to ensure that HTC are engaged early in the study and that the successful contractors work closely with them to identify the various potential options for consideration. The briefing will identify this as an essential pre-requisite and first step following award of the commission. Once this has been done we will have a clear and unambiguous way forward and if proven to be deliverable and to stand up to cost benefit analysis, we can assess and prioritise any alternative option for future funding.
- FCC also agreed to share the transport study (the first draft of which is currently being amended) once the final draft is ready.

Our preferred options have been submitted in writing to Jayne Rodgers FCC's new Transport Strategy Officer as requested by her following on site meeting held.

3. Voucher and Raffle Scheme

Scheme has now finished but proved very popular with Council doubling initial budget allocated due to the initial success of the scheme. New raffle scheme to be introduced in July running for a couple of months. Further details to be released shortly.

4. Pen y Maes Shop Sign

I have started discussions with FCC re: supply of a suitable sign highlighting the Pen y Maes shops. Council have agreed to pay for the sign and are looking for FCC to install.

5. Metal Mickie Update

A new contractor has taken over the servicing and maintenance of the machine. It is planned to relocate the unit from Rosehill Avenue to Panton Place after discussion with the Police etc. It is hoped that the unit can be put on the old Nat West Building for a period of around 5 months prior to the lights being switched on. Permission has been sought from Clwyd Alyn, the new owners of the building which has been agreed. Just trying to track down Chris Rees Jones FCC re any potential conservation issues.

6. Streetscene Tidy at Council Offices

Streetscene have been asked to provide us with a quote for work to tidy up, weed, cut back overgrowth at the Town Council offices with a requirement to finish off the works by the end of June in time for the Wales in Bloom walkabout.

7. Woodlands Tree Planting Grant

Final grant submitted for £22k with final decision expected end of June/Early July.

8. Phone Box Project

Glazing works to be completed by w/e 11th June. Once completed contact will be made with Cadwyn Clwyd appointed consultant and High School Art department to move inner element of works forward i.e. Map, Display unit etc.

10. CORRESPONDENCE

10.1. Holywell Autumn Club

Members to consider the attached letter from Derryn Blanchard BEM, Chair/Organiser of the Autumn Club. Derryn is requesting the Council's assistance in finding a suitable candidate(s) to take over the running of the club going forward.

Holywell Town Council,
Bank Place Offices,
Holywell
Flintshire
CH8 7TS.

Oak Cottage,
Hillside Court,
Holywell
CH8 7PS.
11th May 2021.



Dear Sirs,

It is with great sadness that I ask if there is any help you could give in finding someone to take over my voluntary role as Chair/Organiser of Holywell Antenna Club.

I will be 83 in a couple of months and have found that the loss of my dear husband, Joe, my poor health and the restrictions of the lockdowns have all played their part in my feeling unable to fulfill even my personal commitments - let alone those of running club.

The group began in 1987 as a community project for the youth and older population in Strand and Pen-y-Maes. It was supported by members of the Council - Karin Davies and Dr Martin Parry - but the Youth Section folded and, as I had volunteered around 1988/1989, I continued the Seniors group with Una Davies until she resigned. In 1996 I brought club from its original home at Holywell High School to Bank Place where we have enjoyed continued support from our Town Council, and other organisations such as FLV.

The support we have been given has seen our members enjoy many memorable outings and holidays. Always, preferably on trains, boats etc. followed by a sociable meal. Raising funds for these has been a big part of running club, but our own funds from Bingo help a little.

I feel anyone taking over could, if they preferred, start in a less ambitious way, as our elderly people love their Bingo and the social connection it brings. Trips, holidays, etc could come later as knowledge of members likes, dislikes and abilities grows. After lockdowns, just meeting up should be valued.

There is a good balance in the club account which would give a new organiser a sure footing. This would go to other causes decided by the current committee if club does not re-start, as our constitution requires.

All accounts, receipts, letters etc going back 7 years are available, plus other items such as photos, project reports, going back to the 1988 era.

I hope this information plus any help I can give, would save club from closing.

With my thanks

Deryn Blanchard B.E.M.

10.2. A55 Ewloe to Caerwys / A55 Northop Climbing Lane WelTAG - Stakeholder Engagement

Members to consider the attached email and associated documentation relating to the above matter. The Clerk has agreed an extension to enable the Council to comment, should it wish to do so.

Email From Atkins:

The North and Mid Wales Trunk Road Agent (NMWTRA), on behalf of Welsh Government, and Atkins are currently undertaking a Welsh Transport Appraisal Guidance (WelTAG) Stage One study to investigate potential transport improvements on the A55 between Ewloe and Caerwys. In addition to this, a WelTAG Stage Two study is being undertaken to investigate potential options for a climbing lane near Northop on the A55.

Both studies are being undertaken under the WelTAG Framework, which sets out best practice for the development, appraisal, and evaluation of proposed transport interventions in Wales. A key part of the WelTAG process is engaging with stakeholders.

The technical information pack attached to this email provides background to the studies and asks for feedback from you, as a key stakeholder, on the development of the studies. Please note that these WelTAG studies are not associated with the nearby Flintshire Corridor project, although due consideration of this nearby scheme will be undertaken in the development of the WelTAG studies.

Welsh Language

Please note that the technical information pack attached to this email can be provided in Welsh by request, which may take up to two weeks to provide.

GDPR

Please may we ask you to confirm in writing that you are happy to be contacted for stakeholder engagement and for your email address to be shared between Welsh Government, NMWTRA and Atkins. Consent will be limited for the development purposes only of the A55 Ewloe to Caerwys and A55 Northop Climbing Lane WelTAG studies. This information is required to comply with the GDPR.

If possible, please respond by June 11th to ensure that your comments can be incorporated into the development of the projects.

Kind Regards,
Atkins



ATKINS

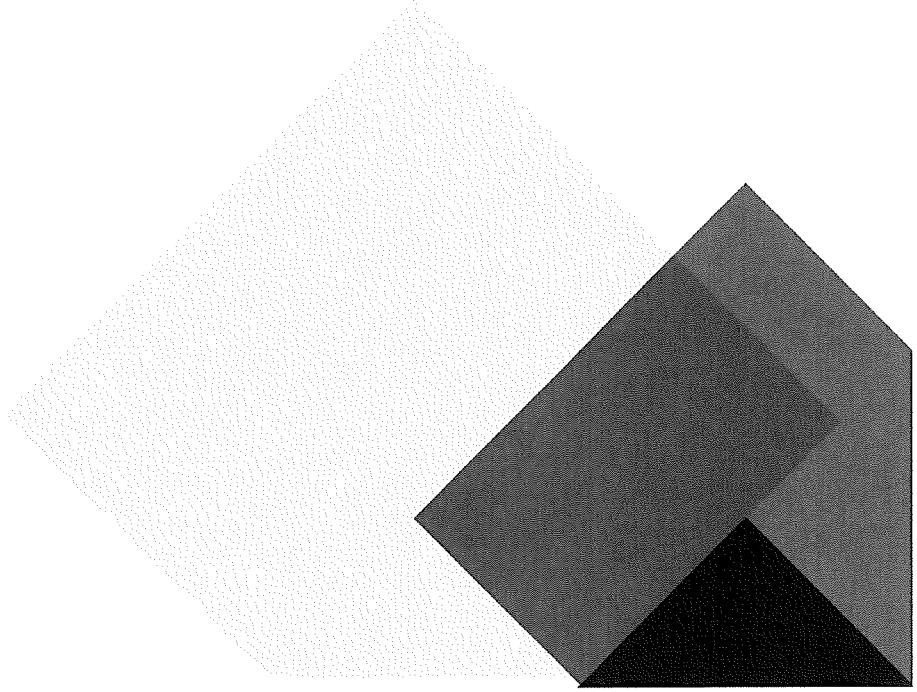
Member of the SNC-Lavalin Group



Asiant Cefnffyrdd Gogledd a Chanolbarth Cymru
North & Mid Wales Trunk Road Agent

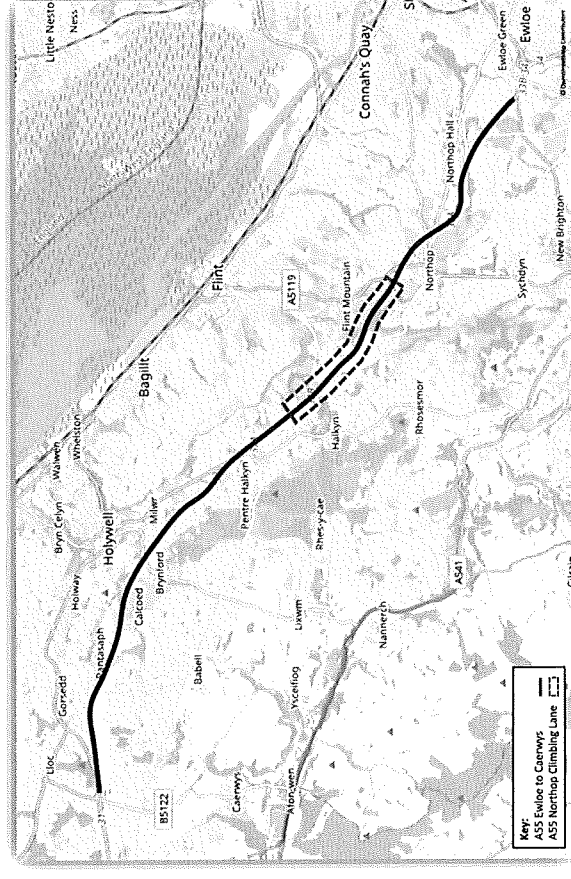
A55 Ewloe to Caerwys and A55 Northop Climbing Lane

WelTAG Stages One and Two Studies – Stakeholder
Engagement Pack



Introduction

- > As the Strategic Highway Authority, the efficient and safe operation of the A55 is of key importance for the Welsh Government and the North and Mid Wales Trunk Road Agent (NMWTRA).
- > On this basis, Atkins has been commissioned by NMWTRA, on behalf of Welsh Government, to undertake a Welsh Transport Appraisal Guidance (WelTAG) Stage One study investigating potential transport improvements on the A55 between Ewloe (J33B) and Caerwys (J31).
- > In addition to the WelTAG Stage One study, a WelTAG Stage Two study has been commissioned to progress with outline designs for a potential climbing lane on Northop hill on the A55.
- > It should be noted that these WelTAG studies are not associated with the nearby Flintshire Corridor project, although due consideration will be given to this major scheme in the development of these WelTAG studies.
- > In line with WelTAG, we are reaching out to key stakeholders in the area, in order for you to be able to comment on the existing issues along the A55 in this area, potential improvement options and the appropriate objectives for the scheme.



Overview of WelTAG Stages One and Two

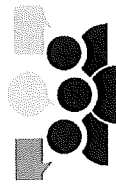
- › WelTAG 2017 sets a framework for appraising proposed changes to transport infrastructure, and sets out best practice for the development, appraisal and evaluation of proposed transport interventions.
- › The purpose of a Stage One WelTAG study is to undertake a strategic review of the study area, understand current / future issues and identify potential measures for further investigation that could improve the operation of the study area for all transport modes.
- › In addition, a range of study objectives will be established at WelTAG Stage One and will form the basis of the assessment of all potential measures going forward.
- › The purpose of the WelTAG Stage Two study is to consider in greater detail the range of options for a climbing lane near Northop and relevant supplementary measures, including potential amendments to existing junctions and pedestrian crossings, with the intention to recommend a preferred option(s), if appropriate.
- › Following completion of WelTAG Stage Two, should an appropriate measure be identified, a Stage Three study will need to be undertaken. The purpose of WelTAG Stage Three is to make a detailed assessment of the preferred option to inform a decision as to whether or not to proceed to implementation.



ATKINS
Member of the SNC-Lavalin Group

Asiant Ceinfyfyrdd Gogledd a Chanolbarth Cymru
North & Mid Wales Trunk Road Agent

Stakeholder Feedback



- › As part of WelTAG, it is important to engage with key stakeholders to ensure that the appraisal is informed by appropriate local and technical context, in line with the five ways of working set out within the Well-being of Future Generations Act.
- › We would therefore welcome your thoughts on the following:
 - › **A55 Ewloe to Caerwys – Stage One:**
 1. Existing **issues** along the A55 between Ewloe and Caerwys and your experience of them.
 2. What you would consider as **key objectives** for any potential schemes; and
 3. Any **improvement options** you would suggest as appropriate for the area.
 - › **A55 Northop Climbing Lane – Stage Two:**
 1. The **suitability** of a **climbing lane scheme** on the A55 at Northop hill; and
 2. Any **other improvements** that you believe warrant further consideration in this location.
- › It is intended that your feedback will be considered in the development of both WelTAG studies, to assist in the identification of any preferred scheme(s) in the area.
- › To assist you in providing your response, we have also attached a feedback form.





Llywodraeth Cymru
Welsh Government

ATKINS

Member of the SNC-Lavalin Group



Asiant Cefnfyrrdd Gogledd a Chanolbarth Cymru
North & Mid Wales Trunk Road Agent

Please send your comments to:

A55.Ewloe.Caerwys@atkinsglobal.com

Diolch / Thank you

A55 Ewloe to Caerwys

1. Existing and Potential Issues

2. Key Objectives

3. Potential Options

4. Any Other Comments

A55 Northop Climbing Lane

1. Suitability of Climbing Lane

2. Potential Other Options

3. Any Other Comments

Thank you for your comments, please send your response through to:

A55.Ewloe.Caerwys@atkinsglobal.com

10.3. 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	Hannah Blythyn MS	**	Various Dates
F	Rob Roberts MP	**	Various Dates
G	Mayor of Conwy Fundraiser	**	12 May 2021
H	Brunswick Ironworks Book	**	14 May 2021
I	Windrush Day Grant Guidance	**	19 May 2021
J	Clwyd Pension Fund Strategy Response	**	19 May 2021
K	North Wales Police – Grab a Gripe Results	**	20 May 2021
L	Internal Audit Advice – Supplier Fraud	**	26 May 2021
M	One Voice Wales – Training Sessions June	**	2 Jun 2021
N	Walking & Cycling Consultation	**	2 Jun 2021
O	Transition Holywell – Green Deal For Delyn	**	8 Jun 2021

11. CORPORATE TRAINING OPPORTUNITY – EQUALITY & DIVERSITY COURSE

One Voice Wales are able to offer the Council a bespoke training session on a remote basis of the above course for up to 20 delegates, at a cost of £299.00. Members are requested to approve and consider attending the course.

12. NEW LEGISLATION BRIEFING

Clerk to brief members with a summary of the Local Government and Elections (Wales) Act 2021, effective from 1st May 2021. The summary will cover the parts of the Act relevant to Town and Community Councils.

13. MEMBERS' AGENDA ITEMS

Members to consider the following items from members (see attached form):

- Cllr Andy Trumper – Llesty Woodland.

14. 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.

15. COUNTY COUNCILLOR REPORTS

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

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	ANDY TRUMPER.
Meeting	HOLYWELL TOWN COUNCIL.
Date Of Meeting	TUESDAY 15 TH JUNE 2021.

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

Subject	Specific Matter To Be Considered
LEVERET WOODLAND MATTIONS.	1/ CUT BACK TREES TO BOUNDARY AND SPRAW PATHWAY. 2/ LETTER TO CHIEF OFFICER - FIRE SERVICE REGARDING PATHWAY CONDITIONS.

Signed: A. Trumper.

Date: 9/6/21.

16. 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 items 17 and 18, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the sensitivity of the financial and staffing considerations.

17. APPLICATIONS FOR FINANCIAL ASSISTANCE

- **Schedule A** Donations granted 1/04/18 – 31/03/21
- **Schedule B** Budget Provision 2021/22 & Donations Paid To Date
- **Schedule C** Financial Assistance Applications – June 2021

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 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	£
	Budget	7,000
	Paid To Date	
	Total Paid	0
	Balance Remaining	7,000

Town Council Policy

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.

SCHEDULE C - Applications for Financial Support – June 2021

Ref	Organisation	Amount Requested £	Previously Supported (Last 3 Years)
1	Urdd Gobaith Cymru	100	
2	Citizens Advice Flintshire	1,500	✓
3	Delyn Gymnastics Club	600	✓
	TOTAL	2,200	

18. **INTERNAL WORKING ARRANGEMENTS**

Chair and Clerk to report.

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.