

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

To: All Members of the Council

13th October 2022

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Tuesday 18th October 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. PRESENTATION – FR. DOMINIC CAWDELL, VICAR OF HOLYWELL

Fr Dominic will attend the meeting and speak to members about the car parking provision required, at Holy Trinity Church, Basingwerk Avenue, Greenfield.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

4. MAYOR'S REMARKS

5. 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 held on Tuesday 27th September 2022.
- Resources Committee held on Tuesday 4th October 2022.
- Town Centre & Events Committee held on Wednesday 5th October 2022.
- Resources Committee held on Wednesday 12th October 2022.

6.2. Meetings of Committees and Working Groups

- To consider any recommendations for approval from Committees (where not delegated) and working groups held.
- **Town Centre & Events Committee Minute TC19** – Clerk to update on the deployment of the remaining £10k Town Centre Enhancement Grant.
- **Events Working Group** – Clerk to provide a summary of the recommendations from the meeting held on Thursday 13th October 2022. Members to approve the budget and programme for the Christmas Lights Switch On event as reported.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Holywell, on Tuesday, 27th September 2022 at 6.00pm.

PRESENT: Councillor I. Hodge (Mayor).

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

APOLOGIES FOR ABSENCE none were received.

IN ATTENDANCE: J. Baker (Clerk).

The Mayor led the Council in a minute's silence prior to the meeting, in memory of Her Majesty The Queen.

53. PRESENTATION – MIKE THOMAS

The Council received Mr Mike Thomas who informed members about the plans to install swift boxes around the Holywell and Greenfield communities. There was a significant presence of swifts in Holywell over the last decade according to ecological records. The project was funded by Flintshire County Council and managed by North Wales Wildlife Trust. The timescale for implementation was April 2023.

Members suggested the following locations:

- Greenfield Valley Heritage Park
- Bryn y Coed, Strand, Holywell (row of houses bordering woodland)
- Tesco, Lidl and Home Bargains Stores, Holywell
- Drill Hall, Halkyn Street, Holywell
- Former site of Ysgol Y Fron Derelict School, Halkyn Street, Holywell
- Holywell Town Council Offices

RESOLVED:

That Mr Thomas be thanked for his presentation.

54. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
67	P.A. Johnson		✓	Trustee of Holywell Area Community Museum
67	M. Lewis-Jones		✓	Trustee of Holywell Area Community Museum

55. MAYOR’S REMARKS

The Mayor welcomed everyone to the first meeting of the council following the summer break. Given the summer break the rest of the month had been quiet for civic functions.

The Mayor received messages on holiday, regarding the flags on the connect building and the office flagpole, during the period of national mourning. The flags were set up as per the UK Flag Protocol, which the Mayor had followed throughout his career in the Navy. Flags only stand at half-mast on vertical poles. Even at half-mast there were parameters to be observed. On angled poles such as the connects building they fly at the full with a black cravat attached. The matter was further complicated as following the ascension of the new king all had to be flown at the full for 24 hours before being returning to half-mast. The Mayor hoped this clarified the position to members if they had received similar questions.

On Sunday 25th September the Mayor attended a service of thanksgiving at St James Parish Church, Holywell for the life of Her Majesty Queen Elizabeth II. The Mayor gave thanks to Father Dominic and the Church staff for their organising of the service at short notice, that enabled all residents to pay their own tribute. The Mayor thanked all those that attended, that included Rob Roberts MP and fellow councillors.

The Mayor remarked how pleasing it was that funding for a new station in the form of Well-tag stage 2, for an outline business case and selection of the preferred site, had been approved by West Government.

The Mayor was pleased to announce Holywell received a Silver Gilt in the recent Wales in Bloom competition and thanked Holywell Garden Centre for their contribution in ensuring the baskets in the High Steet looked better than ever and passed congratulations onto Chair Cllr Barry Scragg and the Development Committee on this fantastic achievement for the town.

The Mayor thanked all those involved in organising another successful Well Inn Music Festival event, in the short timescale involved. Sadly, the Mayor could not attend due to another commitment but was informed all went very well on the day.

Research will be stepped up on any available grant opportunities to support the Council's new business plan, that will be considered later in the meeting. Any potential grant applications and funding will be advised to the Council at the appropriate time.

Now that we are several months into the new Council, the Mayor was more mindful of the timing of meetings, particularly when there was a speaker, and proposed a maximum of three member items, and one per member, for future meetings, to run the meetings in line with Standing Orders. When a member wished to raise a particular item discussion with ward colleagues could sometimes prove beneficial and invaluable when resolving certain issues.

The Clerk had advised that Gill Murgatroyd, Flintshire Standards Committee, would be attending the November Council meeting, to observe the Council's meeting protocols and practices.

The Council was working very hard to recruit to the Support Officer position. Shortlisting and interviews of new candidates would be arranged as soon as possible.

Finally, Cllr D. Thomas had requested use of the Council Chamber for his family to remotely attend the Amplifon Awards for Brave Britons on Tuesday 11th October, and the Mayor wanted to pass on the Council's best wishes and support for the event.

RESOLVED:

That the Clerk implements the three member agenda items, one per member rule, per council meeting with immediate effect.

56. PUBLIC SPEAKING

There were no such requests.

57. MINUTES & MEETINGS

57.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Tuesday 19th July 2022.
- Resources Committee held on Tuesday 26th July 2022.
- Special Full Council held on Tuesday 23rd August 2022.
- Resources Committee held on Wednesday 24th August 2022.
- Resources Committee held on Thursday 1st September 2022.

58. PLANNING

58.1. New Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation.

RESOLVED:

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

Application Number	Proposal Details
FUL/000349/22	Proposal: Proposed building of a 100 seater stand. Amendments to submitted application FUL/000349/22. Location: Greenfield Football Club, Bagillt Road, Holywell, Flintshire, CH8 7HG. The Council support this application and had no objections.
FUL/000420/22	PROPOSAL: ERECTION OF A FULL WIDTH 4 METRE REAR EXTENSION WITH A LOWER GROUND FLOOR. LOCATION: 19 Penymaes Gardens, Holywell, Flintshire, CH8 7BL. The Council support this application and had no objections.

59. ACCOUNTS

59.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved.

SCHEDULE OF ACCOUNTS – JULY 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8981	BP	Flintshire County Council	CCTV Charges 07/22-09/22	3,075.49	*****
8982	BP	Celt Rowlands & Co	Legal Fees - Asset Transfer	780.00	***
8983	BP	Holywell Garden Centre	June Watering & Fence removal	670.00	^^

8984	BP	Philip Jones Computers	ICT Support Costs - Apr-Jun 22	306.00	****
8985	BP	NHBS Ltd	Woodland Project	281.27	^^
8986	BP	CLlr Chris Argent	Basic Allowance	150.00	*
8987	BP	UK Vending	Replenishment of coffee supplies	92.58	****
8988	BP	Bernard Dykes & Son	Updating Mayoral Board	50.00	****
8989	BP	Danny's Family Butchers	Community Endeavour Award Voucher redemption	50.00	**
8990	BP	Chaos Ink	Community Endeavour Award Voucher redemption	50.00	**
8991	BP	DS Embroidery	Cadet badge embroidery	17.00	****
8992-8994	BP	Council Staff	Staff Salaries - July 2022	5,281.22	***
8995	BP	HMRC	July NI/PAYE	1,821.48	***
8996	BP	Clwyd Pension Fund	July Pension Payments	1,753.38	***
8997	BP	Holywell Garden Centre	Cherry picker hire/bunting removal	964.00	^^
8998	BP	Delyn Press	Members Business Cards	268.80	****
8999	BP	Rialtas Business Solutions	Software Annual Support Fee	214.80	****
9000	BP	Daydream Designs	Website Tech Support July 22	94.80	****
9001	BP	FR Kennedy & Son	Community Endeavour Award Voucher Redemption	25.00	**
9002	BP	CLlr L.A. Carter	Reimbursement (taxi fare)	24.50	**^
9003	BP	Signs at Home	Engraved desk Name Plates	22.04	****
9004	BP	Full Circle Security Systems	Onsite CCTV installation	651.60	*****
9005	BP	Full Circle Security Systems	Onsite CCTV installation	2,518.80	*****
9006	BP	Holywell Garden centre	Event set up/assistance	350.00	^^
9007	BP	Holywell Garden centre	WIB watering & services July	706.00	^^
9008	BP	Steve Tomlin	Scythe Kits	650.00	^^
9009	BP	Jason Baker	Travel Expenses	14.40	^^**
9010	BP	HMRC	Mayor's Allowance Tax Element	200.00	///
9011	BP	Flintshire County Council	Election Fees - May 2022	8,638.15	##
9012	BP	CLlr I. Hodge	Reimbursement of Sundry Items	60.49	****
9013	BP	Forgotten Riders	Events Grant	500.00	^^
9014	BP	Full Circle Security Systems	Onsite CCTV installation	2,971.44	*****
9015	BP	Reach Publishing Services Ltd	Support Officer Job Advert	600.00	****
9016	DD	Plusnet	Alarm Line July 22	23.62	****
9017	DD	Plusnet	Phone & Broadband July 22	38.41	****

9018	DD	BNP Paribas	Photocopier Lease 16/07-15/10	154.80	****
9019	DD	EDF Energy	Electricity July 12-13 Bank Place	125.98	****
9020	DD	EDF Energy	Electricity July 14 Bank Place	16.43	****
9021	DC	Tesco	Refreshments	1.05	****
9022	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9023	DC	Amazon	Cordless Office Phone	72.99	****
9024	DC	Stamford Notebook Co	Royal Condolence Book	74.95	****
9025	DC	Tesco	Refreshments	8.05	****
9026	DC	Tesco	Refreshments	1.05	****
9027	DC	CASH	Holywell Market Group Grant Event Donation	250.00	^^
9028	DC	CASH	Holywell Market Group Grant Event Donation	250.00	^^
9029	DC	Tesco	Stationery	4.00	****
9030	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9031	DC	Tesco	Refreshments	1.15	****
9032	DC	1&1 Internet Ltd	Mail Pro	12.00	****
9033	DC	S1 Jobs	Recruitment Advert - Support Officer	570.24	****
9034	DC	CM Scott's Jewellers	Engrave Trophies	30.25	^^
9035	DR	HSBC	Bank Charges	8.00	****
TOTAL				35,611.19	

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

Date	Category	Name	Payment Details	Amount £
20/07/22	INCOME	Wise – EV Charge	Car Charge Point	25.84
			TOTAL	25.84

SCHEDULE OF ACCOUNTS – AUGUST 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9036 - 9038	BP	Council Staff	Staff Salaries - August 2022	4,763.54	***
9039	BP	HMRC	PAYE/NI - August 2022	1,509.21	***
9040	BP	Clwyd Pension Fund	Staff Pension Costs - August 2022	1,582.85	***
9041	BP	Cllr P. Curtis	Members Allowance	150.00	*
9042	BP	Chubb Fire & Security Ltd	Intruder Alarm Contract 22/23	1,052.35	****
9043	BP	Flintshire County Council	Annual Licence Fee - Town Centre	70.00	^^
9044	BP	Daydream Designs	Website Tech Support - Aug 22	94.80	****
9045	BP	Veolia	Supply Trade Waste Bags	106.08	****
9046	BP	UK Vending	Lease Hire - Drinks Machine	132.60	****

			10/8-9/11		
9047	BP	Viking	Supply Mineral Water Bottles	44.38	****
9048	BP	Viking	Supply A4 Copier Paper	29.94	****
9049	BP	Paint Me Pretty	CE Award Voucher Reimbursement	50.00	**
9050	BP	Grow For Talgarth	Wales In Bloom Awards Attendance Fee	15.00	^^
9051	BP	Signs at Home	Supply Desk Name Plate	22.04	****
9052	DD	Plusnet	Phone Alarm Line Jul/Aug	23.62	****
9053	DD	Opus Energy	Gas Bank Place Offices Jun/Jul	27.93	****
9054	DD	Plusnet	Phone/Broadband Bank Place Offices Aug	38.30	****
9055	DD	EDF Energy	Electric Bank Place Offices Jul/Aug	105.00	****
9056	DD	EDF Energy	Electric Bank Place Offices Jul/Aug	21.00	****
9057	DD	Opus Energy	Gas Bank Place Offices Jul/Aug	20.58	****
9058	DC	Canva	Subscription	99.99	****
9059	DC	Tesco	Refreshments	0.79	****
9060	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9061	DC	Amazon	Magnifying Glasses (Heritage Grant)	90.87	***
9062	DC	Tesco	Kettle	15.00	****
9063	DC	Amazon	Magnifying Glasses (Heritage Grant)	4.99	***
9064	DC	Amazon	Magnifying Glasses (Heritage Grant)	4.99	***
9065	DC	Amazon	Magnifying Glasses (Heritage Grant)	9.98	***
9066	DC	Amazon	Magnifying Glasses (Heritage Grant)	39.92	***
9067	DC	Amazon	Magnifying Glasses (Heritage Grant)	4.99	***
9068	DC	Tesco	Refreshments	1.15	****
9069	DC	Amazon	Takeaway Food Bags	34.95	****
9070	DC	Zoom Video	Monthly Subscription	14.39	****
9071	DC	Tesco	Refreshments	1.15	****
9072	DC	Tesco	Refreshments	8.98	****
9073	DC	Tesco	Refreshments	11.15	****
9074	DR	HSBC	Bank Charges - July 22	11.50	****
			TOTAL	10,314.60	

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

Date	Category	Name	Payment Details	Amount £
31/08/22	Income	Flintshire County Council	Local Taxation Precept (2 of 3)	84,950.00
			TOTAL	84,950.00

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

60. COMMUNITY ENGAGEMENT

60.1. Monthly Report

The Mayor informed members that the next report would be presented to the Council at the October meeting.

61. CORRESPONDENCE RECEIVED

61.1. Letter from Derryn Blanchard BEM, Holywell Autumn Club

Members considered the letter, which had requested the Council to assist the Club in sourcing new management arrangements. The club had operated for many years and provided an important resource to the older community. Members expressed a wish for the Club to continue to operate from Bank Place Council Offices. The Holywell Area Community Museum had shown initial interest in providing some support, possibly by recommencing the Bingo activity to start with.

RESOLVED:

That the Clerk update Derryn Blanchard BEM, and liaise further with Cllr M. Lewis-Jones to ascertain the involvement of the Museum.

61.2. Selection of Preferred Nominations – Flintshire Standards Committee Vacancy

Members considered the five candidates and had read the pen portraits forwarded on by the Clerk.

RESOLVED:

That the council's first preference candidate be confirmed as Cllr Lynda Carter; that the Council's second preference candidate be confirmed as Cllr Ian Papworth. Clerk to inform the County Council.

61.3. Halkyn Mountain Newsletter

Members considered the request from Gayle Hughes for the council to advertise Holywell Market. The cost was £20 per year and the newsletter was published quarterly. Members suggested that a similar article to that published in the Five Villages Chronicle could be used, that encompassed a generic update across all the Council's services.

RESOLVED:

That the Clerk confirm the Council's support and involvement. Start point to be determined following a resource review.

61.4. Extending the Wellbeing of Future Generations Act's Wellbeing Duty Consultation

Members considered taking part in the above consultation.

RESOLVED:

That a working party be formed to complete the consultation exercise, consisting of Cllrs L.A. Carter, I. Hodge, J. Jones, and E.B. Palmer. Clerk to arrange the session to be completed online.

61.5. Email from J. Pleszak, Community Support, North Wales Police

Members considered the email from J. Pleszak. An IBOX mobile computer entertainment event was being held at the Holway Community Centre on 11th November, and the Police had requested funding.

RESOLVED:

That the Clerk offers member support at the event, and queries how much funding would be required and what it would cover.

61.6. St. Winefride's RC School – Request for a Governor

Members considered the letter and request for a Community Governor, that followed the resignation of Councillor E.B. Palmer from the role.

RESOLVED:

That Councillor S. Rush be appointed to the role, subject to the School's ratification. Clerk to inform the Chair of Governors.

61.7. Upgrade to Fron Park Play Area, Holywell

Members considered the proposed scheme that included a multi play structure and a double see-saw. Councillor E.B. Palmer had attended a site meeting to review the proposals. The climbing net was to be retained but moved to another area of the park. Cllr Palmer also reported that the slide at Strand Park play area had been removed as it was unsafe and would be considered for future refurbishment.

RESOLVED:

That the proposed scheme be approved. Clerk to inform Aura Leisure.

61.8. Greenfield Football Club – Sponsorship

Members considered the letter from the Club Secretary that requested the Council consider sponsorship. Members noted that the Council had contributed in the past to Greenfield FC and other sports clubs, through its financial assistance policy.

RESOLVED:

That the Clerk writes back to the Club Secretary to advise that all requests for grants and donations should be made through the Council's financial assistance policy.

61.9. St. David Awards of Wales

Members considered any nominations for the St David Awards, run by Welsh Government.

RESOLVED:

That Derryn Blanchard BEM, Holywell Autumn Club, be nominated for the awards. Clerk to make the necessary arrangements.

61.10. 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 Daily Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Menter Iaith – Summer of Fun	**	19 th Jul 2022
F	Boundary Commission For Wales – Secondary Consultation	**	19 th Jul 2022
G	FLVC Summer Holiday Activities	**	21 st Jul 2022
H	Rob Roberts MP – Safer Streets Fund	**	27 th Jul 2022
I	Office of Police Crime Commissioner – Safer Streets Fund	**	27 th Jul 2022
J	FLVC Bulletin	**	28 th Jul 2022
K	Thomas Pennant Update	**	15 th Aug 2022
L	Hannah Blythyn MS – Office Relocation	**	23 rd Aug 2022
M	OPCC Newsletter	**	2 nd & 20 th Sep 2022
N	Rob Roberts MP Press Releases	**	Various Dates
O	North Wales Police – Crime Reduction Event	**	5 th Sep 2022
P	Ann Carroll – Ongoing Planning Matter	**	8 th Sep 2022
Q	Thomas Pennant Society Annual Lecture	**	20 th Sep 2022

62. HOLYWELL TOWN COUNCIL BUSINESS PLAN

Members considered the final draft of the Council's Business Plan, that operated during the Council's term of office, from 2022-2027.

Cllr S. Rush left the meeting at this point.

RESOLVED:

That the Business Plan be approved and published by the Clerk.

63. MEMBERS AGENDA ITEMS

- Cllr L.A. Carter – Unacceptable Waiting Times for Accident & Emergency. Cllr Carter relayed concerns that covered ambulance availability, first responders, and waiting times at different points of the service. This had a detrimental impact on people's lives.

RESOLVED:

That a letter be sent to Betsi Cadwaladr to express the Council's concerns. The letter was to be copied to Rob Roberts MP, Hannah Blythyn MS and all other North Wales MS.

Cllr C. Argent left the meeting at this point.

- Cllr L. Corbett – Refuse Collection & Recycling, Holywell High Street. Cllr Corbett outlined the problem with the waste collection. Multiple items of waste were left outside and waiting on a collection; the situation was exacerbated by some residents. Cllr E.B. Palmer has reported the matter to Streetscene. Waste collectors would now operate before the road closure on event days. Cllr I. Hodge stated that a dedicated plan was needed and would raise at the County Council's Environment Committee.

RESOLVED:

That the matter be deferred to the next Town Centre & Events Committee. Nigel Seaburg, Streetscene Coordinator would be asked to attend.

- Cllr S. Rush – Greenfield Valley Santa Dash. This item was deferred to the Council's Town Centre & Events Committee, for further consideration.
- Cllr S. Rush – Ysgol Maesglas Fence. There was a safety concern with a gap in the fence line from the playing field to the coast road. Cllr R.

Dolphin agreed to raise the matter with the County Council's Streetscene Department.

- Cllr D. Thomas – Council Social Media Activity. Cllr D. Thomas explained his concerns. The social media account was managed by the staffing team, under delegated authority from the Council. Further information posts could be added to the website content. Members should email the Clerk with the details to be included.
- Cllr D. Thomas – Defib Unit for Parkrun. Cllr D. Thomas confirmed a unit had been sourced from Greenfield Valley Trust.
- Cllr D. Thomas – Public Meeting. Cllr D. Thomas requested a public meeting to hear matters of concern from residents. The Council had held several meetings previously and normally used a local church for a venue. Members discussed the matter, and all were supportive.

RESOLVED:

That a public meeting be held as soon as practical.
Clerk to contact Fr Dominic to agree a suitable date and venue.

64. TRAINING, STAFFING & OFFICE STAFF MATTERS

64.1. Training

- Members considered the Clerk's attendance on the Financial Introduction to Local Council Administration (FILCA) training course. The cost of the course was £120.00.

RESOLVED:

That approval be given for the Clerk to register on the course. Clerk to make the arrangements.

- There was two members code of conduct mop up sessions arranged by the County Council for Wednesday 12th October and Tuesday 25th October. Members were requested to inform the Clerk should they need to attend. Attendance was mandatory for all members.

64.2. Clerk - Excess Hours

The Chair reiterated the ongoing staffing resource challenges facing the Council. The Clerk had worked up excess hours over and above his contracted hours since the summer recess period and had requested payment for the hours owed.

RESOLVED:

That approval be given for the excess hours to be paid on the next available pay run.

64.3. Use of Council Offices by The Stroke Association

Members considered the request from The Stroke Association, to use the council offices on the first Wednesday of every month from 2pm to 4pm.

RESOLVED:

That approval be given for The Stroke Association to use the offices. Clerk to make the arrangements.

65. REPRESENTATIVE REPORTS

Cllr B. Scragg reported on his attendance at this year's Wales in Bloom awards held in Talgarth, Powys on 9th September. Cllr Scragg attended a tour of the town, and spoke about the flower displays, allotments, fruit and vegetable patches and the volunteers involved. The Council were awarded a silver gilt at the awards ceremony. The awards would be held in Denbigh in 2023. Cllr Palmer suggested Wales in Bloom Talgarth be invited to a future Development Committee meeting.

Cllr L.A. Carter referred to the Market Event held over the summer, that included free fair ground rides and a jobs fair. This was a successful event and early feedback had been positive from residents that had gained employment as a result.

Cllr B. Scragg referred to the recent meeting with Kingspan about the Greenfield Station project. Kingspan had been passed a copy of the North Flintshire Transport Study at the meeting.

66. COUNTY COUNCILLOR REPORTS

Cllr R. Dolphin reported on the recruitment challenges the County Council were facing.

Cllr P.A. Johnson reported on the establishment of community hubs as warm spaces, in community rooms and centres.

Cllr B. Scragg requested an update on the local active travel routes that remained unfinished and incomplete. The Strand to Valley pathway, the link over the former railway bridge on the coast road, and lights in the valley

remained outstanding pieces of work. An officer should be assigned to the Town Council as a point of contact and for site meetings.

RESOLVED:

That the County Councillors follow up with the County Council's Streetscene Department on local active travel and request an urgent update.

67. APPLICATION FOR EVENT GRANT

Members considered a request from Holywell Area Community Museum for a £500 event grant. This was to run a Holywell History Week in August/September 2023.

RESOLVED:

That the grant be approved to be paid upon delivery of the event. Clerk to inform the applicant.

68. CLOSE OF MEETING

The Mayor closed the meeting at 8.25pm.

.....

Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 4th October 2022 at 6.00pm.

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

Councillors: L.A. Carter, P. Corbett, I. Hodge, J. Jones, E.B. Palmer and B. Scragg.

APOLOGIES FOR ABSENCE: none were received.

IN ATTENDANCE: J. Baker (Clerk).

R21. DECLARATIONS OF INTEREST

None were declared.

R22. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for minute R23 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted regarding employee recruitment.

R23. APPLICATIONS FOR SUPPORT OFFICER POSITION

Consideration was given to shortlisting and the finalising of arrangements for interviews.

RESOLVED:

- 1) That Applicants Ref. SO1, 2, 5, 7, and 8 be invited for interview by the Committee on Wednesday 12th October 2022.
- 2) That the procedure for the interviews be as now agreed by the Committee.

R24. CLOSE OF MEETING

The Chair closed the meeting at 7.00pm.

.....

Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Town Centre and Events Committee** held in the Council Chamber, Bank Place Offices on Wednesday 5th October 2022 at 10.00am.

PRESENT: Councillor L.A. Carter (Chair).

Councillors L. Corbett, P. Corbett, I. Hodge, S. Rush, and D. Thomas.

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

IN ATTENDANCE: J. Baker (Clerk).

TC11. DECLARATIONS OF INTEREST

None were declared.

TC12. SPEAKER

Nigel Seaburg, Streetscene Area Coordinator, Flintshire County Council attended the meeting and provided an operational update to members. The following matters were relayed to Nigel for investigation and remedial action:

- Old Chester Road – residents' complaints about sewer connection and road surface adjacent to Llesty development, and impact on pedestrians and traffic. Reported to Enforcement Team.
- Refuse Collection in High Street – General condition and collection frequency. The High Street would now be completed at an earlier time.
- Royal Oak, Greenfield. Cutting back of overgrown hedges. This was to be reported to Greenfield Valley Trust.
- Strand Alleyway – Area by Strand Crescent overgrown and untidy. This was to be reported to the County Council's Housing Team.
- Illegal parking in High Street Bays – This was to be reported to the Enforcement Team for remedial action.
- Tower Gardens Steps and manhole cover by Santander repaired.
- Cattle Grid at Brynford Street – to be followed up with Anthony Stanford.
- Greenfield near bridge – cut back overgrowth and clear silt.
- Land opposite Coed y Fron – cut back trees and overgrowth.

RESOLVED:

That Nigel Seaburg be thanked for attending the meeting.

TC13. EVENTS

1) Well Inn Music Festival Debrief

The Chair thanked all staff and members, and the volunteers who assisted with the preparation and on the day. The Chair would speak further with the Stamford Gate Hotel to ascertain any scope for future involvement. An earlier finish of 5.00pm was suggested, as was a synchronised start time for all activities. All entertainment and activities were well received including the Artisans Market and lunch packs. There was some scope to develop the event further with the outlying pubs and local football clubs. The headline act could be moved earlier than the end of the event if one was required.

2) Christmas Lights Switch On

Members had earmarked Thursday 1st December 2022 for the switch on to combine the event with the weekly street market. The Council had received feedback from the County Council's Markets Team that some traders would not support a combined event. There were some operational concerns about access on and off the High Street if traders did not stay until the end of the event. An alternative date of Friday 2nd December 2022 was therefore proposed.

RESOLVED:

That the Christmas Lights Switch On event takes place on Friday 2nd December 2022. Clerk to arrange for a public notice.

3) Events Working Group Meeting

Members discussed holding a working group to consider the Christmas Lights Switch On event timetable, activities and entertainment.

RESOLVED:

That a working group meeting be called as soon as practical, prior to the next meeting of the full council in October. Deputy Clerk to arrange.

4) Christmas Market

The Holywell Christmas Market had been confirmed for Sunday 11th December 2022. A snow globe and reindeers had been confirmed. The event would be managed by the County Council's Markets Team and promotional material would be available shortly. The Rotary Club could offer the float for the event.

RESOLVED:

That the Deputy Clerk contacts the County Council to add the Christmas Float and Santa Dash to the event activities and flyer.

5) Santa Dash

Cllr S. Rush would manage the event and provided an overview for members. The route would be up and down Greenfield Valley starting from the Tesco Bridge. Participants would provide their own suit and all proceeds would be given to the Mayors Charity for the year, St James Church Wellbeing Project.

RESOLVED:

That the Santa Dash be approved by the Committee to take place on Sunday 11th December 2022, to coincide with the Christmas Market.

TC14. FLINTSHIRE COUNTY COUNCIL – TRANSFORMING TOWNS INITIATIVE INVESTMENT & FUNDING

Members considered the guidance from the County Council and projects in and around the town centre. The Deputy Clerk would be asked to source further information on the funding, application process, and timescales.

RESOLVED:

That a working group be formed to progress the first application(s). Initial membership confirmed as Cllrs L.A. Carter, L. Corbett, and D. Thomas. Membership would also be offered to other members at the next full council meeting.

TC15. TOWER GARDENS SCRUB AREA DEVELOPMENT

Members considered a project to develop the above area, that could involve local community groups. This could be considered as part of a Transforming Towns bid. Cllr I. Hodge stated that a prominent tree in this area could be utilised for the Rotary Club's Tree of Life Project.

TC16. COVID MEMORIAL PROJECT

Item deferred from the full council. Cllr J. Jones had explained the concept, that involved a standalone memorial to those lost to covid. This could be considered as part of a Transforming Towns bid and could be located in the Tower Gardens Area.

TC17. BIKE REPAIR STATION INSTALLATION

The bike repair station was waiting on installation. Members discussed the position and suggested that somewhere around Greenfield Valley Trust, with its links to the active travel pathways and main coast road, would be a suitable location.

RESOLVED:

That the Deputy Clerk makes initial contact with Greenfield Valley Trust to determine the feasibility.

TC18. PARKING IN HOLYWELL HIGH STREET

The Clerk read out an email from a local business, that expressed concern at the parking situation and the impact on local businesses. There did not appear to be any enforcement taking place on the High Street, which meant vehicles were parked up long term in the short stay spaces intended for stop and shop use.

RESOLVED:

That the Clerk contact the County Council's Enforcement Team to request traffic warden patrols are stepped up and maintained on a regular basis.

TC19. £10K TOWN CENTRE ENHANCEMENT GRANT – PROGRESS REVIEW/UPDATE

The Clerk provided an update on expenditure incurred to date. There was scope for some further orders with the remaining funding available. A further dog bag dispenser was required, and the five locations confirmed as follows:

- Corner by Cheeky Chicken
- Fire Station
- Fron Park
- Holywell Town Council Offices
- Tower Gardens

A pigeon deterrent, finger post sign, and pressure washer were all considered to complete the grant funding allocation.

RESOLVED:

That a further dog bag dispenser be ordered. The feasibility of a finger post sign would be investigated. Costs for a pressure washer and ultrasound pigeon deterrent would be confirmed and reported to the next meeting of the full council.

TC20. ITEMS FROM COUNCILLOR D. THOMAS

Tower Gardens Steps Quotation. Costs were confirmed to be circa £2k. Some sponsorship had been agreed. This would be included in the Transforming Towns funding application as part of a wider enhancement project to this area.

1950's Themed Activity Event & Christmas Movie Night. These two suggestions could be considered further at the budget setting meeting in January 2023.

Holywell Half Marathon. A date had now been confirmed, Sunday 10th September 2023. It was agreed for the Deputy Clerk to contact the Councils with an interest, along with the police and the County Councils Streetscene Department, to confirm their continued interest and involvement, and inform them that a working group meeting would be called by Cllr Thomas in early 2023. Councils to be contacted – Brynford CC, Ysceifiog CC, Whitford CC, Halkyn CC. Cllr Thomas was also advised that the Half Marathon Group, once established, could apply for an events grant from the Council, to help with costs.

TC21. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for minute TC22 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted regarding the awarding of contracts.

TC22. CHRISTMAS LIGHTS CONTRACT TENDER REVIEW

The Clerk reported that two quotations had been received for the work. The Council had advertised on the Welsh Government's procurement website Sell2Wales to ensure a fair competitive tender process. In view of the proximity to the lights switch on date on 2nd December 2022 it was not recommended at this stage to go out for a third quotation and a council resolution was required to accept the two quotations and award the contract. The Clerk explained the quotations and figures and that they provided assurance that value for money would be obtained. The Council also discussed the evening and weekend work option to support local businesses, and both contractors had quoted for this option in their tender submissions.

RESOLVED:

That the contract be awarded to BKB Solutions Ltd based on their tender submission on a 3 year contract, with the option of a further 2 years following a review, with a further review if required after year 4 (3+1+1=5 basis). The contract would include for the evening and weekend option. Clerk to inform the successful Contractor.

TC23. CLOSE OF MEETING

The Chair closed the meeting at 12.10pm.

.....

Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the Meeting of the **Resources Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 12th October 2022 at 5.30pm.

PRESENT: Councillor M. Lewis-Jones (Chair).
Councillors: L.A. Carter, P. Corbett, I. Hodge, J. Jones, E.B. Palmer, and B. Scragg.

APOLOGIES FOR ABSENCE: none were received.

IN ATTENDANCE: J. Baker (Clerk).

R25. DECLARATIONS OF INTEREST

None were declared.

R26. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for minute R27 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted regarding employee recruitment.

R27. APPOINTMENT OF SUPPORT OFFICER – HOLYWELL TOWN COUNCIL

The Chair reported that five candidates had been shortlisted for interview at the last meeting of the Committee. All candidates had confirmed their attendance.

Members had before them a copy of each application, job description and person specification. The Chair informed all present of the procedure for the interview process.

At the conclusion of the interviews, Members were satisfied that an appointment could be made.

RESOLVED:

- 1) That the position of Support Officer be offered to Caroline Pickstock with effect from Monday 7th November 2022 based on the approved job description and subject to satisfactory references, and including the following core terms:
 - the appointment is based on 25 hours per week.
 - a probation period of not less than 26 weeks.
 - the salary to be Scale LC1/LC2 points 16 to 19 pro rata, commencing on 7th November 2022 with annual increments on 1st April each year thereafter to point 19.
- 2) That the successful candidate be invited to attend the next Council meeting on Tuesday 18th October 2022 for welcome and introduction to Councillors.

R28. CLOSE OF MEETING

The Chair closed the meeting at 9.15pm.

.....

Chair

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
OUT/000042/22	Proposal: Demolition of existing dwelling and erection of a block of up to six residential apartments, one of which is to be affordable together with associated works. (Amendments to be submitted). Location: Lornell, Halkyn Street, Holywell, Flintshire, CH8 7TX.

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 – SEPTEMBER 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
9075	BP	Bulldog Hire Ltd	Hire of Rodeo Bull/Connect 4/Beat The Bicep - Well Inn	630.00	^^
9076	BP	Rosiez Café Ltd	Supply of Assorted Baps - Well Inn	225.00	^^
9077	BP	Event Sound Ltd	Hire of Stage (inc. Sound & Lighting) - Well Inn	1,740.00	^^
9078	BP	Fun Faces	Facepainting Services - Well Inn	175.00	^^
9079	BP	Katy Bincham	Facepainting Services - Well Inn	200.00	^^
9080	BP	J.R. Johnson	Daytime Photobooth - Well Inn	350.00	^^
9081	BP	The Music Mine Studios	PA Hire, Sound and Band Procurement - Well Inn	1,970.00	^^
9082	BP	Chris Baglin	Town Crier/Punch & Judy/Street Magic/Busking - Well Inn	250.00	^^
9083	BP	One Voice Wales	Chairing Skills Training - Cllr D. Thomas	55.00	***
9084	BP	Holywell Garden Centre	Watering of Baskets - Aug 2022	706.00	^^
9085	BP	BKB Solutions Ltd	Replace Socket in Council Offices/Install Power Lead	130.80	****
9086	BP	Flintshire County Council	Business Rates 22/23 Bank Place Offices (2 of 2)	3,343.75	****
9087	BP	Copyrite Systems	Copier charges 20/5/22-19/8/22	82.56	****
9088	BP	One Voice Wales	Chairing Skills Training - Cllr L.A. Carter	55.00	***
9089	BP	Daydream Designs	Website Tech Support Sep22	94.80	****
9090	BP	Daydream Designs	Well Inn Advertising & Promotion	621.60	^^
9091	BP	Daydream Designs	Well Inn Additional Advertising - Old Wine Vaults	126.00	^^
9092	BP	Daydream Designs	Operation London Bridge - Web Overlay	252.00	****
9093	BP	JRB Enterprises	Supply 4 Dog Bag Dispensers	427.44	^^
9094	BP	Cllr B. Scragg	Travelling & Subsistence - Wales in Bloom Awards	132.05	^^**
9095	BP	J. Baker	Travelling Costs - Sept 22	15.75	***
9096	BP	Heather Jones	Reimburse Items - Well Inn	17.68	^^
9097	BP	Clwyd Pension Fund	Staff Pension Costs - Sept 22	1,410.89	***
9098	BP	HMRC	Staff PAYE/NI - Sept 22	1,574.61	***
9099 - 9100	BP	Council Staff	Staff Salaries - Sept 22	3,972.16	***

9101	BP	Reach Publishing Services Ltd	Support Officer Job Advert	756.00	****
9102	DD	Plusnet	Phone Alarm Line Aug/Sep	23.62	****
9103	DD	EDF Energy	Electric 12/13 Bank Place Offices Jul/Aug	11.93	****
9104	DD	EDF Energy	Electric 14 Bank Place Offices Jul/Aug	1.58	****
9105	DD	Plusnet	Phone & Broadband Sep 22	38.30	****
9106	DD	Opus Energy	Gas Bank Place Aug/Sep 22	20.06	****
9107	DC	The Castle Hotel	Accommodation - Cllr B. Scragg	135.00	^^
9108	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
9109	DC	Go Fund Me	Mayoral Donation	50.00	**
9110	DC	Royal Mail	Postages	1.50	***
9111	DC	Tesco	Refreshments/Flowers	7.15	****
9112	DC	Royal Mail	Postages - Memorial Service	47.50	***
9113	DC	Tesco	Refreshments	1.15	****
9114	DC	Zoom Video	Monthly Pro Subscription	14.39	****
9115	DC	Ann Seymour Photography	Supply 2 no. 10x8 Prints - WIB Awards	14.85	^^
9116	DC	W. Bevan & Son	Supply 2 no. Padlocks	9.98	****
9117	DC	Tesco	Refreshments	2.14	****
9118	DR	HSBC	Bank Charges - July 22	8.00	****
TOTAL				19,801.83	

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

Date	Category	Name	Payment Details	Amount £
	Nil Return			
			TOTAL	0

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

9. COMMUNITY ENGAGEMENT

Report prepared by the Deputy Clerk as follows:

- 1) **Mobile CCTV Units** - Additional short-term use of mobile unit erected in Tower Gardens after my discussion with Flintshire CCTV.
- 2) **Meeting with Police and Flintshire CCTV** - Meeting with Police and Flintshire CCTV has been rescheduled and will, subject to final confirmation take place on 30th November at 2pm. Once confirmed members will be invited to attend.
- 3) **Well Inn Music Festival** - Positive feedback given regarding the festival. Events Committee held a review meeting to look at any lessons learnt, but in the short time we had to prepare the event can be considered as a success.
- 4) **Parasol Protection Guards** - Parasol protection guards installed during September and have been well received.
- 5) **Welsh Water Query Greenfield** - Please see below received from Welsh Water.
"Following on from our meeting with yourself and Cllr Barry Scragg I can confirm the following - We believe there are 4 properties that already have their own single supply pipes to their properties. We managed to test 2. The property numbers are 4, 6, 8 and 22. The remaining 8 properties remain on the old lead supply. Most jobs are straightforward except for one property that has a printed concrete driveway. We still think we can overcome this. I don't believe there will be any issue with us bringing out new feeds to the remaining 8 properties and we can connect new pipework into the house. We won't be able to offer the internal works and as discussed this would need to be done by the property owners or as suggested some council funding".
- 6) **Railway Update** - Meetings held with Kingspan and Hannah Blythyn MS. Positive discussions held but important to keep up momentum, engage more with the community and local businesses.
- 7) **Regeneration Funding** - I held follow up Teams Meeting with Karen Lang FCC Regeneration on 12th October in relation to Shared Prosperity Fund and Transforming Town Fund. (Please see attached copy email highlighting key components). It is clear that these are 2 funds that we should be making the most of as a Town Council, working in partnership with FCC and other stakeholders in the town. As you can see both are quite complex and would require a working group to really take this on board and meet regularly to discuss and prioritise where and if applicable. **Action - Members required for each or both working group.**
- 8) **Shared Prosperity Fund Briefing** - Further to previous communication regarding the UK Shared Prosperity Fund (SPF), FCC confirmed a briefing would take place to keep us updated as to the development of the three investment priorities: Community and Place, Supporting Local Business and People and Skills.

As a result of either your interest in, and/or your attendance at theme-development workshops earlier this year, this briefing is to summarise the current position of the SPF development and the work Flintshire County Council has undertaken in preparation for the implementation of SPF from Spring 2023 onwards. **Myself, Cllrs Lynda Carter and Daniel Thomas attended one of the previous workshops and have been invited to attend briefing as part of meeting invite circular sent from FCC. If agreed from item 7 above, other members may wish to attend as part of Council working group.**

9) Keep Wales Tidy Packages

Final FREE garden packages up for grabs from

Local Places for Nature

Apply today!

Closing date Monday 21 November 2022

Transform an unloved area into a garden that will benefit

both nature and your community.

Each free package includes native plants, tools and materials to make your garden

beautiful. Keep Wales Tidy will handle all of the ordering and deliveries, and our

project officers will turn up to provide support on the ground to help

you create your new nature space. Our remaining packages fall into **two categories:**

Starter packages

for community or volunteer groups looking to create small Food Growing Garden or Wildlife Gardens.

Development packages

for community-based organisations that are ready to take on a bigger project and build Food Growing or Wildlife Gardens.

Whilst we would encourage anybody who has a community space in mind to apply, for this round of applications, we will be giving priority to projects in urban areas, deprived areas, and areas with little or no access to nature. We'd also be delighted to receive applications from underrepresented groups across Wales.

I have spoken with Rachel Carter, Local Places for Nature Officer from One Voice Wales, who has confirmed that Holywell qualifies as an area. **Action - Members to determine which package to apply for or both and where in the town.**

Transforming Towns - Frequently Asked Questions

What is the Transforming Towns place-making funding?

The Transforming Towns programme is a Welsh Government initiative that Flintshire County Council is part of, which comprises 2 ways to facilitate investment:

A capital grant funding scheme that covers a number of capital investment regeneration activities in town centres across towns in Flintshire.

A loan investment scheme that enables applicants to secure interest free funds which are repayable (usually over a period of up to 5 years).

Projects seeking investment can be funded through either 1) a grant only, 2) a loan only or 3) a mixture of both grant funding and loans.

What investment can take place?

Examples of projects you might get support for include:

- developing underused, empty or run down properties into businesses, housing, leisure facilities, commercial premises or community facilities
- improving the appearance of properties and/or reshaping them to make them more viable
- improving existing premises by introducing innovative services and connectivity, such as high speed broadband, which will attract businesses

When is the scheme open?

The scheme is open now. For more details or to discuss any ideas please contact regeneration@flintshire.gov.uk

How much Transforming Towns funding is available?

A maximum of £250,000 grant funding is available for each project.

A maximum of £210,000 repayable loan investment is available for each project.

Officers in Flintshire County Council's Regeneration Team will work with applicants to scope out their project, look at financial viability, affordability, funding mix (including contributions applicants are able to make themselves) and also support prospective projects to establish outputs aligned to the Transforming Towns programme.

Who can apply?

The scheme is open to private businesses, including developers, third sector businesses, and the public sector. It is not available to private individuals.

To check your eligibility for the scheme please make contact with Flintshire County Council Regeneration Officers.

How is the scheme to be administered?

The scheme is being managed by Flintshire County Council in collaboration with partners from across North Wales. There are contact officers available to advise applicants on how to make a strong application. Successful applicants will receive a funding contract from Flintshire County Council.

How are the applications assessed?

Applications are assessed by a panel comprising regeneration professionals from across the North Wales who assess each application for funding against set criteria, as contained in the Transforming Towns guidance. Prior to panel, one of Flintshire County Council's Regeneration Officer will support applicants to ensure projects under development are aligned to aims, objectives and funding criteria and support is secured from the council to progress the application to the cross-authority panel for consideration. Once a decision has been made by the panel, Flintshire County Council will confirm in writing the amount of funds approved for the scheme and outline the terms and conditions associated to the funding in a contract and how this will be monitored.

How do I make an application?

Contact your local regeneration officer to discuss your scheme at regeneration@flintshire.gov.uk
The support offered to applicants of the Transforming Towns programme is free. Applicants are advised received what they need to do to develop successful projects and how to complete the project paperwork (2-stage application) and what evidence to provide.

What is the UK Shared Prosperity Fund?

In April 2022, the UK Government published details about how the UK Shared Prosperity Fund (UKSPF) will work (<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>) The UKSPF is the UK replacement for EU Structural Funds and will deliver £2.6 billion of investment across the UK until March 2025.

Flintshire County Council has been allocated a total of £13.1 million to invest over three years. This is broken down into just under £11 million of core funding and £2.2 million for the national 'Multiply' programme.

The UKSPF will support the UK Government's Levelling Up objectives, namely to:

Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging

Spread opportunities and improve public services, especially in those places where they are weakest

Restore a sense of community, local pride and belonging, especially in those places where they have been lost

Empower local leaders and communities, especially in those places lacking local agency

To achieve this the UKSPF funding has three investment priorities:

Community and Place

Supporting Local Business

People and Skills

The additional Multiply element seeks to improve adult numeracy skills.

For more information on these priorities please see the UK Government website here (<https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>)

How will the Shared Prosperity Fund operate in Flintshire?

The initial stage is to develop an Investment Plan that covers both local and regional initiatives.

Regionally Flintshire will be working with neighbouring authorities: Anglesey, Conwy, Denbighshire, Gwynedd and Wrexham and Flintshire's priorities will feed into a wider Regional Investment Plan that will cover the whole of North Wales. This regional approach will provide opportunities to share

learning and best practice and identify areas for collaboration where greater benefits for residents may be delivered more effectively across a wider geography.

How has the Flintshire Investment Plan been developed?

The Investment Plan requires the identification of local opportunities and challenges that relate to the three investment priorities of the UKSPF as detailed above. The UK Government has requested that local authorities select Interventions that best address those challenges and to determine anticipated outcomes and outputs.

Over the past few months the Council has been working with a range of other organisations and key stakeholders, each of which have helped to influence and shape the Investment Plan at a local level. A number of workshops have been held in relation to each of the investment priorities. These workshops and ongoing dialogue have identified local needs and recommended priority interventions and high level activities for inclusion in the SPF investment plan.

How can organisations and groups get involved in the UK Shared Prosperity Fund?

Until the UK Government has formally approved the Regional Investment Plan which is not anticipated until towards the end of 2022, the interventions included to date are not guaranteed.

Once this approval has been granted the Council will undertake a number of actions, which are likely to include inviting organisations to submit project proposals and ideas, via an application process which it is working with neighbouring local authorities to develop and agree. Realistically it is unlikely that there will be sufficient time to undertake much project implementation in 2022/23 and therefore it is recommended that organisations seeking to utilise UKSPF funding for project delivery use the rest of this financial year to prepare and develop their project proposals with a view to securing funds and beginning implementation from April 2023. To assist you with this process please refer to the UKSPF Interventions, Outcomes and Outputs information (<https://www.gov.uk/guidance/uk-shared-prosperity-fund-outputs-and-outcomes-definitions-2>) and to Flintshire's priorities.

Next steps and important dates:

When	Activity
1 August 2022	Investment Plan submitted to UK Government
July – September 2022	Indicative investment plan assessment period for UK Government
October 2022 onwards	Anticipated date for first Investment Plans to be approved
October 2022 onwards	Flintshire County Council open call process for project submissions
1 April 2023 onwards	Appointed organisations to commence project delivery
March 2025	Three-year funding period for UKSPF ends

10. CORRESPONDENCE

10.1. The Independent Remuneration Panel For Wales – Draft Report

The draft report has now been circulated to Councils and the Town and Community Councils extract is attached. There are some proposed changes in the determinations and the Clerk will report. The consultation period ends on 1st December 2022. Members to decide if they wish to take part in the consultation.

Payments towards costs and expenses of members of Community and Town Councils; Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

Basic payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

Type of payment	Requirement
Group 1	Electorate over 14,000
Extra Costs Payment	Mandatory for all Members
Senior Role	Mandatory for 1 member; optional for up to 7
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care or Personal Assistance	Mandatory

Type of payment	Requirement
Group 2	Electorate 10,000 to 13,999
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 3	Electorate 5,000 to 9,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory
Group 5	Electorate less than 1,000
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- Attendance allowance and
- Co-opted Members

Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

10.2. Joint Meeting of the Standards Committee and Town and Community Councils

Flintshire County Council have advised that the above meeting will take place at 6.00pm on Monday 7th November 2022 remotely using Zoom. Agenda items confirmed as follows –

- The Ombudsman's Casebook
- Rolling review of Members Code of Conduct
- Terms of Reference for the National Forum
- Any reports back from visits to T&CCs
- Items raised by Town and Community Councils

Members to consider any matter to be raised and any nominees to attend.

10.4. Bionet Award 2022

Members to consider the following email from Sophie Roberts, Assistant Biodiversity Officer, Flintshire County Council.

I am writing to you today to introduce the Bionet awards 2022.

In case you are not aware, Bionet is the Local Nature Partnership for Northeast Wales, covering the Counties of Conwy, Denbighshire, Flintshire and Wrexham. The Bionet Awards were put in place to celebrate the work being undertaken by local people, communities, organisations and businesses in Northeast Wales to conserve, protect and enhance biodiversity. The awards are split into eight categories including the Town or Community Council Award.

The application form and guidance documents alongside more information can be found here: <https://www.bionetwales.co.uk/project/bionet-awards-2022-application-forms-and-guidance-documents/>. Individuals can nominate themselves or be nominated by someone on their behalf. We ask if you could share this with all relevant departments/students.

The awards will be given out at our 'Developing a greener future in Northeast Wales' conference which will be held in Venue Cymru on the 24th of November 2022. Applications must be submitted via email or post by the deadline of midday on the 21st of October.

10.5. Civility and Respect Project Update

Members to review the attached newsletter and consider the Council signing up to the civility and respect pledge. See attached sample pledge sheet.

CIVILITY AND RESPECT PROJECT



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 4 | AUGUST 2022

SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).

WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.

Take the
pledge



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



CIVILITY AND RESPECT TRAINING



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand-new series of workshops and are delighted to share the first range of this training with you. The cost for attendance will be supplemented by the project, with a 50% discount being offered until the end of 2022. If we have a high demand for places, we will schedule additional dates (the workshops are delivered virtually).

Breakthrough Communications are experts in the field of training for local councils. They have created a suite of bespoke workshops and resource packs for local council clerks, officers, and councillors as part of the Civility and Respect Project.



BREAKTHROUGH COMMUNICATIONS
SPECIALISTS IN CONNECTING TOWNS & PARISH COUNCILS WITH THEIR COMMUNITIES

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

Separate packages have been designed for clerks/officers and councillors, click on the titles below to book your place.

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions, based on worked-through scenarios. We'll also lead the user through a set of exercises, input, and self-reflection, as well as providing a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations, as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee £30

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media depending on our role. For councillors, we will provide suggested social media dos and don'ts and how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



BECKYWALSH

****Civility and respect — Uncovering the issues for the public sector****

Delegate fee £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, giving someone the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. In this webinar, we talk about the issues we face in our council roles. We will then talk about the impact this has on the individuals involved and the organisation as a whole.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 12 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 8 September 2022 — 11am (60 minutes) **SLCC | Uncovering the issues for public sector.**



****What makes people become challenging?****

Delegate fee £15

In this webinar, we dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 26 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session – 22 September 2022 – 11am (60 minutes) SLCC | What makes people become challenging?

****Personal resilience and self-protection****

Delegate fee £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 3 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 6 October 2022 – 11am (60 minutes) SLCC | Personal resilience and self-protection.

****Understanding psychopathic and narcissistic behaviour****

Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. In this webinar, we learn how to spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Each of the webinars will give real situation scenarios and what to do in each of them.

Councillors only session - 17 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 20 October 2022 — 11am (60 minutes) SLCC | Understanding psychopathic and narcissistic behaviour.

Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association (LGA) to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

****The (New) Code of Conduct****

Delegate fee £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it.

This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

Councillors only session - 19 October 2022 — 7 pm (120 minutes)

To register a place, clerks please email sue@haptc.org.uk, copying in your councillor delegate(s).

Clerks only session - 28 September 2022 – 10am (120 minutes) SLCC | The New Code of Conduct.

For more information about the training available, please contact michelle.moss@nalc.gov.uk.



COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

In addition to the civility and respect training programme we're pleased to be able to share details of an event being run by the year six students studying the community governance degree, De Montfort University.

****Managing conflict and difficult conversations****

Delegate fee - £90

The training specifically covers conflict management; a thread of management essential to the clerking industry given the depth and breadth of communications and dealings clerks have with other people and organisations.

The event will be led by Sue Noble from www.noblelearning.co.uk, a highly experienced coach and mentor who has extensive experience in the local government sector and training staff from town and parish councils.

It will be an interactive event, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector.

At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities, whilst sampling delicious wines from Oaken Grove.

For clerks only - 14th September 2022 | Henley Town Hall, Henley on Thames, RG9 2A | [SLCC](#) | [Managing Conflict and Difficult Conversations](#).

DIGNITY AT WORK POLICY

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

[Dignity at Work Policy](#)



Please visit our dedicated civility and respect pages for lots more information and support

[SLCC | Civility and Respect Project](#) and

[NALC | Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



Civility and Respect Pledge suggested agenda item:

'To pass a resolution to sign up to the civility and respect pledge'

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

10.6. Reports/Correspondence Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Updates	**	Various Dates
B	Welsh Government Updates	**	Various Dates
C	North Wales Police Alerts	**	Various Dates
D	One Voice Wales Updates & Training Courses	**	Various Dates
E	Thomas Pennant Update	**	21 st Sep 2022
F	Fron Park Play Area Proposals	**	21 st Sep 2022
G	Defib Funding Opportunity	**	27 th Sep 2022
H	Welsh Ambulance Trust Board Papers	**	28 th Sep 2022
I	OPCC North Wales Newsletter	**	3 rd Oct 2022
J	Sale of Items from Estate of Hazel Formby	**	5 th Oct 2022
K	Underground Refuse Systems	**	7 th Oct 2022
L	HLC Business Plan Tracker	**	12 th Oct 2022
M	High Street Premises Update	**	13 th Oct 2022

11. HEALTH & SAFETY POLICY

Members to consider approval of the Council's Health & Safety Policy, recently reviewed by the Resources Committee. A segment covering wellbeing has been added to the policy. See attached draft policy.



HOLYWELL TOWN COUNCIL

HEALTH & SAFETY POLICY

Holywell Town Council

HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement of Holywell Town Council:

Holywell Town Council recognises and accepts its responsibility for providing a safe and healthy environment for its members, staff, volunteers, visitors, and for anyone affected by its activities. The Council maintains this policy for the management of health and safety as a top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by the Health and Safety at Work Act 1974. The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our staff on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable.
- To prevent accidents and activity-related ill health as far as is reasonably practicable.
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides.

The Town Clerk and the Council's Resources Committee have operational responsibility for day to day health and safety matters in the workplace, although overall responsibility is with the Council.

WORK HEALTH AND WELLBEING

1. Plan

Construct mechanisms in the business system to identify and monitor Work Health and Wellbeing. Look objectively at shortfalls, identify corrective measures and improvements.

2. Implement

Monitor staff and members by regular engagement outside the workspace, thereby creating a relaxing environment to ensure effective wellbeing. Outside the workplace eliminates distractions and focuses on wellbeing.

3. Evaluate

Evaluate the engagements and actively pursue all identified improvements. Set a time scale ensuring improvements are completed in good time. The meetings to be at an agreed frequency and given high importance.

All Holywell Town Council Policies are approved by full Council and subject to an annual review.

.....
Town Mayor & Chair of the Council

12. COUNCIL TRAINING PLAN

Section 67 of The Local Government and Elections (Wales) Act 2021 requires town and community councils to make and publish a training plan by November 2022 about training provision for its members and staff. The training plan should reflect on and address whether the Council collectively has the skills and knowledge it needs to deliver its aims and objectives in an effective manner. A draft training plan and training needs analysis form (see attached) has been completed. Clerk to report further at meeting.



HOLYWELL TOWN COUNCIL

TRAINING PLAN 2022-2027

Holywell Town Council

TRAINING PLAN 2022-2027

1. Introduction

Section 67 of The Local Government and Elections (Wales) Act 2021 requires town and community councils to make and publish a training plan about training provision for its members and staff. The training plan should reflect on and address whether the Council collectively has the skills and knowledge it needs to deliver its aims and objectives in an effective manner. The training plan includes councillors and members of staff.

2. Training Needs Analysis

To determine training priorities, it is necessary to assess the essential skills needed by the council and whether there is sufficient depth and coverage across the Council.

The following core skills have been identified as fundamental and essential for all councillors:

- Basic Induction
- Code of Conduct
- Financial Management and Governance

The following additional skills have been identified as important for relevant councillors:

- Planning
- Local Council Law
- Chairing a Meeting

The following core skills have been identified as fundamental and essential for the Clerk:

- Meeting/Committee Administration
- Financial Management
- Policy and Report Writing
- Local Council Law
- Planning Process
- Management of Staff
- ICT Systems

The following core skills have been identified as important for all members of staff:

- Meeting/Committee Administration
- Financial Management
- ICT Systems

- Event Management
- Project Management

Applicable training courses will be considered for all councillors to ensure the Council as a corporate body has sufficient coverage across the core skill areas. The following sector specific staff qualifications will be considered to ensure the staffing team has sufficient coverage across their core skill areas:

- **ILCA** – The Introduction to Local Council Administration (ILCA) is a Level 2, online sector specific learning tool designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification. The aim of the course is to introduce the work of a local council, the clerk and its councillors.
- **FILCA** – The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to introduce council finance.
- **CiLCA** – CiLCA is a foundation Level 3 qualification which tests whether you have a broad knowledge of all the aspects of a clerk's work – roles and responsibilities, the law, procedures, finance planning and community involvement.

The Council's Training Needs Analysis Form (Appendix 1) should be completed by all councillors and members of staff to self-appraise a level of competence.

3. Action Plan

The Council's Action Plan is set out in the following tables. This is the minimum requirement deemed necessary for the Council to be competent to carry out its duties.

Councillors			
Training Course	Numbers Participating	Timeframe for Completion	Cost £
Basic Induction	15	Immediate	Nil
Code of Conduct	15	Immediate	Nil
Financial Management and Governance	15	Oct 2025	825
Planning	7	Oct 2025	385
Local Council Law	7	Oct 2025	385
Chairing a Meeting	7	Oct 2025	385
Overall Cost Estimate			1,980

Staff			
Training Course	Numbers Participating	Timeframe for Completion	Cost £
ILCA	2	Oct 2025	240
FILCA	2	Oct 2025	240
CiLCA	1	Oct 2025	410
Overall Cost Estimate			890

4. Completed Courses and Record Keeping

The Clerk will maintain a record of all completed courses including any certificates obtained. A matrix will be produced to summarise the courses completed by individual councillors or members of staff.

5. Review and Publication

This plan will be approved by the full Council and circulated to members and will also be published on the Council's website.

The first training plan will be published prior to November 2022. The Council will undertake an annual review of the plan to ensure it remains fit for purpose and in line with the Council's aims and objectives. The plan will remain active for the whole Council term until the next ordinary election.

HOLYWELL TOWN COUNCIL

Training Needs Analysis

The aim of this process is to identify areas of strength and areas for development. It evaluates what a person needs to do, know and understand to carry out their role in a consistent and competent way.

Name:

Role:

Please highlight your current levels of knowledge/experience in the table below using the following scale. Fill out the comment box to explain your grading if necessary or explain that none of the scale grades are appropriate for you.

Scale Grade

- 1** I have **only just joined the local council sector** and would benefit from a basic introduction
- 2** I have a **basic understanding** and therefore need to deepen my technical or legal knowledge
- 3** I have **some knowledge and experience** of this subject from other roles but would value discussing how to apply that knowledge
- 4** I have a **good level of knowledge and experience** in this area of work

It is advisable to keep a copy of your completed training needs analysis to use as future reference to see how your knowledge and understanding of your role has improved.

Councillor	Basic Induction	1	2	3	4
Councillor	Code of Conduct	1	2	3	4
Councillor	Financial Management and Governance	1	2	3	4
Councillor	Planning	1	2	3	4

Councillor	Local Council Law	1	2	3	4
Councillor	Chairing a Meeting	1	2	3	4

Comments

--

Staff	Meeting/Committee Administration	1	2	3	4
Staff	Financial Management	1	2	3	4
Staff	Policy and Report Writing (Clerk)	1	2	3	4
Staff	Local Council Law (Clerk)	1	2	3	4
Staff	Planning Process (Clerk)	1	2	3	4
Staff	Management of Staff (Clerk)	1	2	3	4
Staff	ICT Systems	1	2	3	4
Staff	Event Management	1	2	3	4
Staff	Project Management	1	2	3	4

Comments

--

Summary of Training Needs

In the table below note down how many of the above standards you have given each grade combined. e.g. you may have marked three work areas with a Grade 1.

Grade Scale	Total
1	
2	
3	
4	

Please find recommendations for training based on your identified training needs.

Rating	Recommendations For Training
Grade 1 & 2	It is recommended you undertake some further training in this work area
Grade 3	You may have sufficient knowledge but could need further training if there is a change in this work area, e.g. legislative changes
Grade 4	You have sufficient knowledge to be fully competent in this work area

13. MEMBERS AGENDA ITEMS

Members to consider the following matters. See attached form(s).

Cllr L.A. Carter – Traffic Calming Measures – Old Chester Road, Holywell.

14. REPRESENTATIVE REPORTS

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

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.

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.

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	LYNDA CARTER
Meeting	HOLYWELL TOWN COUNCIL
Date Of Meeting	TUESDAY 18 TH OCTOBER 2022.

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

Subject	Specific Matter To Be Considered
TRAFFIC CALMING MEASURES - OLD CHESTER ROAD, HOLYWELL.	CLM CARTER TO REPORT TO CONSIDER INVESTIGATION + FEASIBILITY OF TRAFFIC CALMING MEASURES.

Signed: L. A. CARTER.....

Date: 13/10/22.....