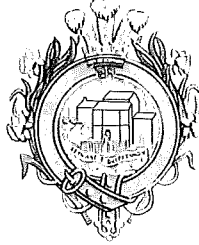


Cyngor Tref Treffynnon Holywell Town Council

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: www.holywell.wales

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

To: All Members of the Council

14th October 2021

Dear Councillors,

Notice is given that a meeting of **Holywell Town Council** will be held in **remotely** on **Tuesday 19th October 2021 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

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

3. PRESENTATION

Tony Fish, Regional Employment Engagement Director, Ministry of Defence, will attend and speak to members about the Armed Forces Covenant.

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 21st September 2021;
- Development Committee meeting held on Thursday 7th October 2021.

6.2. Meetings of Committees

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

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

Members to therefore consider passing a resolution to approve the continued absence from meetings for those members currently unable to attend. Clerk to report.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held remotely on Tuesday, 21st September 2021 at 6.00pm.

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

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

APOLOGIES FOR ABSENCE were received from Councillor J.M. Johnson, S. Johnson, and S.E. Wallbanks.

IN ATTENDANCE: J. Baker (Clerk), C.S. Lowry (Support Officer).

49. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

50. MAYOR’S REMARKS

The Mayor was delighted to draw the winning tickets for all the prizes from the Council’s local business raffle in the Tower Gardens Events Area, on Friday 3rd September 2021. Congratulations were given to all the winners and thanks given to Collette for an excellent job managing the arrangements and contacting the winners to collect the prizes.

The Mayor had the privilege this month of attending the Flintshire County Council Chair Joe Johnson’s Civic Sunday on 19th September 2021 at St James Church, Holywell, and also the Mayor of Rhuddlan’s Charity Event at Rhuddlan Golf Club.

The Mayor thanked the Deputy Mayor Councillor Andy Trumper who attended this year’s Wales in Bloom Awards Ceremony in Beaumaris, Anglesey, and was delighted to hear the Council had placed 2nd in the Town Category and had been awarded a Silver Gilt. The Mayor thanked the Development Committee Chair Ian Hodge and all members and staff who contributed to this year’s event. The Mayor also gave thanks to Holywell Garden Centre for carrying out watering duties and maintaining such excellent displays in the town centre all through the Summer.

The Mayor closed by stating that several members were due long service awards in line with Council Policy and would speak further with the Clerk to put arrangements in place to present the awards.

51. PUBLIC SPEAKING

There were no such requests.

52. MINUTES & MEETINGS

52.1. Minutes of Meetings

RESOLVED:

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

- Holywell Town Council held on Tuesday 20th July 2021;
- Resources Committee held on Wednesday 21st July 2021;
- Town Centre & Events Committee held on Thursday 9th September 2021.

Several matters were noted by members from the minutes:

- Cllr L.A. Carter – cost of room rent at the Kings Head Museum. Clerk was to produce a report on storage provision for the next meeting.
- Cllr L.A. Carter – meeting with Planning and Highways regarding Old Chester Road development work. Clerk had not received any reply but would follow up with the County Council.
- Cllr L.A. Carter – expressed views on the staff health plan proposal.
- Chair Cllr E.B. Palmer – was pleased to attend the morning Wales in Bloom meeting with Judge John Woods, Cllr I. Hodge, and the Clerk.

52.2. Meetings of Committees

Members considered the following committee resolutions, that required ratification and the approval of the full Council.

Town Centre & Events Committee – Minute TC14

Christmas Lights switch on event format for 2021. Several ideas had been discussed by the committee and staff required some clarity to start making arrangements. A full scale event, possible link to a Christmas market, a low key event and a video with mayoral Christmas message were all considered by members. The Deputy Clerk had been requested to clarify the position on Christmas Markets by the Committee.

RESOLVED:

- 1) That the Christmas Lights switch on is held in the Tower Gardens events area.
- 2) That a full scale event with performers, fairground rides be approved subject to the rules and restrictions in place at the time. Staff to make arrangements and report back to the Town Centre & Events Committee as required.
- 3) That a Christmas video be produced to commemorate the switch on event. Staff to make arrangements with the supplier, and report back to the Town Centre & Events Committee as required.

Town Centre & Events Committee Minute TC16

Members discussed the £10,000 funding available which was residual monies from the Town Centre Enhancement Grant. The County Council had requested some ideas from the Council on how this funding could be utilised. The monies had to be committed to capital projects in the town centre. Members discussed running another voucher scheme, tables, and chairs, and refurbishing public toilets in the town as potential ideas.

RESOLVED:

That the Clerk arranges for a letter to be sent to all town centre businesses, to ask for ideas and suggestions for the Council to then consider at its next meeting.

53. PLANNING

53.1. 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
063349	Demolition of the Packet House Pub and erection of 12 no. dwellings. Location: The Packet House Hotel, Greenfield, Holywell, Flintshire, CH8 7EJ. The Council opposed this application in the strongest possible terms. Members had several serious concerns as follows: • Highways Safety – the site is too near the pelican crossing and the main road including a dangerous junction. • Greenfield is in need of regeneration not demolition. The Packet House building requires maintaining and restoring. There are no grounds for demolition. • The Packet House was built in 1872 and has been a public house since the 1930s, the building could play a key role in the redevelopment of Greenfield and its transport infrastructure, that includes the ongoing Greenfield Railway Station project. • The land is on a C1 flood plain and prone to flooding. • An Environmental Impact Assessment (EIA) is required to be undertaken. • The addition of further properties would result in an overdevelopment of this site. • Several bat species are resident in the immediate area. • Noise pollution could be a factor on this site. • The Council would welcome sight of the Developers Business Plan. • County Councillor R. Dolphin had requested the matter is referred to the Planning Committee and had also requested a site meeting.
060368	Convert into 5 no. self-contained apartments. Location: The Old Courthouse, 4 Halkyn Street, Holywell, Flintshire, CH8 7TX. The Council had no objection to this application.
062669	Listed Building Application - Convert into 5 no. self-contained apartments. Location: The Old Courthouse, 4 Halkyn Street, Holywell, Flintshire, CH8 7TX. The Council had no objection to this application.

53.2. Virtual Planning Committee

Members considered the Council's attendance at the virtual planning committee on 29th September 2021, in respect of application number 060824, a change of use from agricultural to equestrian, Greenhill Farm, Bryn Celyn, Holywell.

Members reaffirmed their support for this application, as a disabled therapy centre. Enhanced signage was required to direct residents to and from the centre. It was noted that any attendee would not represent the Council.

RESOLVED:

It was resolved for Cllr L.A. Carter to attend the Committee Meeting. *Clerk's Note: the County Council had subsequently advised that this matter would not now be reported to the Planning Committee on 29th September 2021. Any indication that the Council registered to speak and/or statements the Council may have submitted would be void.*

54. ACCOUNTS

54.1. Accounts for Payment

RESOLVED:

- 1) That payment of the following accounts be approved.
- 2) That the Clerk arranges for a thankyou letter to be sent to Cresta, for their services to the town.

SCHEDULE OF ACCOUNTS – JULY 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8422	BP	Imperative Training Ltd	Defib Pads - Greenfield CC	112.80	****
8423	BP	Jardiniere	Shopping Voucher Reimbursement	60.00	**
8424	BP	Waterhouse Flowers	Shopping Voucher Reimbursement	10.00	**
8425	BP	Fountain of Beauty	Shopping Voucher Reimbursement	40.00	**
8426	BP	Dannys Family Butchers	Shopping Voucher Reimbursement	50.00	**
8427	BP	F.R. Kennedy & Son	Shopping Voucher Reimbursement	140.00	**

8428	BP	Pets Pantry	Shopping Voucher Reimbursement	125.00	**
8429	BP	Rosiez Café	Shopping Voucher Reimbursement/CE Award Voucher	110.00	**
8430	BP	C.M. Scott	CE Award Vouchers	50.00	**
8431	BP	X2 Connect	Glass Panes for Phone Box	15.84	****
8432	BP	C. Baglin	Attend NHS Celebration Day	50.00	^^
8433	BP	DS Embroidery	Supply 2 x Cadet Badges	17.00	****
8434	BP	Philip Jones Computers	ICT Support Costs Apr-Jun 2021	282.00	****
8435	BP	Tadmark	Flags, Banners, Pennants	325.30	^^
8436	BP	Kings Head CIC	Room Rent - Jun 2021 to Jul 2021	100.00	****
8437	BP	Daydream Designs	Website Tech Support Jul21	94.80	****
8438	BP	Rialtas Business	Annual Support & Maintenance Licence	206.40	****
8439	BP	Viking	Warning Notices	52.70	****
8440	BP	Viking	Mineral Water Bottles	23.39	****
8441	BP	Viking	Stationery/Consumables	69.48	****
8442	BP	Bernard Dykes & Son	Gold Leaf Lettering - New Mayor 2021/22	65.00	****
8443	BP	Clwyd Pension Fund	Staff Pension - July 2021	1,681.70	***
8444	BP	HMRC	PAYE/NI - July 2021	1,694.14	***
8445 - 8447	BP	Council Staff	Staff Salaries - July 2021	5,060.81	***
8448	BP	Holywell Leisure Centre	Contribution (1 of 4)	2,500.00	^^^
8449	BP	BKB Solutions Ltd	Anchor Bolt Testing/Refurb 50% of Lighting	6,030.00	^^
8450	BP	Cllr L.A. Carter	Reimbursement of Eco Cleaning Materials	30.43	^^
8451	BP	Holywell Band	Donation - NHS Day Last Post	50.00	^^
8452	BP	Tadmark	Flag & Banner - Wales in Bloom	69.44	^^
8453	BP	BKB Solutions Ltd	Installation of Outdoor Socket - Bank Place Offices	134.40	****
8454	BP	Holywell GC	Repair Bunting, Baskets Feed, Bus Station Planters	195.96	^^
8455	BP	Holywell GC	Watering of Hanging Baskets - July 2021	500.00	^^
8456	DD	Plusnet	Alarm Line Jul21	19.80	****
8457	DD	BNP Paribas	Copier Lease 16/7-15/10	154.80	****
8458	DD	British Gas	Electric 14 Bank Place Jun21	10.64	****
8459	DD	British Gas	Electric 12/13 Bank Place Jun21	42.00	****
8460	DD	British Gas	Gas Bank Place Jun21	6.02	****
8461	DC	Royal Mail	Postages	3.79	***
8462	DC	W. Bevan	Tape	6.25	****
8463	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****

8464	DC	Tesco	Refreshments	0.80	****
8465	DC	Hampshire Flag Company	2 x Flags Connects Building	232.01	^^
8466	DC	Tesco	Refreshments	0.80	****
8467	DC	Tesco	Refreshments	0.80	****
8468	DC	Flintshire CC	Raffle Licence	40.00	^^
8469	DC	W. Bevan	Bungee Cords	24.00	****
8470	DC	Chester Zoo	Event Prize - Admission Tickets	144.52	^^
8471	DC	Tesco	Refreshments	9.60	****
8472	DC	W. Bevan	Padlocks	22.50	****
8473	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8474	DC	Tesco	Refreshments	0.80	****
8475	DC	Tesco	Refreshments	0.50	****
8476	DC	1&1 Internet Ltd	Mail Pro	12.00	****
TOTAL				20,793.20	

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

Date	Category	Name	Payment Details	Amount £
14/7/21	Income	Wise EV Charge	Car Charge Income	11.36
TOTAL				11.36

SCHEDULE OF ACCOUNTS – AUGUST 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8477	BP	Chubb Fire & Security Ltd	Alarm Maintenance Contract 21/22	979.85	****
8478	BP	Milwr Tree Services	Cut back growth on fence line, spray weeds - Lluesty Woodland	80.00	***
8479	BP	Milwr Tree Services	Crown various trees on fence line - Lluesty Woodland	425.00	***
8480	BP	One Voice Wales	Bespoke Equality & Diversity Training 14th July 2021	399.00	***
8481	BP	Planning Aid Wales	Regenerating Towns Training - Cllr L.A. Carter 23rd June 2021	50.00	***
8482	BP	Flintshire CC	Annual Licence Fee - Holywell Town Centre	70.00	^^
8483	BP	Delyn Press	A5 Raffle Ticket Pads	98.40	^^
8484	BP	CS Plumbing & Heating	Supply & Fit Outside Water Tap	85.00	****
8485	BP	CS Plumbing & Heating	Supply & Fit Boiler 12/13 Bank Place	2,740.00	****
8486	BP	Daydream Designs	Tech Support Website Aug21	94.80	****
8487	BP	BPH	Supply Battery Charger	82.80	^^
8488	BP	Holywell GC	Office Grounds Maintenance and Bench Installation	520.00	****

8489	BP	Cllr I. Hodge	Reimbursement for padlocks	20.50	****
8490	BP	UK Vending Ltd	Drinks Machine Lease 10/8/21 to 9/11/21	132.60	****
8491	BP	Chaos Ink	Shopping Voucher Reimbursement	40.00	**
8492 - 8494	BP	Council Staff	Staff Salaries - August 2021	5,060.61	***
8495	BP	HMRC	PAYE/NI - August 2021	1,694.34	***
8496	BP	Clwyd Pension Fund	Staff Pension - August 2021	1,681.70	***
8497	BP	Delyn Press	A5 Raffle Ticket Pads	98.40	^^
8498	BP	Copyrite Systems	Copier Charges 17/5/21 to 9/8/21	56.48	****
8499	BP	Full Circle Security Syst.	Relocate Mobile CCTV Unit & Full Mast Flags - Connects Building	576.00	*****
8500	BP	Beaumaris Town Council	Cllr A. Trumper Lunch at Wales in Bloom Awards 2021	30.00	^^
8501	DD	Plusnet	Alarm Line Jul21	19.80	****
8502	DD	Plusnet	Phone & Broadband July21	66.39	****
8503	DD	British Gas	Electric 14 Bank Place July21	10.76	****
8504	DD	British Gas	Electric 12/13 Bank Place July21	36.03	****
8505	DD	British Gas	Gas Bank Place July21	0.92	****
8506	DC	Canva	Annual Subscription	99.99	****
8507	DC	Facebook	Promo Boosts	20.23	^^
8508	DC	Tesco	Refreshments	0.50	****
8509	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
8510	DC	Tower Crafts	Mayor's Hamper Items for Raffle	52.00	****
8511	DC	Tesco	Refreshments	0.80	****
8512	DC	Tesco	Card	1.00	****
8513	DC	Tesco	Refreshments	0.80	****
8514	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8515	DC	Tesco	Refreshments	0.80	****
8516	DC	Home Bargains	Mayor's Hamper Items for Raffle	22.97	****
8517	DC	Marmalade	Mayor's Hamper Items for Raffle	17.99	****
8518	DC	1&1 Internet Ltd	Mail Pro	12.00	****
TOTAL				15,493.44	

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

Date	Category	Name	Payment Details	Amount £
31/8/21	Income	Flintshire County Council	Local Taxation Precept 2 of 3	84,966.67

Powers to Make Payments:

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

55. COMMUNITY ENGAGEMENT

55.1. Monthly Report

Members had before them for consideration the latest report from the Deputy/Assistant Town Clerk. There were action points this month related to the future location of the Council's mobile CCTV camera, currently installed at Panton Place. This would be considered later on in the year in consultation with North Wales Police.

RESOLVED:

That the Deputy Clerk be thanked for the report.

56. CORRESPONDENCE RECEIVED

56.1. Carmel and Holywell Woodcraft Association

Members considered the latest update on the rent payments owed to the County Council. The Chair had stated the position is still the same with the County Council. Cllrs I. Hodge and J. Pattison stated the Club had now engaged with Rent Smart Wales, and the matter had been referred to Hannah Blythyn MS, there were grants available that the Club could and should have accessed, at the time.

56.2. Holywell Leisure Centre

Members received the latest trading statement prepared by the Centre and considered approval of the second contribution payment. Members had requested a Councillor be appointed to the board, and the Centre had invited a Councillor to meet the board and have a tour of the facilities.

RESOLVED:

- 1) That Councillor J. Pattison be nominated to attend at the Centre. Clerk to follow up on the board member request.
- 2) That the second contribution payment be approved for payment.

56.3. Get There Together Video

Members considered their support for this project, which involved videos of several places of interest, for Age & Dementia Friends Holywell to support a national initiative. A video of a room in the Council Offices had been requested as it is used by the wider community.

RESOLVED:

That the request be approved. Cllr I. Hodge to make the necessary arrangements.

56.4. Flintshire County Council – Licensing Policy Consultation

Members considered taking part in the above consultation.

RESOLVED:

That the Council note this consultation as received.

56.5. Storage Chest for Park Run

Members had received a request from Mr Daniel Thomas to consider the funding and siting of a storage chest in the courtyard to the front of the Council Offices, to facilitate easy access to items of equipment to support the Holywell Park Run.

RESOLVED:

That the item be deferred to the next meeting. Clerk to contact Mr Thomas to request further detail and costs.

56.6. Reports Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Daily Updates	**	Various Dates
B	FLVC Daily Digest Updates	**	Various Dates
C	Welsh Government Updates	**	Various Dates
D	Visit Wales Updates	**	Various Dates
E	Press Release – Ysgol Treffynnon	**	14 Jul 2021
F	North Wales Community Alerts	**	15 Jul 2021
G	Town Centre Accident – Response Letter	**	15 Jul 2021
H	Awel y Môr Newsletter	**	19 Jul 2021
I	One Voice Wales Training Sessions - Jul	**	19 Jul 2021
J	Community Ownership Fund	**	22 Jul 2021
K	GVT Partnership Group Minutes	**	9 Aug 2021
L	New Year's Honours 2022	**	9 Aug 2021
M	Rob Roberts MP Letter - Vaccinations	**	9 Aug 2021
N	One Voice Wales Training Sessions - Aug	**	10 Aug 2021
O	Kings Head Museum Newsletter	**	12 Aug 2021
P	Aging Well in Wales	**	18 Aug 2021
Q	Thomas Pennant Society Update	**	18 Aug 2021
R	One Voice Wales Training Sessions - Sep	**	24 Aug 2021
S	Transition Holywell Great Big Green Week	**	31 Aug 2021
T	Rob Roberts MP Greenfield Valley Clean Up	**	10 Sep 2021

U	Boundary Commission – Wales Changes	**	10 Sep 2021
V	Shereen Devine Reconnecting Communities	**	10 Sep 2021

57. GREENFIELD VALLEY TRUST MEETING

Members provided an update from the recent meeting to discuss the Valley's 10 year strategy. Members reported that the meeting was very positive and looked forward to viewing the final strategy document when available. The Clerk had circulated the draft minutes from the meeting.

58. OFFICE/STAFF MATTERS

Members considered a number of staff and office related matters as follows:

58.1. Council Chamber Development Works

Members considered a package of works, to facilitate hybrid Council meetings, and comply with recent legislation (Local Government & Elections (Wales) Act 2021). The Clerk's recommended solution was a video conference unit with TV and camera to enable physical and remote hybrid meetings, for members, staff, the public and the press. The cost of the works could be contained within the Council Offices budget, funded from recent windfall monies received related to a refund of business rates, and would be in the region of £3.5k. The works were required to future proof the Council Chamber and provide effective conference facilities.

RESOLVED:

That the works be approved, and the Clerk be authorised to make the necessary arrangements.

58.2. Physical Meetings at Council Offices

Members considered whether it was time to return to the Council Chamber, for physical meetings. Any meetings in person would need to also allow for remote attendance as mentioned in point 58.1. above. Members were mindful that the Coronavirus was still in circulation and of the current regulations. The Clerk had also received some requests from external organisations to return to the office and use the ground floor community facilities. A risk assessment would be required before any physical meetings were arranged.

RESOLVED:

- 1) That the offices should remain closed at this point to external organisations, to minimise the volume of people attending at the offices at any one time.
- 2) That the Clerk undertakes a risk assessment of the Council Chamber in readiness for when physical meetings are reconvened. The Council could potentially start with Committee meetings initially. Cllrs L.A. Carter and I. Hodge to support the Clerk and review the risk assessment before its consideration by the Council.

58.3. ICT Hardware Upgrade

The Clerk reported that the office ICT equipment is nearing the end of its operational lifespan and replacement business class laptops and screens were required to maintain effective service. It had previously been resolved that the old equipment should be donated to a local charity. The cost of the works could be contained within the Council Offices budget, funded from recent windfall monies received related to a refund of business rates, and would be in the region of £2.7k.

RESOLVED:

That the Clerk be authorised to make the necessary arrangements to purchase the required equipment.

58.4. Staff DSE (Display Screen Equipment) Eye Tests

A member of staff had requested an eye test for DSE purposes. The Council was obligated under legislation to arrange the test and cover the cost. The Clerk had suggested a procedure, that the Council reimburses a member of staff upon production of a receipt from an Optician, for the test. Should the test reveal a need for glasses for DSE use the Council should provide the glasses. Again the Council would reimburse upon production of a receipt, for the glasses. Members discussed whether a maximum contribution should be agreed.

RESOLVED:

That the procedure as outlined above be adopted by the Council with immediate effect. Members resolved to not set a maximum contribution level; the staff were

to take responsibility for the glasses required for the job.

59. MEMBERS' AGENDA ITEMS

59.1. Cllr P.A. Johnson – Free Dog Waste Bags in the Community

Cllr P.A. Johnson relayed to members the details of a scheme in operation at Knighton, that involved the strategic placement of dog waste bags, which were free to residents, dotted around the local community.

RESOLVED:

That the Deputy Clerk undertakes some research and contacts Knighton Town Council, to evaluate if the scheme could work for Holywell and Greenfield.

59.2. Cllr L.A. Carter – Hospital A&E & Ambulance Waiting Times

Cllr L.A. Carter raised concerns around the unacceptable waiting times both for A&E patients and ambulance responders. Cllr Carter further proposed that the Council should write to Betsi Cadwaladr to establish the facts, and send copy letters to the Delyn MP, MS, and Health Minister.

Members stated North Wales Police and the Army were being brought in to support the Ambulance Service. Members also referred to recent incidents around Holywell where delays had occurred in the response times. Members expressed concern for the NHS staff working in these services.

RESOLVED:

That the Council writes to Betsi Cadwaladr to outline their concerns.

59.3. Cllr A. Trumper – Memorial Plaque Scheme in Panton Place Memorial Gardens

Cllr A. Trumper suggested a scheme to members, where tribute plaques could be installed in the Gardens on a feature wall, as an alternative to memorial benches. The tributes could be organised in a uniform manner and a policy introduced to regulate the installation process.

RESOLVED:

That the matter be referred to the Council's Town Centre & Events Committee to explore further and report their findings back to the Full Council.

60. REPRESENTATIVES' REPORTS

Cllr L.A. Carter stated that the Market Group were pleased that, following the intervention of Cllr Glyn Banks and Hannah Blythyn MS, the County Council had agreed to waive the pitch fee for the Council's eco uniform stall, and passed on their thanks.

Cllr I. Hodge reported that the brassards with the Council badge were now ready for the Mayor to present to the new honour cadets on Wednesday 6th October, and thanked Cllr A. Trumper for his assistance in this matter.

Cllr I. Hodge reported that presentations were ongoing for the Age and Dementia Society.

61. COUNTY COUNCILLOR REPORTS

Cllr P.A. Johnson reported that the County Council's new recycling strategy had now been approved, and that a nappy waste collection service would be launched in October.

62. CLOSE OF MEETING

The Mayor closed the meeting at 8.00pm.

.....
Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Development Committee** held remotely on Thursday 7th October 2021 at 2.30pm.

PRESENT: Councillor I. Hodge (Chair).

Councillors: J. Pattison, B. Scragg, P.A. York, R. Dolphin.

APOLOGIES FOR ABSENCE were received from Councillor E.B. Palmer.
Cllr M. Lewis-Jones was absent without apology.

IN ATTENDANCE: M.G. Fearnley (Deputy/Assistant Town Clerk),

DC12. DECLARATIONS OF INTEREST

None reported.

DC13. CHAIRS SUMMARY OF ACTIONS TAKEN UNDER DELEGATED POWERS.

The Chair provided members with a brief update of actions carried out, mainly related to Wales in Bloom activities.

DC14. ACTIVE TRAVEL UPDATE.

Members discussed and debated the costings highlighted during Catriona Swanson PJA (FCC appointed consultant) recent presentation on Friday 24th September. Cllr J. Pattison had carried out some background work on costings as requested by members at the last meeting.

RESOLVED:

- 1) Cllr J. Pattison to draft a letter for members of the Committee to provide any feedback and comments. Once received letter to be referred to Full Council for approval.
- 2) Once letter has Full Council approval letter to be sent to Catriona and Jayne Rodgers FCC Transport Strategy Officer for comments and feedback with a follow up meeting to be arranged.

DC15. TRIM TRAIL UPDATE

Members were given an update by the Deputy Town Clerk from feedback received from Tim Johnson Coastal Ranger after initial enquiry made. The Deputy Town Clerk also raised the idea of a Trim Trail put forward by Cllr A. Trumper to be located on the grassed area by the bridge at the top of the Valley leading up to Tesco.

RESOLVED:

- 1) That the Deputy Town Clerk progresses the idea of a trail down on the Coastal Path noting the potential time it could take in liaising with officers from FCC etc on issues relating to land ownership and contamination.
- 2) Members wished to thank Cllr A. Trumper for his suggestion but felt it was not the ideal location due to potential anti-social behaviour which was out of current CCTV coverage.

DC16. RECYCLING ON HIGH STREET

Members discussed the additional flats on the High Street and the resultant impact on the recycling requirements.

RESOLVED:

That the Chair raises the issue at Full Council meeting in October with members to approve a letter to be sent to Katie Wilby FCC regarding their business plan for recycling in the town.

DC17. DRAINAGE ISSUES AT NANT Y COED

The Chair confirmed that this matter had been passed onto the County Councillor to progress accordingly with FCC.

DC18. ROTARY CLUB REQUESTED ITEMS

Chair advised members that he had attended a Rotary Club Dinner. During his attendance he was approached by the Rotary who were keen to pay for, install and maintain 3 flower meadows in and around Holywell. Members supported the idea and wished to thank the Rotary for their offer.

RESOLVED:

That the Chair emails the Rotary and passes on members thanks for the offer, with members supportive of the idea in principle but that they would have to contact FCC for final approval.

DC19. ELECTRIC VEHICLE PROVISION

Cllr P.A. York updated members regarding correspondence sent to Hannah Blythyn MS and Lee Waters MS Deputy Minister for Climate Change.

RESOLVED:

Cllr P.A York to follow up with the Clerk who was to circulate the reply received to the Committee.

DC20. LIGHTS FOR BIKES SCHEME

Member was not in attendance to provide report. Item deferred until the next meeting.

DC21. BIKE TRACK PROVISION.

The Deputy Clerk provided members with an outline idea received from Daniel Thomas regarding a bike track provision in the area.

RESOLVED:

Members were generally supportive of the idea but requested that the Deputy Clerk follow up with Daniel to get obtain further information.

DC22. WALES IN BLOOM ENTRY 2021

The Chair provided an update to members on the review/report received from the Judges. The Council were only six points off Gold Status with some opportunities highlighted on how to make up those points next year i.e. Visit to St Winefride's Well, Fish Sculpture possible visit to Denbigh and Prestatyn to see what they were doing. Cllr B. Scragg congratulated all those involved in the Wales in Bloom Competition and thanked them for their efforts in achieving the Silver Gilt Status.

DC23. WINTER BEDDING CONTRACT AND OPERATIONAL REQUIREMENTS.

The Chair provided members with an update on the bedding and operational requirements for the forthcoming Winter period in relation to 3 tiered units, planters, outlying baskets, storage, and ongoing planting arrangements.

RESOLVED:

That Holywell Garden Centre, be appointed by the Town Clerk as the approved contactor, providing that they confirm, in writing, that they can match last year's contractors pricing.

DC24. ADOPTION OF COUNCIL OFFICES GARDEN

Members were advised that Holywell Garden Centre had offered to adopt and maintain the front garden to the office at no cost to the Council, in an effort to raise their profile within the town.

RESOLVED:

That the Clerk thank them and take them up on their kind offer.

DC25. HYDRO LIGHTING MEETING WITH FLINTSHIRE COUNTY COUNCIL

Cllr J. Pattison provided members with an update on a site meeting he had in the Valley. Members debated and discussed the issue of lighting and discussions held with Flintshire County Council and the Valley.

RESOLVED:

That Cllr J. Pattison highlights the need and benefits of having lighting on the Active Travel Route in the Valley and includes it in the letter to Flintshire County Council regarding Active Travel with members to endorse at Full Council.

DC26. RAILWAY FOLLOW UP ACTION (ITEM ADDED AT THE REQUEST OF CLLR B. SCRAGG)

Members discussed next steps, electrification, Chester to Llandudno route, for the reopening of Greenfield Railway Station. It was agreed that this item should be a standard item on all future Agendas. Members felt it was important to keep the pressure on Flintshire County Council, Welsh Government and UK Government moving forward.

RESOLVED:

That a letter be sent to the relevant parties about the ongoing delay to the report and highlighting that the station needs to be factored in, before any electrification.

DC27. CLOSE OF MEETING

The Chair closed the meeting at 4.15pm.

.....

Chair

7. PLANNING

7.1. New Applications

To consider the applications received.

Application Number	Proposal Details
063366	Erection of 2 no. detached split level bungalow style homes to provide disabled accommodation for elderly family to include landscaping and new vehicular access to Brynford Road. LOCATION: Land adjacent to Bwthyn Brilliau, Brynford Road, Milwr, Holywell, Flintshire, CH8 7RP.
060824	RETROSPECTIVE - Change of use of land from agriculture to equestrian, including outdoor riding arena, lunging pen, stables, tack rooms and horse walker in retrospect, and the proposed addition of a roof cover over the existing outdoor arena and the establishment of an equine therapy and riding centre LOCATION: Greenhill Farm, Bryn Celyn, Holywell, CH8 7QF.
060497	Conversion of former bank into 7no self-contained apartments. LOCATION: Former HSBC, 17 High Street, Holywell, CH8 7UB.
062918	Listed Building Application for conversion of former bank into 7 No. self-contained apartments LOCATION: Former HSBC, 17 High Street, Holywell, Flintshire, CH8 7UB.
063402	Change of Use to Hair, Beauty & semi-permanent make up salon & training facility, also Flintshire Council approved training beauty academy for youth. LOCATION: 1st Floor, 1 Greenfield Street, Holywell, Flintshire.

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 2021

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
8519 - 8521	BP	Council Staff	Staff Salaries - Sept 2021	5,060.61	***
8522	BP	HMRC	PAYE/NI - Sept 2021	1,694.34	***
8523	BP	Clwyd Pension Fund	Staff Pension - Sept 2021	1,681.70	***
8524	BP	Holywell Garden Centre	Watering Baskets - Aug 2021	500.00	^^
8525	BP	Holywell Garden Centre	Repair bunting, bowser battery	235.00	^^
8526	BP	Blackwells Stonecraft Ltd	Additional Inscriptions to Panton Place War Memorial	1,440.00	###
8527	BP	Newydd Catering & Cleaning	Office Cleaning Contract Jul-Nov 21 Bank Place	370.94	****
8528	BP	Sian Jones Translation Services	Translate Documents	156.58	***
8529	BP	Kings Head CIC	Room Rent Aug-Sep21	100.00	****
8530	BP	Delyn Press	Councillor Business Cards	25.20	****
8531	BP	Cllr L.A. Carter	Reimbursement for Town Council Eco Stall Pitch Fee	5.25	^^
8532	BP	Newsquest Media Group	Newsletter Distribution	334.81	****
8533	BP	Newsquest Media Group	Newsletter Distribution	308.04	****
8534	BP	Daydream Designs	Website Tech Support Sep21	94.80	****
8535	BP	Holywell Leisure Centre	Contribution (2 of 4)	2,500.00	^^^
8536	BP	Flintshire County Council	Business Rates (3 of 3) Final Instalment	769.06	****
8537	BP	Holywell Garden Centre	Watering Baskets - Sep 2021	500.00	^^
8538	BP	BKB Solutions Ltd	Completion of Lighting Refurbishment	2,220.00	^^
8539	BP	North Wales Ass. of Town Councils	Annual Membership Subscription 21/22	65.00	****
8540	DD	Plusnet	Alarm Line Aug21	19.80	****
8541	DD	Plusnet	Phone & Broadband Sep21	34.90	****
8542	DD	British Gas	Electric Charges 14 Bank Place Aug21	10.29	****
8543	DD	British Gas	Electric Charges 12/13 Bank Place Aug21	33.68	****
8544	DD	British Gas	Gas Charges Bank Place Aug21	27.66	****

8545	DC	Tesco	Card	0.80	****
8546	DC	Facebook	Promo Boosts	9.64	^^
8547	DC	W. Bevan	Tape	9.00	****
8548	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
8549	DC	C.M. Scott	Supply & Engrave 4 Shields	85.42	^^
8550	DC	Tesco	Refreshments	0.80	****
8551	DC	The Old Stores	Supply 4 Desk Name Plates	67.96	****
8552	DC	Tesco	Refreshments	4.30	****
8553	DC	Zoom Video	Monthly Pro Subscription	14.39	****
8554	DC	1&1 Internet Ltd	Mail Pro	12.00	****
8555	DC	Tesco	Card	0.80	****
TOTAL				18,493.36	

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

Date	Category	Name	Payment Details	Amount £
8 th Sep 21	Income	National Heritage	Woodland Grant First Instalment	11,000.00
20 th Sep 21	Income	Post Office Counters	Eco Uniform Monies	100.00
21 st Sep 21	Transfer	Mayors Allowance A/C	Mayors Hamper Items	92.96
TOTAL				11,192.96

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

1. **Businesses Response and Ideas to Town Centre Grant Letter**

Firstly thank you to those members who distributed letters to the town centre businesses - it was much appreciated. Please find below in no order of preference some of the ideas put forward to date. Some may well not be possible as they are not Capital related spend but useful to follow up as the local businesses regard them as issues and by looking at some responses they appreciated the opportunity to engage. It was good that a letter prompted this type of dialogue with the businesses and something members may wish to look at again in the future, especially as we have no business group to engage with as previous.

- 1) **Keef from Natural Elements** - If you are looking to better parts of the town centre, cleaning and repairing the gutters fitted to the canopies in tower gardens would be a cheap and easy option. Only a couple of lengths of gutter need to be replaced, one or two joints need to be remade, the rest is cleaning and clearing blocked down spouts (these are every third or fourth post). At the moment the gutters overflow regularly, this causes the floor below to become covered in a slippery green coating. We have had quite a few people slip on these areas already and I believe that one young child needed stitches after a fall.
- 2) **Linda Corbett** - With there now being an increase to the flats in the town it would be helpful for the occupants to have segregated waste bays which would make the town look cleaner and stop people misusing the public waste bins and help with the rats that have been seen around the town
- 3) **Rob Dyke Santander** - In response to your letter, I have discussed it with my team and we have come up with a couple of ideas. First of all its great to see this type of fund become available for the town. We thought the main high street paths need a good deep clean, pressure wash etc. The empty shops need tidying up and painting. When I managed the Oswestry branch the local council there asked the local art students to paint murals in the empty shop windows and that made a big difference to the overall appearance of the town.
- 4) **Linda McCall Britannic Financial Planning** - My suggestion for the Enhancement Grant is for Holywell Council to use the monies to employ a person temporary to keep the High Street clean and tidy. Street Scene used to always be in the High Street with the sweeper and keeping the street litter free and tidy. Since the sad loss of the lovely man who worked hard keeping the street tidy has passed away there seems to be no replacement and the High Street is looking very untidy.
- 5) **Andrea Birchall Britannic Financial Planning** - Thank you for your letter asking for ideas on how to enhance Holywell Town. My request would be, to employ someone to regularly brush the streets in the town as there used to be a sweeper who did a good job and kept them in good order. Also they are quite dirty with pigeon mess in lots of places, and I think it would look so much better if they were professionally power washed cleaned. Ruthin have their streets professionally power washed, and they look excellent and it is lovely to shop there. I think this would employ someone and make more people spend time here as not having to step around pigeon mess would definitely be a bonus as it does look dirty.
- 6) **Geraint Jones Griffiths and Hughes Parry** - I thank you for your letter dated the 6th October 2021. Having given the matter some thought I would suggest that the money is used

towards the renovation and renewal of the former bowling hut situated by the tennis courts together with some seating.

- 7) **Belinda Bradley Qualities** - Extend hanging baskets displays and fit brackets at bottom of town i.e. from Cheeky Chicken to beeches for 2022 season.
Side wall of feathers Pub – paint colour mural e.g. Welcome to Holywell.
Market Group £1k pot to be made available to deploy on market days to pay for entertainment to add to market experience.
- 8) **John Millington The Vape Barn** - Thank you for the opportunity to express my suggestion.
Having been broken into twice recently, my suggestion would be to install CCTV cameras on the high street at the Bevans end.
- 9) **Helen Ryles Tower Crafts** -
 - i. Clean / clear the guttering in Tower Gardens. Replace broken guttering - basically to improve the overall appearance but practically this will reduce the overflow of rain water on the block paving thus reducing the "green slime moss" which is extremely slippery and reduce trip / fall accidents.
 - ii. whilst on the canopy area removal of the build of moss off the glass panes - more noticeable on the units 1 – 9.
 - iii. the missing window over Danny the Butchers - it is Palmer Pearce Estates upper floor office - it has had a piece of wood (or what appears to be wood sheet) in place of glass for at least 5 years - does not add to the appearance of the town centre.
 - iv. shrubs on the pathway leading down from Tower Gardens to inner ring road over grown and covering over half the pathway . reduces passing room for pedestrians and cyclists not ideal in the present pandemic.
 - v. dog poop bag holders - to encourage dog owners to pick up after their pets- an increasing problem on high street and tower gardens - promote the fact that we have doggy bins in town that double up as rubbish bins.
 - vi. 6 Street Caretaker / Janitor/ High Street Guardian - not to replace Street Scene but be a dedicated to Holywell Retail Centre to carry out simple maintenance and to keep the area looking well-kept and cared for - simply put The Broken Window Theory - aware that this will not qualify under this grant funding but maybe for future funding availability.
 - vii. Water Fountain - the drinking fountain is soaking the surrounding area (approx. 2 metres from the fountain) during the winter months this is going to prove problematic when it freezes and even just wet causes people to lose their footing - can better drainage be considered , reduce the water pressure, or turned off during the winter . Is the water run regularly to prevent a build-up of harmful bugs. Also people are using the fountain part to provide water for their dogs (encouraging the dogs to place their paws on the bowl and lap water up from the bowl or pressing it button to create a puddle for smaller dogs to drink from - myself and Palmer Pearce have dog bowls outside for dogs to drink from) is there any proposal to provide a dog drinking bowl lower down that obviously is not a tripping hazard.
 - viii. recycling bins in the town centre for glass bottles, cans, and paper - similar to Mold Iceland - i believe this is very successful and has reduced the towns litter problem.
 - ix. repair brickwork - missing bricks in tower gardens which have been filled with cement - look unsightly and cement is crumbling and will be a tripping hazard.
 - x. pigeon deterrent measures to be introduced on the Town Hall Building - pigeon mess looks unsightly, slip hazard and can cause health issues - the one by Saunders has been completed and definitely improves the appearance.

- xi. Security shutters in tower gardens (sorry it seems targeted around Tower Gardens but that is the locality I am observing more) could these be renovated in a similar style to the graffiti artwork leading to the underpass or more traditional independent scenes similar to the old mural from under pass ? so if a shop is untenanted or closed you are getting street art which is more appealing to the eye then grey shutters .I know there is a grant to remove the shutters but if i did it I would struggle to get affordable insurance and it will not cover me for window breakage - hence I still have shutters.
- xii. anti climbing paint / deterrent applied to the stage area - stage area roof is not a trampoline.
- xiii. chain or other means to secure the parasol ropes - i have seen two incidents one child and one involving "mature " adults wrapping the rope around their necks - stupid is as stupid does.
- xiv. pigeon deterrents under canopies - some businesses have already put this up and it has made a huge difference to the amount of pigeon droppings and deterred them from nesting.
- xv. green slime / moss on the town pavements and pedestrianised area to be treated to prevent falls.

Members to determine a preferred set of options to be sent to the County Council for consideration.

2. Woodland and Wildflower Meadow Grant Update

A productive site meeting held with me, contractor carrying out proposed works, Doug Den from the Valley, Nigel Seaburg from Streetscene and Chair of the Council's Environment Committee Cllr Ian Hodge. Initial works due to start towards end of October. A productive meeting was also held with me, Doug Den and 3 representatives from the high School and Maes y Felin. Please see below an outline of what was discussed and ideas moving forward:

We would be initially looking at litter-pickers bags and high vis jackets for a quick turnaround to get the children out there..

A list of volunteer possible tasks and dates are detailed below from the contractor

October -

Rake off grass from banks and dispose (along base of hedgerow?

Sow some of the wildflower seed on the prepared ground.

December, January

Plant trees with appropriate guards and supports.

March

Sow rest of wildflower seed...

We talked about DT project making bird boxes, Bat boxes and bug hotels for the school and surrounding areas

The interpretation could be done as a joint project (content (biology), pictures and design (Art and DT)).

Some outdoor activities could also be included along the lines of bug hunts (younger kids) or identification of insects through a Taxonomic Key for older kids. These can also be based on tree species or plant species depending on what time of year and the school's interests.

3. Outdoor Gym

Site meeting held with one supplier to date with another 2 suppliers due to visit site before end of October. All being well a report will be prepared for members to consider during November.

Members may also wish to consider visiting sites in Rhos on Sea , Pensarn, and Wepre Park to see this type of equipment in situ.

4. Outdoor Trim Trail

Initial feedback to date received from Tim Johnson FCC Coastal Ranger and will follow up accordingly

“Had a chat with Helen and Tom. Although we don’t think there is space in the actual dock area for a trim trail, there is probably opportunities to explore on the loop behind kingspan? There would need to be something set up to maintain the equipment and vegetation as this is tractor cut and the tractor would then have to miss a section? Before a site visit to look at potential locations you would need speak to the Property team as Countryside only look after the Wales Coast Path route, the land isn’t within our portfolio. I think Paul Brockley or Lisa McClellan would be the best people to speak to. It also might be worth a chat with Rachel Davies as the land is contaminated so she may want input”.

5. Artisans Market

I have been approached by the company who runs the Artisans market in Mold, who approached us prior to setting up the artisans market in Mold. He is keen on setting up a regular Sunday Artisans Market in the town in an effort to encourage new visitors to the town and attract the locals . He feels the High Street and layout lends itself to this type of event Their Company Website is <https://artisannetwork.co.uk>. **Members to consider and advise accordingly.**

6. Autumn Club

Meeting held 22nd September with members and museum re: future of the club. Museum confirmed that they were not in a position to take over the running of the club. **Members to consider any alternatives.**

7. Together for Our Planet funding programme

The National Lottery Community Fund is offering funding from £1,000 to £10,000 to support communities across the UK to take action on climate change. The aim of the £2.5 million Together for Our Planet funding to engage people with COP26 and inspire positive climate action. Funding is intended to support projects that focus on one or more of the following areas:

- Food.
- Transport.
- Energy.
- Waste and consumption.
- The natural environment.

Applications are invited from not-for-profit organisations, such as: community and voluntary groups, charities, social enterprises, and statutory organisations, such as: schools, and community councils. Cllr Ian Hodge has suggested the idea of the recycling fish mentioned previously i.e. one for each ward.

Deadline for Grant Applications 18/11/21. Members to consider any additional ideas for me to put in application (noting limited timescale).

8. Defib Training Greenfield & Pen y Maes

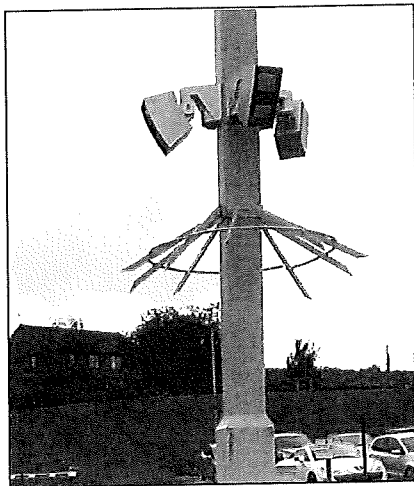
Bryn from the Lions usually contacts somebody from the Welsh Ambulance to carry out the training. Cllr Ian Hodge has offered to do the training on this occasion.

Members to advise and training will be arranged.

9. Events Area Security Measures

Members have previously approved for chains to be installed around the parasols and covers, and for anti-vandal paint/notices to be installed on the bandshell, to deter anti-social behaviour in this area.

A further option would be to install around the bandshell poles an anti-vandal band as used at Ysgol Treffynnon, to deter climbing on this structure instead of anti-vandal paint. This paint can permanently damage clothes/uniforms and may also increase the risk of a fall.



Members to re-evaluate this decision and determine the most suitable option, for the bandshell anti-vandal measures.

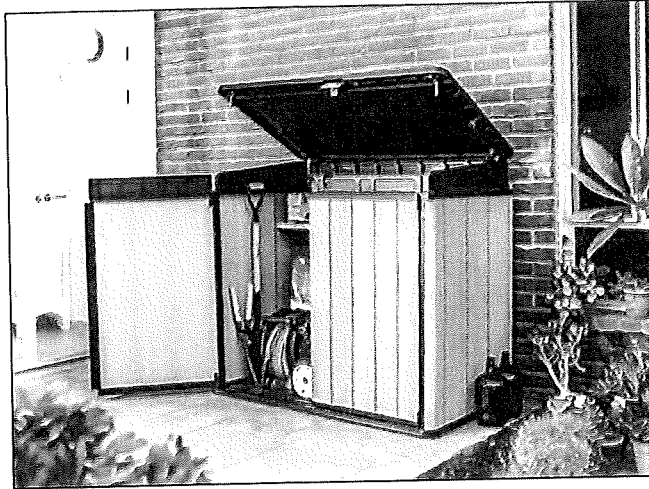
10. CORRESPONDENCE

10.1. Meeting of the Standards Committee

Members to consider sending a representative to the following meeting: There will be a joint meeting of the Standards Committee and Town and Community Councils on Monday 1st November at 6.00pm. This meeting will be held virtually via Zoom. The training will commence at 6.00pm and the meeting will last approximately 2 hours, ending around 8.30pm. The topic for the training is – The Role of the Standards Committee within the Council.

10.2. Storage Chest for Park Run

Members to consider their support for Mr Daniel Thomas, in providing a storage solution/funding for the park run event. The cost of this item is £299.



10.3. Saturday Morning Assembly Events in Tower Gardens Events Area

Members to consider the attached funding request from Emma Ward, Organiser, Saturday Assembly event, planned for September 2022. The proposal has been completed by local company Daydream Designs, Greenfield.

Hi Jason, Here is the quote from daydream designs for all I need to launch the Saturday Assembly. Once up and running, I will be able to sell the programmes and generate donations to keep it going long term. We can decide how many we would like to print. Let me know if I can provide any further information before it is put to council. Thank you very much for your support. Emma.

Dear Emma

Thank you for thinking about us for the Saturday Assembly quote.
I have listed on one sheet as per our conversation earlier on page 4.

The quote includes: -

// Brand Development in various stages
// Identity
// Development
// Application
// Additional resource extras and design
// Print

With this we want to create a brand/logo that clarifies who you are, distils your brand values, inspires ownership, and encourages action.

This is a pick and mix quote. We are far from pushy salespeople so no matter whether you decide to go ahead or not, or simply just what to take us for a little bit, please feel free to pick up the phone should you wish to discuss your project further.

Kind regards

SIAN & ROB SAUNDERS // INTERNATIONAL DIRECTORS OF STUFF
DAYDREAM DESIGNS CREATIVE AGENCY

BRAND IDENTITY

BRAND IDENTITY STAGE 1 – LOGO AND THE SIMPLE ASSETS - £550 + VAT

We'll create brand including Logo design, sub fonts, simple brand guidelines, seasonal colours etc

Stage one includes creative solutions to brand conundrums, asking to maybe consider options you have not yet thought of as well as those you have. We will research, consider both the benefits and cost for each suggested change.

// DESIGN // Folded Leaflet DL 6pp, Double Sided, 350gsm Silk, 6pp // £290 + VAT
// DESIGN // Business card // £140 + VAT
// DESIGN // A3 sign // single sided // £140 + VAT
// DESIGN // Brochure // 44 pages including supplied adverts // £995 + VAT
// Brochure – continuing editions thereafter // 44 pages including supplied adverts // £665 + VAT

// Social media suite // £360 // ONE OFF COST // Based on chosen brand

Social media will be the most cost-effective way of getting message/services you provide and brand across - targeting a wider demographic, lookalike audiences through social media.

This stage includes:

// Design of 6 social media covers for Facebook
// Design of a suite (10) branded social media posts (1080px x 1080px) that can be reused
// LinkedIn, Facebook & Instagram social media advertising graphics and initial set up
// Converting Facebook Business page to Facebook Manager account so that further detailed stats can be gathered – this will help if you are just concentrating on Instagram Posts
// Brand assets loaded into the free Canva account so you can recreate branded look

There is an option to upgrade to Canva Pro – which gives better flexibility, and you can import your brand and chosen fonts.

Otherwise, we could design in bulk // Comprehensive Social Media suite – up to 50 posts and assets saved for £560 + VAT

// PRINT // Folded Leaflet DL 6pp, Double Sided, 350gsm Silk, 6pp

2000 x Print 170gsm gloss £228 excl VAT
5000 x Print 170gsm gloss £380 excl VAT

// Print // Business card // 85mm x 55mm | Double Sided | 450gsm Silk

100 - £29 + VAT
250 - £39 + VAT
500 - £52 + VAT
1000 - £69 + VAT

// Print // Brochure // A5 | Double Sided | 115gsm Silk | Long Edge Bound | 250gsm Silk Cover | 44pp | No Lamination | Stapled | Ex VAT

100 - £204
250 - £263
500 - £372
1000 - £610
2500 - £1026
5000 - £1698
10000 - £3071

// Print // A3 sign // single sided // 3.5mm White Fluted Correx®
£20 + VAT Each

BRAND IDENTITY ALL DESIGN COSTS IN ONE* // £2475 + VAT

- Brand
- Leaflet
- Business Cards
- A3
- One initial brochure design, with supplied adverts, images and copy
- Social media suite (Not Comprehensive one)

*Does not include print.

NO. 2 // THE SCHEDULE

We know that the success of a project depends upon great organisation. As soon as you start the process, we schedule your project using an online time management tool – Trello. This will keep you informed of key stage dates for delivery and of course, completion dates.

Outline here of key dates:

Stage One Brand Concepts are usually completed within three - four weeks from the start of the project

Brand Development usually takes 5 - 8 weeks to complete with the brand guidelines being the very final element.

10.4. Open Consultation on Proposed Guidance on “Principles of Good Administration” and “Good Records Management”

Members to consider the Council’s participation in this consultation. Closes midnight 1 November 2021.

The Public Services Ombudsman for Wales (PSOW) is seeking views on proposed changes to the Ombudsman’s Guidance on Good Administrative practice. Section 34 of the Public Services Ombudsman Wales Act 2019 empowers the PSOW to issue such guidance. Public bodies which fall within the PSOW’s remit must have regard to the PSOW’s Guidance when discharging their functions. When investigating complaints, the PSOW may consider the extent to which a public body has complied with the PSOW’s Guidance on Good Administrative practice when reaching decisions.

The current Guidance is in the Principles of Good Administration and Good Records Management. We are proposing to split the Guidance into 2 separate publications; the “Principles of Good Administration” and “Good Records Management”. By splitting the Guidance our aim is to provide public bodies and complainants with both clear general principles of good administrative practice and separate specific advice on good administrative practice in relation to records management.

We are seeking views on both sets of proposed guidance. You can access the consultation documents and details on how to respond can be found in the links below. [Principles of Good Administration consultation pages](#)
[Good Records Management consultation pages](#)

10.5. Clwyd Pension Fund Investment – Fossil Fuels

Members to consider the attached email from Rachel Harris, Friends of the Earth.

I’m sure you are as concerned as we are about the extreme weather events around the world and the latest scientific reports on climate change/climate chaos which say we now have only 4 years left in which to ensure that emissions peak and then start to fall.

Fossil fuel companies are still however searching for new oil reserves, which, if burned, will take us past the 1.5 degrees Celsius of warming which scientists tell us is the maximum we can now afford. We are therefore writing to you to ask if you would support our call to get your pension fund to stop investing in fossil fuel companies in order to help combat climate chaos.

We see from the Annual Report that Holywell Town Council, pays into the Clwyd Local Authority Pension Fund. You may or may not be aware that this pension fund still has £77million invested in fossil fuel companies.

Friends of the Earth Cymru has been campaigning on this issue for many years now, asking Local Authorities to in turn ask their pension funds to divest / disinvest from fossil fuel companies.

In February this year, Friends of the Earth and Platform published a new report looking at Local Authority Pension Fund (LAPF) investments. In the light of the latest science on climate chaos, it is alarming to find that the 8 Welsh LAPFs still have around £500million invested in fossil fuel companies and it shows the scale of action that is still needed.

Up to now we have concentrated our campaign on Local Authorities, but we are now widening out our campaign to include the other bodies and organisations who pay into these pension funds around Wales. We are now asking all the organisations who pay into the 8 Welsh LAPFs to support the campaign for these pension funds to take their money out of fossil fuel companies.

We realise that your organisation is not one of the biggest contributors to the Clwyd pension fund, but you are still one of the contributors and as such, the pension fund does need to listen to your views. If you join with others to express your views that you don't want your money being invested in fossil fuel companies then you can help bring about the change we need to see.

What can you do?

If your organisation would like to support calls for your LAPF to divest from fossil fuels, there are 2 ways in which you can help.

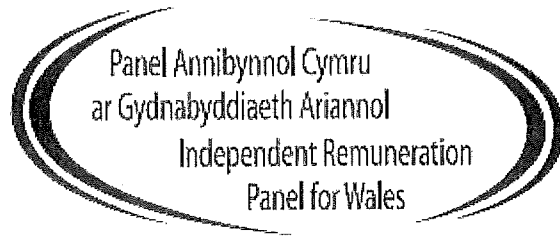
1. Reply to this email and let us know that your organisation would like to support calls for your LAPF to divest from fossil fuel companies. We will then publish your organisations name and support for the campaign on our social media channels. We will also then add your organisations name to a list of supportive organisations on our website which we will be keeping updated. We will have a separate list of supporting organisations for each of the 8 Welsh LAPFs. This will allow people all over Wales to see which organisations in their local areas are supporting the call for their LAPF to divest. We will be publicising these lists of supportive organisations further in local and national press in the run up to the COP 26 climate change talks.

2. If you are supportive, contact your LAPF directly and request that they divest/disinvest from fossil fuel companies within 3 years. If enough organisations come together to act, we can make a difference.

10.6. Independent Remuneration Panel for Wales – Draft Report 2022/23

Members to consider the draft report and any comments. The relevant extracts from the report are attached below. Clerk to report. The full report can be accessed here.

[Independent Remuneration Panel for Wales: draft annual report 2022 to 2023](#)
[GOV.WALES](#)



To:

Leaders and Chief Executives of County and County Borough Councils
Chairs and Chief Executives of National Park Authorities
Chairs and Clerks of Fire and Rescue Authorities
Chair and Chief Executive of One Voice Wales
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic/Members Services of County and County
Borough Councils, National Park Authorities and Fire and Rescue Authorities
Community & Town Councils

29 September 2021

Dear Colleague

Independent Remuneration for Wales – Draft Annual Report 2022/2023

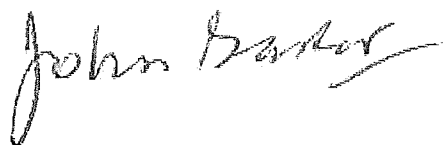
The Panel's draft Annual Report for 2022/23 is attached. We would appreciate and welcome comments during the consultation period which ends on 26 November 2021.

Elections for principal councils and community and town councils will take place in May 2022, so the next Report of the Panel will coincide with the new municipal term. For several years payments to elected members of the 22 principal councils has not kept pace with the original comparator that was used to set the basic salary, or any other public sector comparison. The Panel has decided this is an opportune time to rectify this situation and to reinstate the link to the average welsh earnings (based on 3 days).

The draft Report also sets out changes to the remuneration framework for community and town councils following an extensive consultation exercise which we undertook earlier in the year.

We look forward to receiving comments on the proposals contained in the draft Report and will consider all of the responses prior to producing the final Report for publication in February 2022.

Yours sincerely

A handwritten signature in black ink, appearing to read "John Bader". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

John Bader
Chair

The application of the Remuneration Framework by relevant Group.

Group number	Size of Electorate
Group 1	Electorate in excess of 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

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Optional
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subs	Optional
Cost of Care	Mandatory

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.

- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 Table 12 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Table 9: Community and Town Council Groupings

The current groups are:

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

Table 10

Group number	Size of Electorate
Group 1	Electorate in excess of 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

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure exceeds £200,000 a year, it will be moved upwards to the next group.

Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, except for councils in Group 5 where it will be optional, as a contribution to costs and expenses for members of community and town councils.

13.15 Receipts are not required for these payments.

Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.

Taxation

13.16 The issue of the taxation of the £150 payment has been raised on many occasions and included in the responses to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. If there is a positive outcome, it will not be within the timescale of this draft Report. However, if it is achieved before the publication of the final Report the Panel will take the opportunity to restructure the arrangements for this payment and if appropriate adjust by determination the amount to be paid.

Senior roles

13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior role in table 11 below.

13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

13.19 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Contribution towards costs of Care and Personal Assistance

13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in Section 10 apply to Community and Town Councils.

Reimbursement of travel costs and subsistence costs

13.21 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and

subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

- 13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

⁷ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Attendance Allowance

- 13.23 One of the points raised in the responses to the consultation should be the

inclusion of an attendance allowance. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils.

Determination 48: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Councils that intend to introduce an attendance allowance must set out the details of the scheme and publish them on their website.

Civic Head and Deputy Civic Head

- 13.24 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ambassador representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.25 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.26 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.27 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.28 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.29 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.30 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: The application of the Remuneration Framework by relevant Group.

Table 11

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Optional
Senior Role Payment	Optional
Attendance Allowance	Optional

Type of payment	Requirement
Financial Loss	Mandatory
Travel and Subs	Optional
Cost of Care	Mandatory

Making Payments to Members

- 13.31 Table 12 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.32 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.33 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.34 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.35 When payments take effect from is set out in paragraphs 13.37 to 13.39 below.
- 13.36 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 12

Determination Number	Is a decision required by council?
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can	Yes – the payment of financial loss

Determination Number	Is a decision required by council?
pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	compensation is mandatory if claimed
48 Determination 47: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event. Councils that intend to introduce a system of attendance allowances must set out the details of the scheme and publish on their website.	Yes – the payment of attendance allowance is optional.
49 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a civic head is optional.
50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a deputy civic head is optional.
51 The application of the Remuneration Framework by relevant Group	
52 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.37 All members are eligible to be paid the £150 as set out in Determination 44 and Table 11 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.38 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 49 and 50 are payable from the date when the member takes up the role during the financial year.

13.39 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.40 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.41 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 52: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

13.42 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.

10.7. One Voice Wales Pilot – Self Evaluation Toolkit

Members to consider the Council taking part in this pilot scheme. The details are contained in the letter below.

24c Stryd y Coleg
Rhydaman
Sir Gaerfyrddin
SA18 3AF

Ffôn: 01269 595400
Ffacs: 01269 598510



24c College Street
Ammanford
Carmarthenshire
SA18 3AF

Phone: 01269 595400
Fax: 01269 598510

Dear Chair/Clerk,

Pilot of Community and Town Councils Self-Evaluation Toolkit – Expression of Interest

We want to make you aware of an opportunity to help test and develop the upcoming self-evaluation toolkit for community and town councils in Wales.

One Voice Wales, SLCC and Welsh Government – with support from Audit Wales – have been developing a new bespoke toolkit to help your council to stay on top of governance requirements and regularly reflect on how it is serving its community.

There are currently two elements to this tool:

- a) A governance and financial management health check designed to assess whether your council has fundamental governance and financial arrangements and policies in place (A checklist approach to enable your council to tick off those requirements it has in place and those which it needs to action)
- b) A governance and financial management self-assessment to enable your council to reflect on how it manages finances and governs itself and how it operates within the local community and what actions it could consider to make its work more effective.

Before sharing with the sector for use, we are seeking around 50 councils to take part in a pilot to 'road test' a developmental version of the tool in a real council environment. Your feedback will help shape the finished product. We want to give councils plenty of time to look at it, so the testing period is likely to be autumn, leading up to the end of the year. We would then invite representatives to attend a focus group session early in the New Year to give us feedback.

Briefing and support will, of course, be provided to pilot councils.

If you're interested in taking part, please let Paul Egan pegan@onevoicewales.wales know of your interest in becoming involved in the pilot (All he needs to know is the Council name and contact person by 31 October 2021). As you will appreciate it will not be possible for Paul to discuss the details with you at this stage in view of restrictions on his time. More information will of course be provided to those councils chosen to take part in the pilot.

Yours faithfully,

Lyn Cadwallader
Chief Executive One Voice Wales

Yours faithfully,

Rob Smith
Chief Executive SLCC

Llais Cynghorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales

E-bost/Email: gweinydd@unllaiscymru.cymru / admin@onevoicewales.wales
Gwefan/Website: www.unllaiscymru.org.uk / www.onevoicewales.org.uk

10.8. Rialtas Business Systems Loyalty Scheme

Members to consider signing up to this scheme. Clerk to report.



2022 Year End Loyalty Scheme 3 Year Contract Accounts Year End Service, Support and Maintenance

To sign up for the scheme, please review the scheme terms, and return a completed and signed copy of the form.

I confirm that the Council agrees to the 3 Year Contract for the Rialtas Accounts Year End Closedown Service. The Rialtas Accounts Year End Service requires the Rialtas Accounting Solution to be in use at the council. As such by join this scheme the Council is agreeing to keep in place Support and Maintenance for the Rialtas Accounts Solution (Alpha or Omega) for the duration of this contract.

This Contract covers Rialtas Accounts Year End Closedown Service for:

- Year End 2022
- Year End 2023
- Year End 2024

Joining the 3 Year Loyalty Scheme entitles the council to 7% off of the published fee for 2022.

Discounts for future years will be available to any council extending their membership of the Year End Loyalty scheme. This opportunity will be offered annually.

By joining the Loyalty scheme the council will get preferential access to Year End Closedown dates. The council will be able to provide five preferred date nominations over a three-week period. In the event of date conflicts councils who sign up to the Loyalty Scheme first will be given the priority.



2022 Year End Loyalty Scheme 3 Year Contract Accounts Year End Service, Support and Maintenance

Terms and Conditions

- Once a date has been confirmed from your preferred list a request to change a date will be from our available dates at that time.
- Fees are published annually in October for the next financial year.
- If Rialtas published charges increase by more than 5% over the rate of inflation, the customer can cancel their 3 Year contract within the 3 year minimum contract term, without penalty. (Note: The increase percentage is based on publish charges, not any discounted charges)
- If the council wishes to cancel within the 3 year period the remaining year(s) must still be paid.
- The Council is also agreeing to keep in place Rialtas Accounts Solution Annual Support and Maintenance contract for the duration of this contract. This is because the Rialtas Year End Closedown Service is only offered to customers who are using the Rialtas Suite Alpha or Omega Accounting Solutions.
- As per the standard Rialtas Support and Maintenance agreement, at the end of this contract, the Support and Maintenance contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
- Annual Support and Maintenance charges are reviewed annually and will change over the contract term. As per our standard terms, if our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
- Support and Maintenance Fees are charged Annually in advance for the coming 12 month period.
- If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.

10.9. Reports/Correspondence Received

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

Ref	Item	Status	Date Circulated
A	Flintshire County Council Daily Updates	**	Various Dates
B	FLVC Daily Digest Updates	**	Various Dates
C	Welsh Government Updates	**	Various Dates
D	Visit Wales Updates	**	Various Dates
E	North Wales Police Alerts	**	Various Dates
F	North Wales Police – Role of the PCSO	**	15/09/21
G	Thomas Pennant Update	**	15/09/21
H	Volunteering Matters Healthy Aging	**	17/09/21
I	Wales in Bloom Judges Report	**	20/09/21
J	Notes from GVT Strategy Meeting	**	20/09/21
K	Awel y Môr Consultation	**	20/09/21
L	Ysgol Treffynnon – New Starters	**	23/09/21
M	Rob Roberts MP Updates	**	24/09/21 & 4/10/21
N	Youth Parliament Update	**	04/10/21
O	Public Open Space Concerns - Coed y Fron	**	04/10/21
P	One Vice Wales Councillor Survey	**	05/10/21
Q	HLC-CLT Advice on New Board Members	**	07/10/21
R	FCC Letter – Fron Park Speed Limits	**	07/10/21
S	Lee Waters MS – Electric Transport Letter (to Development Committee Members)	**	11/10/21
T	Ysgol Treffynnon Update	**	12/10/21
U	Hannah Blythyn MS NHS Waiting Times	**	12/10/21

11. FORMER TOILET BLOCK REPORT

Members to consider the attached report from the Clerk, that outlines the key issues and financial implications for the asset transfer of the toilet block, and the wider storage provision for the Council.

Holywell Town Council

Former Toilet Block/Storage Provision Report

Background

The Council had formerly resolved to consider the community asset transfer (CAT) of the former toilet block in Tower Gardens adjacent to the front car park. This report provides a position statement following some initial background work being completed and considers the wider storage provision and financial implications for the Council.

Business Case

Members originally envisaged that the asset could be utilised as a storage facility for equipment primarily associated with the running of events. These items would typically include a stage, gazebos, weights, bandshell sides, etc. The asset was thought to be in quite close proximity to the events area to enable straightforward transportation of any equipment required.

The continued success and expansion of the Council's eco uniform project has also created a further storage need. The uniform stock currently located on the ground floor of the Council Offices could potentially be housed in one room of the former toilet block. The ground floor storage area continues to be utilised to store the uniforms. In the future when conditions allow members may need to consider demand from community groups to use this space, as happened on certain days of the week prior to the pandemic. The eco uniform stock requires a more permanent storage solution.

Other Storage Provision

In addition to the Council Offices storage available the Council rents a room at the Kings Head Museum at an annual cost of £600.00. Previously the Council utilised a room at the former Artisans Building, now that the room has transferred to the Museum, the Council has eventually lost the space it previously benefitted from. The Council has very little, if any, equipment/items remaining at the Museum.

The Council also rents a garage from Flintshire County Council at Plas Dewi flats, Holywell at an annual cost of £522.00. This cost increases by at least inflation every year. The garage previously stored a number of items but now contains nothing of any real value. FCC Streetscene have been asked to clear out the garage.

The Council's portable stage is located at the former Court House, Holywell. This storage space is provided free of charge to the Council as a goodwill gesture by the owners. Once the garage is cleared out the intention is to store the stage there, for the time being. The former Court House has received a Planning approval for conversion to apartments, so the Council need to relocate the stage sooner rather than later.

CAT Transfer

Preliminary discussions have been held with the County Council to take on the management and maintenance of the former toilet block. There are three rooms available in the building, a former ladies, gents, and disabled toilet. For the purpose of this report it is envisaged that the ladies and gents can be converted to storage facilities and the disabled toilet, which is in the best condition of

the three, can be cleaned and redecorated, and then potentially, at a later date, be opened as a working public convenience.

The two storage rooms would have their toilet components removed, be cleaned, decorated, and have floor to ceiling racking fitted. One room could be used for the Council's eco uniform stock, the other for event storage including the portable stage.

The Council have now reached stage 3 of this transfer which involves a resolution by the full Council, should they wish to proceed to legal completion. I am being asked by the County Council for a final decision and to instruct and confirm the Council's solicitor. The CAT transfer lease period is for 21 years.

The Town Council has received a condition survey report and asbestos management survey report for the building from the County Council. The building is free from asbestos and was found to be in a structurally sound condition. In the Surveyor's opinion a capital outlay of £8k should be sufficient for refurbishment, which correlates to the Town Council's own estimate referred to under Financial Implications below.

Financial Implications

There would be one off capital expenditure costs to convert the asset for storage. These costs would be for 3 new heavy duty security doors, removal of toilet components, cleaning, redecoration, checking and making live electric supply for lighting and sockets, and racking. It is envisaged these costs would be in the region of £8k-£10k. There is sufficient provision in the Council's reserves to cover this cost. The most expensive components are the three replacement steel doors, although the disabled toilet door is in the best condition of the three and could be repaired.

There would also be ongoing revenue costs for the Council to consider to operate this asset. This would typically include repairs and maintenance, utility costs, insurance, and business rates. The total annual revenue cost would be in the region of £3k. These running costs could be offset by £1.1k should the Council decide to discontinue the garage and museum storage facilities. This would mean a net increase of £1.9k to sustain these costs on next year's local taxation precept as part of the budget setting process.

The largest revenue item is for business rates at a cost of £2.1k. Welsh Government are continuing with proposals to award 100% mandatory rate relief for public toilets from April 2022. Should these proposals be approved the Council would benefit from this, but only if the building is also used as a public convenience. If the building is used for storage only there would be no relief from business rates, and the full £2.1k would be immediately chargeable.

Should the Council decide to open the disabled toilet for use at a later date, an estimated additional £4k would be required on the precept. This would primarily cover caretaker/keyholder/cleaning costs and cleaning materials, consumables, etc. Some costs could be reduced if the Council found some volunteers to assist with certain duties or decided to operate a coin access door entry system. Costs would be greatly reduced if the Council decided to only open the toilet on certain days of the year, i.e. event days, etc.

Actions for the Council

- 1) Members to decide on whether to proceed with the former toilet block as a CAT transfer, to facilitate a storage solution and potential future additional public convenience for the town.

- 2) Members to decide on whether to cease the arrangement with the Museum for the storage room. If a cessation is approved an appropriate period of notice to be given to the Museum will need to be approved by members. The Council has built this year's budget for the room into its local taxation precept, it is expected that the Museum will have built this year's income from the Council into their business plan. Should the Museum wish to request financial assistance from the Council they would free to apply in line with Council policy.
- 3) Members to decide on whether to cease the arrangement with the County Council for the garage. The Council has built this year's budget for the garage into its local taxation precept.
- 4) If the Council decide against proceeding with the former toilet block CAT transfer as a storage solution then other alternative storage solutions, for at least the uniform stock and the portable stage, would need to be considered. The portable stage could potentially remain in the garage, but this would not be a feasible solution for the uniforms.

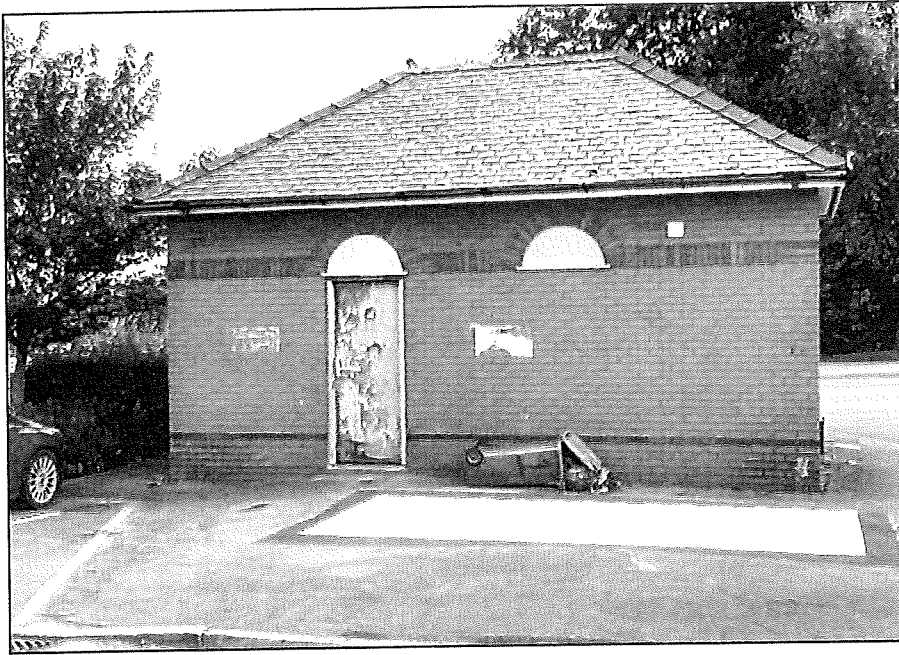
Front elevation



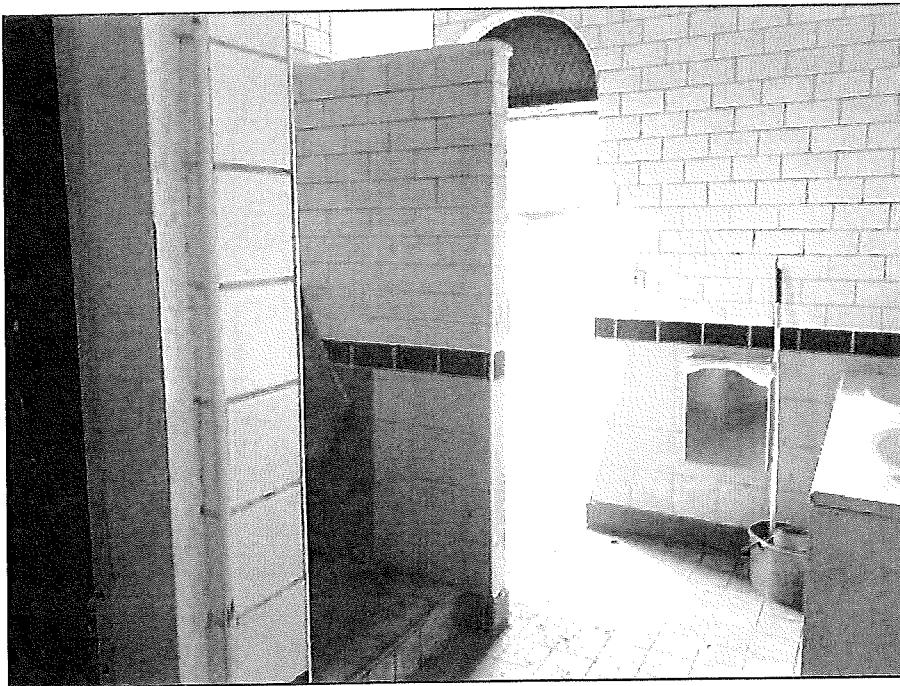
Side Elevation



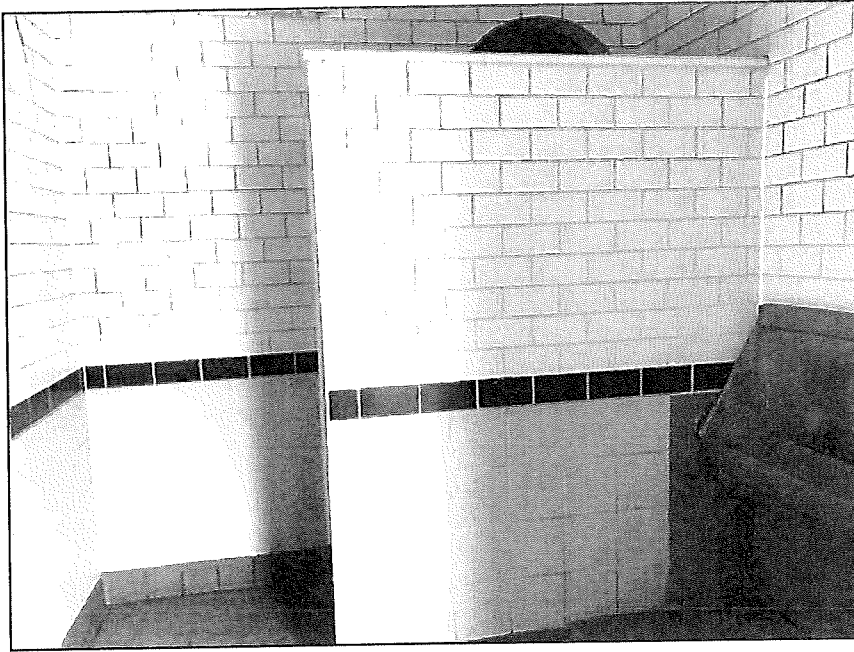
Rear Elevation



Gents Interior 1



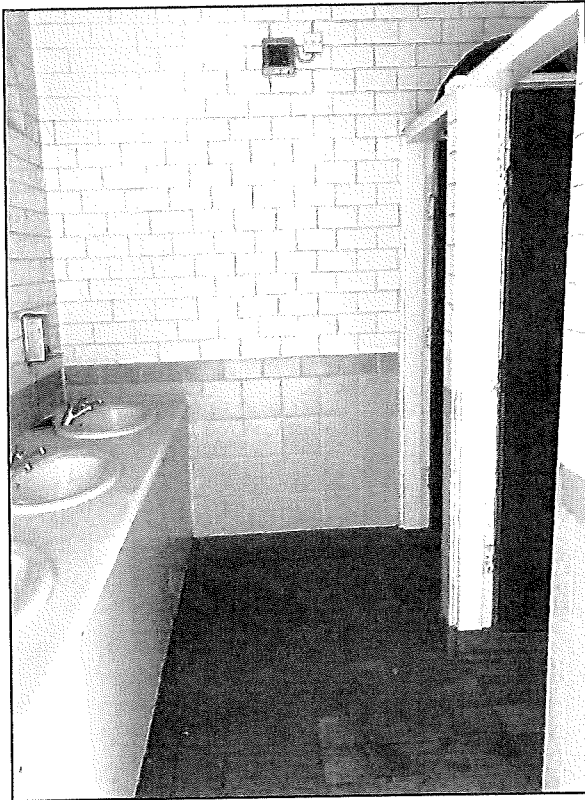
Gents Interior 2



Ladies Interior 1



Ladies Interior 2



Disabled Toilet



12. OFFICE MATTERS

Item from Cllr L.A. Carter. Members to consider allocating an area of the Council Offices/Chamber, for displaying certificates for training courses completed by members.

13. POLICY REVIEWS

Members to consider approval of the following attached new policy (see overleaf):

- Event Grant, including booking process and application form.

14. REMEMBRANCE SUNDAY

Clerk to report on any updates and confirm this year's arrangements.

15. REPRESENTATIVES' REPORTS

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

16. 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

EVENT GRANT POLICY

HOLYWELL TOWN COUNCIL

EVENT GRANT POLICY

1. Introduction

- 1.1. Holywell Town Council will consider one off grants for people and organisations to support events in the events area located at Tower Gardens, Holywell.
- 1.2. Holywell Town Council aims to promote health, well-being, and an inclusive community by providing event grants to community groups working for the benefit of its local residents.
- 1.3. These grants are limited and are made available to people and organisations that would provide a tangible community benefit.
- 1.4. The Council considers such grants at its Town Centre & Events Committee meetings or Full Council meetings.

2. Grants To Local Organisations

- 2.1. Holywell Town Council event grants are made for the benefit of people local to the Holywell and Greenfield communities. Applications will be considered from community organisations, cultural, educational, sporting, health, and charitable organisations, which are non-commercial and whose membership and field of activity is centred in the area covered by the Council.
- 2.2. Grants are normally awarded on an annual basis to each applicant.

3. Policy Aims and Objectives

- To enable local people to participate in and enjoy events in the town centre.
- To help the voluntary groups hold an event to improve their effectiveness and reach.
- To support organisations to hold an event which meets the needs of people experiencing social and economic difficulties.
- To support organisations to hold an event which meets the needs of young people and senior citizens.
- To support organisations to hold an event which seeks to make a positive impact upon the environment.
- To ensure that there is equality of accessibility and opportunity for all local residents to hold events.

4. Grant Criteria

- Event grants are awarded only to people and organisations meeting the needs of residents of the Holywell and Greenfield communities.
- The maximum event grant award is capped at **£500** per applicant per year.
- Event grants are confined to local people and organisations.
- Event grants to outside organisations are only considered when residents of the Council's area are participating or there is direct benefit to the community.
- All applications received are considered.
- Applicants agree to acknowledge the contribution that has been made by the Council in publicity or promotional material.
- Grant monies awarded are payable to the applicant in arrears following the date of the event taking place.

5. How To Apply

- 5.1. Applications must be submitted via the Holywell Town Council Application for Event Grant Form. Completed applications should be sent to the Clerk.
- 5.2. Applications can be submitted at any time and will be put to the next appropriate meeting of the Council's Events Committee.
- 5.3. Applicants will be notified by letter of the outcome and if successful will be required to return a slip to confirm receipt of the event grant awarded.

6. Evaluation and Review

- 6.1. Successful applicants are encouraged to provide feedback to the Council and submit a written report outlining how the money awarded was spent. This report should be provided to the Council within **6 months** of the event being held.
- 6.2. This policy will be reviewed on an annual basis to ensure its continued suitability and effectiveness.

7. Legislation

- 7.1. The following legislation applies to the awarding of event grants:

- Local Government Act 1972, Section 137, Power of local authorities to incur expenditure for certain purposes not otherwise authorised, Subsection 1, A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

8. Event Management & Procedures

- 8.1. It is the responsibility of the event organiser to ensure that adequate public liability insurance cover is in place to cover all aspects of running the event.
- 8.2. It is the responsibility of the event organiser to ensure that an event risk assessment is undertaken and that steps are taken to mitigate any identified risks.
- 8.3. It is the responsibility of the event organiser to determine if the event requires a licence. There are different types of event licences depending on the type of event being held. Further advice can be obtained from Flintshire County Council's Licencing Team. Applicants are advised to ensure the licence is in place before making an application for an event grant.
- 8.4. It is the responsibility of the event organiser to ensure they have suitably qualified adult staff (i.e. DBS certificate) if the event involves working with children. The permission of parents should always be sought and confirmed before taking and using photographs of children.
- 8.5. Flintshire County Council publish an Events Guide which applicants may find useful when planning an event. This guide expands further on the points outlined above. Please contact Holywell Town Council for further advice and guidance if required.

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

.....
Town Mayor & Chairman of the Council

HOLYWELL TOWN COUNCIL



EVENTS AREA

BOOKING FORM



HOLYWELL TOWN COUNCIL

Booking for Events Area

(Complete in **CAPITAL LETTERS** except when signing)

1. APPLICANT'S NAME AND ADDRESS

Tel. No. _____ E-mail: _____

2. ORGANISATION'S NAME

3. LOCATION OF ORGANISATION _____

4. TYPE OF ORGANISATION

✓ the categories that best describe the organisation:

- ☐ Group of Individuals
- ☐ Registered Charity. Registered Charity No.: _____
- ☐ Society or Club
- ☐ Society or Club with Adopted Constitution
- ☐ Company Limited by Guarantee
- ☐ Local Branch of a National Organisation
- ☐ Limited Company
- ☐ Other (Please specify) _____

5. DESCRIBE THE EVENT YOU ARE PROPOSING

6. WHAT BENEFITS WOULD THE EVENT BRING TO THE LOCAL COMMUNITY?

7. WHEN DO YOU PROPOSE FOR THE EVENT TO BE HELD?

DATE: _____ TIME: _____

8. ANY OTHER INFORMATION WHICH YOU FEEL WOULD HELP THE TOWN COUNCIL
IN CONSIDERING THIS APPLICATION

9. I declare that to the best of my knowledge the information given on this
application is correct

Signed: _____ Date: _____

Position in Organisation _____

**Applicants should read the Council's Events Area
Booking Process before submitting a booking form**

Please return completed booking forms to:

Town Clerk and Responsible Finance Officer
Holywell Town Council
Bank Place Offices
Holywell
Flintshire CH8 7TJ

Tel: (01352) 711757 Email: town.clerk@holywell.wales

HOLYWELL TOWN COUNCIL

EVENT AREA – BOOKING PROCESS

- 1) Applicant contacts the Council to request a booking of the event area.

Council Offices Telephone Number: (01352) 711757

Email: town.clerk@holywell.wales

- 2) Applicants can also apply for an event grant if they are eligible. Full details are contained in the Council's Event Grant Policy. See website for details.
- 3) Applicants will need to complete a booking form and take note of the following advice and conditions.
 - a. It is the responsibility of the event organiser to ensure that adequate public liability insurance cover is in place to cover all aspects of running the event.
 - b. It is the responsibility of the event organiser to ensure that an event risk assessment is undertaken and that steps are taken to mitigate any identified risks.
 - c. It is the responsibility of the event organiser to determine if the event requires a licence. There are different types of event licences depending on the type of event being held. Further advice can be obtained from Flintshire County Council's Licencing Team. Applicants are advised to ensure the licence is in place before making an application for an event grant.
 - d. It is the responsibility of the event organiser to ensure they have suitably qualified adult staff (i.e. DBS certificate) if the event involves working with children. The permission of parents should be always be sought and confirmed before taking and using photographs of children.
 - e. Flintshire County Council publish an Events Guide which applicants may find useful when planning an event. This guide expands further on the points outlined above. Please contact Holywell Town Council for further advice and guidance if required.
- 4) Completed booking forms should be returned to the Council. The Clerk will inform applicants of the Council's decision once they have considered the booking request.
- 5) The Council's decision is final, and no events should take place in the events area without the Council's permission.