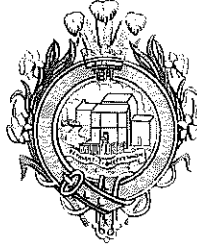


Cyngor Tref Treffynnon Holywell Town Council

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

Tel/Ffacs: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel/Fax: (01352) 711757

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

To: All Members of the Council

10th January 2019

Dear Councillors,

Notice is given that a meeting of the **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Tuesday, 15th January 2019 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. DEPUTY POLICE AND CRIME COMMISSIONER FOR NORTH WALES VISIT

Ann Griffith, Deputy Police and Crime Commissioner for North Wales will be attending to provide an overview of police operations and answer any questions from members on local areas of concern.

4. MAYOR'S REMARKS

5. MINUTES

5.1. To receive and confirm as a correct record the attached minutes of the following meeting(s):

Holywell Town Council meeting held on Tuesday 18th December 2018;
Council Offices & Comms Sub-Committee on Tuesday 8th January 2019.

5.2. Meeting(s) of Sub-Committees

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

6. PLANNING

6.1. Planning Applications

To consider the application(s) received (schedule attached).

7. ACCOUNTS

7.1. Accounts for Payment

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

7.2. Income Received

To receive the attached schedules.

8. COMMUNITY ENGAGEMENT

8.1. Monthly Report

Members to note the attached update from the Projects and Development Officer.

9. CORRESPONDENCE AND OTHER MATTERS

9.1. Independent Remuneration Panel for Wales (IRPW) Determinations

Members to confirm their intentions with regard to the mandated annual allowance payment for the 2018/19 civic year. Clerk to supply relevant paperwork if required.

9.2. Flintshire Play Sufficiency Assessment 2019-2022

Members to consider taking part in the above assessment; responses are required by 22nd February 2019. See attached email/document.

9.3. Welsh Government Review of Town & Community Council Sector

Members to note the attached update and provide a response if appropriate.

9.4. Public Session at Council Meetings

Councillor B. Scragg to provide details of a suggested protocol following a review undertaken with the Clerk. Members to approve the protocol before formal adoption at full council meetings only.

9.5. 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	Brynford CC Paradise Park Planning Matter	**	19 Dec 2018
B	Planning Appeal – Land at Pen-y-Ball	**	19 Dec 2018
C	Welsh Government Local Council Sector Review Update	**	20 Dec 2018
D	North Wales Police - Update	**	24 Dec 2018
E	Ken Skates AM Letter re: High Street Funding	**	9 Jan 2019
F	Newsquest Media Group Patch Reporter Update	**	9 Jan 2019

10. 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.

11. COUNTY COUNCILLOR REPORTS

To receive County Councillor updates on any relevant County issue(s) affecting the community of Holywell, not otherwise covered on the Agenda.

NOTE: The official Minutes of meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell-town.gov.uk. 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

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in St. Peter's Church, Rosehill, Holywell on Tuesday 18th December 2018 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

Councillors: M. Brooke, L.A. Carter, K. Davies, J.M. Johnson, P.A. Johnson, E.B. Palmer, M.D. Phelan, B. Scragg, S.E. Wallbanks and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors A. Coleman, S. Johnson, P.J. McGarry and K. Roberts.

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

82. PRESENTATION BY THE MAYOR OF THE TOWN COUNCIL'S 2018 AWARDS

The Mayor welcomed the award nominees to the meeting and explained the background to the awards. Each nominee received a short introduction from the County Councillor who nominated them. A presentation to the winners was carried out by the Mayor and relevant County Councillor as follows:

- Best Christmas Shop Window (Shield/Framed certificate)
Hughes Parry Solicitors
- Community Endeavour (Christmas hamper/Framed certificate)

Greenfield	Glenys Cartlidge
Holywell Central	Danny Inskip
Holywell East	Peter Curtis
Holywell West	Andrew Morris
- 18 and under (Store voucher/Framed certificate)

Greenfield	Rhys Lloyd
Holywell	Dylan Lovatt
- Special Recognition Award (Christmas Hamper/Framed Certificate)
Panton Place Residents

83. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

The following Declarations of Interest were made, and the relevant forms completed for the Clerk to action under the statutory requirements.

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
87.1.	J.M. Johnson		✓	059102 Owns Land Opposite the Planning Application.

84. EXTRA CARE SCHEME - HOLYWELL

Members received a presentation from Neil Ayling, Chief Officer - Community Services and Susie Lunt, Community Services, Flintshire County Council accompanied by colleagues from Wales and West Housing which provided an overview of the new extra care facility currently being built on the former Ysgol Perth-y-Terfyn site, Halkyn Road, Holywell. A video walkthrough and plans were provided. The scheme would be monitored with 24-hour support available. It was anticipated the opening would be in 2020 and as well as accommodation the scheme would provide a social gathering meeting space for residents.

Members expressed concern on the width of the pavement leading to and from the facility and the provision of a safe walking route into the town centre. There would be 31 car parking spaces including visitor space allocations. Members queried whether electric car charge points could be provided.

Members requested that local residents be given the opportunity of employment at the complex and also that where possible local contractors were engaged to provide labour and materials for the works.

Several naming options for the complex were discussed including Perth-y-Terfyn and Plas-yr-Ywen.

RESOLVED:

- 1) That Neil Ayling, Susie Lunt and Wales & West Housing be thanked for attending and delivering an informative presentation.
- 2) That the council support Plas-yr-Ywen as the preferred option for the name of the complex. Clerk to inform Nadine Hughes, Planning Department, Flintshire County Council of the preferred name.

85. MAYOR'S REMARKS

The Mayor had enjoyed a very interesting month with lots going on in the community:

23rd November, Holywell Air Cadets received an award for best Squadron in Britain, what an achievement.

29th November, Ysgol Treffynnon annual prize giving.

30th November, Holywell Christmas Lights switch on, well done to everyone involved, what a success. Full entertainment equalled a full town.

14th December, morning at Carmel Wood Club who did a Pantomime what a brilliant job they did, so funny and entertaining.

14th December, afternoon at Morfa Newydd nursing home where I got to judge the decorated doors of the residents, excellent job they all did, Councillor Joe Johnson was there also entertaining everyone.

14th December, evening I called the bingo at Greenfield.

17th December I will be attending the Holywell Autumn Club's annual Christmas dinner where Councillor Ted Palmer will be calling the bingo.

Following a meeting of the youth forum the Mayor was pleased to confirm the founding members as Faye Beck, Emelia James and Seren Wynne and announce our two youth councillors Emilia James and Seren Wynne. The Mayor invited Seren Wynne who was present to the table to join the meeting. The Clerk arranged the signing of the declaration of office.

The Mayor confirmed that the on call mobile phone was now ready to use, the office answering machine message was to be changed on Friday 21st December.

The Mayor stated there had been a couple of technical issues with iPads recently and the Clerk had asked for members to be reminded to contact the office if there were any problems with using the tablets, or if members wish to receive any further training. The iPads were now the main method of communication with the office, so it was important they were being used and functioned correctly at all times.

The Mayor reminded members who wish to make a donation in lieu of Christmas cards as had happened in previous years to see the Support Officer following the meeting.

Finally, the Mayor wished everyone present a MERRY CHRISTMAS and ALL THE VERY BEST FOR 2019.

RESOLVED:

- 1) That the Clerk arranges for the declaration of office for the youth councillors to be signed and a welcome pack to be sent to both the successful applicants confirming their appointment. That the Clerk purchases two iPads for use by the Youth Councillors during their terms of office.
- 2) That Councillor E.B. Palmer be confirmed as the contact to hold the on call mobile phone over the Christmas holiday period. Clerk to arrange for the office telephone message to be updated.

86. MINUTES

86.1. General

RESOLVED:

That the minutes of the following meetings be approved and signed as a correct record by the Mayor and Chairmen of the Sub-Committee(s) as appropriate:

Holywell Town Council meeting held on Tues. 20th November 2018;
Chairs Sub-Committee meeting held on Wed. 28th November 2018;
Holywell & Greenfield Development & Transport Sub-Committee held on Wednesday 5th December 2018.

86.2. Meeting(s) of Sub-Committees

Members discussed the council meeting protocol resolutions referred to at the Chairs Sub-Committee held on the 28th November 2018, with specific regard to apologies for absence and public sessions on the agenda.

RESOLVED:

That the Clerk supported by Councillor B. Scragg prepares a briefing note covering the rules of engagement, for public sessions to be included on the agenda of full council meetings. This will be brought for approval to a future meeting of the council ahead of this practice being formalised.

87. PLANNING

87.1. Planning Applications

The Clerk reported that he had not been able to contact any of the Planning Case Officers for an update on the current applications.

RESOLVED:

That the Clerk together with the relevant County Councillor be authorised to submit appropriate responses to the County Planning Authority following the Christmas holiday period, once contact has been made with the Case Officers.

Application Number	Proposal Details
059102	The use of land as residential gypsy site for the provision of 7 pitches, with a total of 14 caravans (no more than 7 static caravans) and retention of the hardstanding (including block paving), gates, walls, lighting columns and fences 3 no. amenity blocks and erection 1 no. additional amenity block (part retrospective). Location: Dollar Park, Bagillt Road, Holywell, Flintshire, CH8 7EZ. Applicant: Green Planning Studio.
059234	Proposed demolition of existing side garage and proposed new single storey side extension. Location: Tirionfa, Whitford Street, Holywell. Applicant: Mr Henley & Miss Smith.
059239	The change of use and adaptation of the existing building from bank premises to a total of six [single and two bedrooms] self-contained apartments. Location: 44 High Street, Holywell, CH8 7LJ. Applicant: Re-Gen8 Solutions Ltd.

88. ACCOUNTS

88.1. Accounts for Payment

RESOLVED:

That payment of the following accounts be approved the necessary audit checks having been undertaken in accordance with the requirement of the Audit Sub-Committee.

Voucher Number	Payment Type	Creditor Name	Payment Details	Amount £	Power Key
7166	ONLINE	Delyn Press	5000 A5 Christmas Lights Leaflets	165.00	^^
7167	ONLINE	Delyn Press	600 A5 Halloween Leaflets	45.00	^^
7168	ONLINE	Delyn Press	250 A4 Orders of Service Remembrance Sunday	38.00	^^
7169	ONLINE	Tadmark Ltd	Supply 1 no. PVC Events Banner	24.43	^^
7170	ONLINE	DJB Window Cleaning	Clean External Windows - Bank Place Offices	15.00	****
7171	ONLINE	Idiom	Interpretation Services - Comm Meeting 26.9.18	115.80	**^^
7172	ONLINE	Flintshire County Council	Contribution to Summer Playscheme 2018	8,987.00	^^
7173	ONLINE	Chris Baglin	Town Crier Duties - 22/10/18 GBHSA	50.00	^^
7174	ONLINE	KWDB Electrical	Refurbish & Test Christmas Lights/Storage/Panton Pl.	8,181.08	^^
7175	ONLINE	Moore & Son	Service 2 no. Gas Boilers - Bank Place	144.00	****
7176	ONLINE	HMRC	Staff Paye/NI costs - Nov 2018	1,064.75	***
7177-7179	ONLINE	Council Staff	Staff Salaries - Nov 2018	3,870.79	***
7180	ONLINE	J. Baker	Travelling Costs - Sep-Nov 2018	71.10	***
7181	ONLINE	West Flintshire Comm Enterprises	Contribution for Halloween Event	30.00	^^
7182	ONLINE	UK Vending Ltd	Lease for Drinks Machine 28/11-27/2	132.60	****
7183	ONLINE	Veolia	40 Trade Waste Bags	88.80	****
7184	ONLINE	Siân Jones Translation Services	Translate Documents	20.65	***
7185	ONLINE	N B Austin	Assemble & Install Poppies/Silent Soldiers	255.00	^^
7186	ONLINE	Rotary Club of Flint & Holywell	Christmas Float Advert	100.00	^^
7187	ONLINE	Viking	Stationery Supplies	55.70	****
7188	CHQ	Holywell Parish Church	Room Hire - Special Council Meeting 19/10	25.00	***
7189	CHQ	RBL Poppy Appeal	Supply 3 no. Wreaths Remembrance Sunday	60.00	^^
7190	CHQ	Glan Clwyd Radio	Attend Christmas Lights Event 30/11	50.00	^^
7191	CHQ	Cambria Band	Attend Christmas Lights Event 30/11	50.00	^^

7192	CHQ	Holywell St Johns Ambulance	Attend Christmas Lights Event 30/11	120.00	^^
7193	CHQ	Abafabdoo Events	Halloween Disco/Crazy Golf	200.00	^^
7194	CHQ	Cookie's Events	Attend Christmas Lights Event 30/11	160.00	^^
7195	DD	Welsh Water	Water 12-13 Bank Place Apr-Oct18	52.78	****
7196	DD	Welsh Water	Water 14 Bank Place Apr-Oct18	56.04	****
7197	DD	Nest	Staff Pension Costs - Nov 2018	92.72	***
7198	DD	BNP Paribas Leasing	Copier Lease 25/11/18-24/2/18	154.80	****
7199	DD	Opus Energy	Gas - Bank Place Offices - Oct 2018	129.59	****
7200	DD	British Telecom	Phone & Broadband 11/10-9/11	142.53	****
7201	DC	Home Bargains	Halloween Event Materials	27.22	^^
7202	DC	Tesco	Halloween Event Prize	20.00	^^
7203	DC	Facebook Business	Promotional Boost	9.00	^^
7204	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7205	DC	Transport For London	Underground Fare	9.80	^^**
7206	DC	Transport For London	Underground Fare	9.80	***
7207	DC	Virgin Trains	Refreshments	2.40	^^**
7208	DC	Virgin Trains	Refreshments	2.40	***
7209	DC	Christmas Concepts Ltd	Merry Xmas Lighting	37.99	^^
7210	DC	Amazon	Nokia Mobile Phone	14.53	***
7211	DC	Fundraising Boxes Ltd	Fundraising Buckets x2	18.95	^^
7212	DC	Ideal Lighting	Bulbs/Shade/Strip Light	33.00	****
7213	DC	Tesco	Credit for Mobile Phone	10.00	***
7214	DC	Facebook Business	Promotional Boost	17.00	^^
7215	DC	Tesco	Xmas Lights Event Gifts	21.50	^^
7216	DC	Fast Track Wholesalers	Hamper Gift Paper	2.99	^^
7217	DC	Basic House Ltd	5 x Hamper baskets	11.88	^^
			TOTAL	25,046.81	

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 Schedule 13
- ^^ 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

88.2. Income Received (1/11/18 - 30/11/18)

Members received the schedule of income, circulated with the agenda, regarding income received during November 2018.

89. COMMUNITY ENGAGEMENT

89.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including active travel, the youth council and a request from the Holywell Walkers are Welcome Group to use the Council Chamber for pre-meetings before their walks.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.

- 2) That the Holywell Walkers are Welcome group be authorised to use the Council Chamber on a bi-monthly basis (12pm Tuesdays) as appropriate for pre-meetings before an organised walk takes place. Projects and Development Officer to make the necessary arrangements.

90. CORRESPONDENCE AND OTHER MATTERS

90.1. Tan-y-Felin Play Area Upgrade

Members reviewed the proposed upgrade to equipment at the above site.

RESOLVED:

That the Clerk informs Richard Roberts, Aura Leisure that members support the proposals and that no site meeting is required.

90.2. A55 Signage Update

Members received an update on the latest proposals for the A55 signage project from Richard Jones, Flintshire County Council.

Members noted the poor condition of the existing signs and expressed a desire to remain involved in this process.

90.3. North Wales PSB Event

Members received the invitation to attend an event to discuss Well-being legislation and plans on Friday 11 January 2019 from Sam Perry, Flintshire County Council.

RESOLVED:

That the Clerk informs Sam Perry there were no nominations to attend this event.

90.4. Civic Arrangements

Members considered the provision of mayoral robes and the establishment of a mayoral photo gallery in the council chamber as part of the development of the council's civic arrangements.

Members queried a number of conditions in relation to mayoral robes, including whether Holywell should have a charter or be classified as a borough before introducing mayoral robes.

RESOLVED:

- 1) That the Clerk investigates whether it is permissible to introduce mayoral robes, and subject to this being confirmed, that they should only be introduced if any financial requirement is sourced outside of council funds.

Councillors M. Brooke, K. Davies and M.D. Phelan requested their vote be recorded as voting against introducing mayoral robes.

- 2) That a mayoral photo album be researched and formulated as an alternative to the portrait gallery, if possible going back to the inception of the Town Council in 1974.

90.5. 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	WW1 Project Notes and Website Link	**	18 Nov 2018
B	Leader Live Link – Beacon Lighting	**	18 Nov 2018
C	Updated Guidance on Social Media Use	**	18 Nov 2018
D	St Kentigern Casino Night	**	19 Nov 2018
E	>Hannah Blythyn AM – Budget Settlement	**	19 Nov 2018
F	Greenfield Valley Hatchery Project	**	20 Nov 2018
G	#BackTheAsk FCC Campaign	**	22 Nov 2018
H	GVT Minutes/Terms of Reference	**	22 Nov 2018
I	Planning Appeal Ref: 058299 Pen y Ball Hill	**	26 Nov 2018
J	<Hannah Blythyn AM – Budget Detail	**	26 Nov 2018
K	Flintshire County Council Office Moves	**	29 Nov 2018
L	North Wales Police – Resources in Holywell	**	3 Dec 2018
M	Flintshire County Council – Holywell High Street Grant Funding Update	**	3 Dec 2018
N	Russ Warburton Chair of Business group – Holywell High Street	**	3 Dec 2018
O	Ken Skates AM – Funding Statement	**	4 Dec 2018
P	David Hanson MP - #BackTheAsk	**	5 Dec 2018

Q	Welsh Government Economy Brief	**	6 Dec 2018
R	Welsh Government Transport Brief	**	6 Dec 2018
S	Aura Leisure – Play Area Funding	**	6 Dec 2018
T	Holywell Autumn Club Christmas Message	**	12 Dec 2018

91. REPRESENTATIVES' REPORTS

None.

92. COUNTY COUNCILLOR REPORTS

Councillor E.B. Palmer provided an update on the latest position with the High Street traffic trial. The trial was coming to an end on 31st December 2018 and the County Council were investigating possible funding streams following the unsuccessful bid made to the Local Transport Fund. A meeting was to be called by the County Council with Welsh Government early in the new year to progress the matter. The Business Group and Town Council had previously written to Ken Skates AM to query why the bid was unsuccessful and what other funding options were available.

93. CLOSE OF MEETING

The Mayor closed the meeting at 8.10pm.

.....
Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Council Offices and Communications Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 8th January 2019 at 5.30pm.

PRESENT: Councillor M. Brooke (Chair).
Councillors: J.M. Johnson and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillors L. Carter, K. Davies, R. Dolphin and S.E. Wallbanks.

ABSENT WITHOUT APOLOGY: Councillor P.J. McGarry.

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

CO17. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

CO18. WEBSITE PRESENTATIONS

Members and staff received informal presentations from the following companies who had expressed an interest in the potential development work for the Council’s website.

- i. Daydream Designs.
- ii. Tadmark.
- iii. The Online Marketing Co.

The presentations covered the format of the website, technical support, training, response times and improvements required to the functionality.

Each company was requested to submit a costing proposal which was to include the initial website development cost and ongoing maintenance costs for web hosting, updates, future development and technical support.

RESOLVED:

That Daydream Designs are recommended as the preferred supplier to the meeting of the Finance Committee due to take place on 22nd January 2019,

where members will make a final decision on website development and a preferred supplier.

C019. CLOSE OF MEETING

The Chairman closed the meeting at 7.15pm.

.....
Chairman

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
059298	Adaptation works to former chapel to create two self-contained apartments. Location: Tabernacle Chapel, Coleshill Street, Holywell, CH8 7UP.
059314	Following grant of outline planning permission 055679 - Proposed erection of a dormer bungalow. Location: Italia Residence, New Quay, Greenfield Road, Holywell, CH8 7QP Mr A. Feliciello.
059360	Proposed Front Porch with Ground floor WC/Shower. Location: 10 Bryn Teg, Holywell, CH8 7DP Applicant: Mr & Ms D. Evans

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.

SCHEDULE OF ACCOUNTS – DECEMBER 2018

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7218	ONLINE	SLCC	Annual Subscription - Town Clerk 2019	220.00	***
7219	ONLINE	Copyrite Systems	Copier Charges - 14/8 to 14/11	123.14	****
7220	ONLINE	Chubb Fire & Security	Call out to alarm system - Bank Place offices	163.04	****
7221	ONLINE	Eleanor Roberts	Christmas Lights Switch On Dancing Elves	150.00	^^
7222	ONLINE	A.P.E.S.	Stage Hire Christmas Lights Switch On 30/11/18	500.00	^^
7223	ONLINE	Gruffydd Wyn	Perform at Christmas Lights Switch On	500.00	^^
7224	ONLINE	Richard & Adam Johnson Ltd	Perform at Christmas Lights Switch On	480.00	^^
7225	ONLINE	Event Sound Limited	Sound & Lighting Christmas Lights Switch On	300.00	^^
7226	ONLINE	Chris Baglin	Town Crier Duties Christmas Lights Switch On	50.00	^^
7227	ONLINE	KWDB Electrical	Christmas Lights Contract Payment 2	9,191.25	^^
7228	ONLINE	HMRC	Staff Paye/NI costs - Dec 2018	1,064.55	***
7229 - 7231	ONLINE	Council Staff	Staff Salaries - Dec 2018	3,870.99	***
7232	ONLINE	Daydream Designs	3 no. A5 Stickers - Character Bins	30.24	^^
7233	ONLINE	Eleanor Roberts	Christmas Elf Walk - 15/12/18	100.00	^^
7234	ONLINE	West Flintshire Community Enterprises	Room Hire Dec18-Jan19/Refreshments	123.50	****
7235	ONLINE	Milwr Tree Services	Trim ivy/branches on fence line - Woodland	235.00	^^^
7236	ONLINE	KWDB Electrical	Office PAT Testing - 55 items	108.90	****
7237	ONLINE	Viking	Stationery/Postage	64.87	****
7238	ONLINE	Viking	Stationery/Frames	63.44	****
7239	ONLINE	Viking	Stationery/Frames/Consumables	102.65	****
7240	DD	Opus Energy	Gas Charges - Nov 2018 Bank Place Offices	236.80	****
7241	DD	Nest	Staff Pension Costs - Dec 2018	92.72	***
7242	DD	NPower	Electric 12-13 Bank Place 1/8 - 1/11/2018	147.49	****
7243	DD	NPower	Electric 14 Bank Place 1/8 - 1/11/2018	31.90	****

7244	DD	British Telecom	BT Phone/Broadband 12/11 - 10/12/2018 Bank Place	144.69	****
7245	DC	Endless Creations	1 roll Ribbon Wrapping	9.38	^^
7246	DC	Bag it Plastics Ltd	20m x 80 cm Clear Wrap	6.24	^^
7247	DC	Facebook Business	Promotional Boost	3.00	^^
7248	DC	Viaan Enterprise Ltd	3 no. A5 WTV Diary	8.79	***
7249	DC	Tesco	Chocolates	12.00	^^
7250	DC	Art by Arjo	Framed Print Ideal Lighting	38.95	^^
7251	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7252	DC	Amazon	Bushnell Radar Gun	109.00	^
7253	DC	Home Bargains	CE Hamper Items	61.02	^^
7254	DC	Danny's Family Butchers	CE Vouchers	20.00	^^
7255	DC	Danny's Family Butchers	CE Vouchers	60.00	^^
7256	DC	Tesco	CE Items	40.00	^^
7257	DC	Tower Crafts	CE Award Cards Items	38.58	^^
7258	DC	Home Bargains	CE Hamper Basket	5.99	^^
7259	DC	Cresta	CE Hamper Items	29.44	^^
TOTAL				18,587.75	

Agenda Item No. 7.2.

INCOME RECEIVED – DECEMBER 2018

Date	Debtor Name	Income Details	Amount £
21/12/18	Holywell Autumn Club	Room Rent – 30/10 – 11/12	36.00
21/12/18	Street Traders	Christmas Lights 30/11/18	255.00
21/12/18	HTC Members	Donation in lieu of Xmas Cards	35.00
27/12/18	Flintshire County Council	Local Taxation Precept 3/3	77,833.34
TOTAL			78,159.34

Powers to Make Payments:

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



HOLYWELL TOWN COUNCIL CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 15th January 2019

Firstly, hope you all enjoyed a great Christmas with your family and friends and here's wishing you all a Happy and Healthy New Year, both personally and for the Town.

Apologies report a bit brief but not been in office since last report due to Christmas leave, however plenty still going on.

1) Electric Car Charging

Please see below usage chart which will be regularly updated and fed back to members.

December 2018 Usage Activity Report			
Total Charging Sessions	Total Consumption	Total Charging Time	Total Revenue
0	0	0	0

2) Holywell Local travel Arrangements

The service was launched w/c 7th Jan as per timetable sent out by Jason to members.

The timetable information will be distributed to passengers and placed at all bus stop / station locations / notice boards / local shops - this includes alternative services. The 1st weeks transport will be provided FOC to encourage usage.

In the 1st week the routes will be provided by R Williams Services, who provided the previous community transport pilot. Longer term this will be let as a contract, if the operator changes you will be notified.

I have contacted Ruth Cartwright FCC and suggested calling a meeting of the steering group. This would provide an opportunity for everyone's to air their views and see how they see the scheme being promoted, monitored and developed

3) Greenfield Railway Station

A meeting of the working party along with representatives from Kingspan, Westbridge Furniture, Land Studios and FCC will be held on Thursday 17th January at 2pm .

4) Metal Mickey (Mobile CCTV)

The new system is scheduled to be installed w/c 14th Jan and fully operational w/c 21st Jan. After further discussion with the police and a site meeting with Darell from Flintshire Streetscene a decision was made to put the camera on Well Street (Talbot Court).

5) Water Refill

I have started discussions with the Wales Refill co-ordinator who is keen to work with us in Holywell in helping set up a community-based scheme. (First in Flintshire initiative) They help empower local communities to take action against single-use plastics by signing up businesses as Refill Stations to the Refill app, getting the Refill sticker in windows, encouraging people to carry a reusable water bottle, and hosting local events to raise awareness. Ongoing discussion to take place and will advise

6) Youth Council

2 Representatives have now been appointed and have been notified of their appointment, with an invitation to attend the meeting. I propose to have a follow up meeting with them asap to listen to some of their ideas.

7) Gateway Signage

Tender Document has now been prepared for design of 6 gateway signs at appropriate points across the community, including all preparatory work/survey, submission of planning proposal, visuals and costings. Deadline for submissions will be mid Feb 2019.

8) Events Covered Area

Suppliers of both permanent events structure and parasols are now being sourced and are being asked to provide quotes and appropriate specifications. Findings will be presented to Town Centre Sub Committee for final approval end of January.

Martin Fearnley
Projects & Development Officer

From: Janet A Roberts <Janet.Roberts2@flintshire.gov.uk>

Sent: 20 December 2018 07:24

Subject: Flintshire Play Sufficiency 2019 - Flintshire Local Town and Community Councils

To the Chair/the Clerk – Flintshire Local Town and Community Councils.

Please find attached, the template and background information, for the response to Welsh Government with regard to the county Corporate Play Sufficiency Assessment, 2019 -2022.

The local authority has a duty to both assess and secure where possible with its partners, play opportunities for children and young people.

The assessment aims to provide information to Welsh Government with regard to local issues that impact positively or negatively on children's and young people's opportunities to play in their own communities.

The Play Development team within Education and Youth Services are delegated to lead in collating the responses for this assessment.

This assessment will provide a framework for future, annual action plans and it is important that we seek views directly from children; young people; families; schools and the wider community via local town and community councils.

As there is a political process to follow to approve the completed document, therefore we are seeking any responses, by the 22nd February, 2019.

Your contribution with regard to your area and community will be much appreciated.

However, please note, we are not looking to add pressure to your already busy timetable. It is a real opportunity for you to present local issues. An e mail noting your views will be much appreciated and we will feed any information provided into the response.

The template is provided for you to see the depth of information we are seeking.

Please do not hesitate to contact me if you require any further information or assistance at this point

Can I take this opportunity to thank your council for the continued support for children's play

Have a lovely Christmas and a happy new year, 2019

Regards, Janet

Janet A Roberts

Play Development Officer | Swyddog Datblygu Chwarae
Flintshire County Council | Cyngor Sir y Fflint

Tel | Ffôn | 01352744034/07518602614

Email | Ebost | Janet.Roberts2@flintshire.gov.uk

Flintshire Play Sufficiency 2019 - 2022

All children have the right to play as enshrined in the United Nations Convention on the Rights of the Child. This is recognised both by the UK Government, and by the Welsh Government.

Section 11 of the Children and Families (Wales) Measure 2010 places a statutory duty on all local authorities to assess and secure sufficient play opportunities for children. This is a task that involves working together to consider the many aspects of community life that affect play opportunities. These include use of the environment; traffic and transport; play and leisure provision, and parental and community involvement with play.

Wales – A Play Friendly Country, statutory guidance to local authorities, sets out a wide range of Matters across several policy areas that need to be taken into account:

- Matter A: Population
- Matter B: Providing for diverse needs
- Matter C: Space available for children to play
- Matter D: Supervised provision
- Matter E: Charges for play provision
- Matter F: Access to space/provision [*this includes travel access, as well as information and publicity*]
- Matter G: Securing & Developing the Play Workforce
- Matter H: Community engagement and participation
- Matter I: Play within all relevant policy and implementation agendas
[*Education/schools, Town and Country Planning, Traffic and transport, Health and Wellbeing, Child Poverty, Early years/Childcare and Family policy and initiatives, Community Development, Inter-generational policy and initiatives, Community Safety, Health and Safety*]

Play Sufficiency Assessments were submitted to Welsh Government in March 2013 and March 2016. The next is due at the end of March 2019. Annual action plans and progress reports are also submitted to Welsh Government as part of the duties.



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COMMUNITY AND TOWN COUNCIL UPDATE DECEMBER 2018

The former Cabinet Secretary for Local Government and Public Services recently issued a Written Statement setting out the Welsh Government's policy approach for the Community and Town Council sector, a statement of ambition which recognises the diversity of the sector and the communities they serve:

<https://beta.gov.wales/written-statement-future-role-community-and-town-council-sector-wales>

This update sets out in more detail the next steps in implementing the policy approach.

The policy approach is informed by the cross-party Independent Review Panel's work findings and the majority of their recommendations are being taken forward in some way.

The Welsh Government will not be issuing a detailed response to the Review – the former Cabinet Secretary was clear that he sees this as a start of a conversation about how an expanded role for community councils can be achieved and we want to explore this with you rather than predetermine what the Welsh Government position should be.

What we have done instead is identify a set of actions that the Welsh Government intends to take over the remainder of this Assembly term; a table of these actions is attached.

The emphasis of the approach is one of encouraging and enabling the sector to develop, and providing an element of choice for you to decide how far and how



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COMMUNITY AND TOWN COUNCIL UPDATE DECEMBER 2018

quickly your council may decide to move forward, particularly around the role your council may wish to play in commissioning and delivering services.

There is action which we can, and will, take immediately to strengthen and support community councils.

During the remainder of this financial year we will consult with One Voice Wales on improving access to core training for councillors, and consider how a core package of training could be delivered.

We also intend to conduct a survey to understand more about how you use social and digital mediums to engage your communities, and what scope there might be to support you to expand in this area.

We are mindful that improving relationships between community and town councils and principal councils was a key finding of the Review Panel's report, particularly on areas of common ground such as how services are sustained and funded. We have already started work with One Voice Wales and the Welsh Local Government Association to consider what practical action we can take together in 2019 to address this. There is also longer term work required to ensure relationships continue to build over time – we will engage with you on how this can be achieved.

The remainder of the actions which are identified as for immediate action in the table will be taken forward in 2019-20, for example:

- We will be expanding the bursary scheme for smaller councils to subsidise training for both councillors and clerks;
- We will be continuing to support the formation of new joint arrangements for service delivery – and encourage you to put forward a bid. Details of the



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grant will be issued to community and town councils in February 2019, for bids by 31 March 2019.

- Alongside this we want to begin a conversation with you about the way forward for areas falling under “Further Consideration”. These areas are more complex than those identified for “Immediate Actions”, and we have no fixed view on them now. We will undertake early exploratory work and begin consultation with the sector during 2019.

Some of the issues identified by the Review Panel merit further consideration and consultation on how to proceed. For example, further consideration is required as to whether a clearer distinction between what communities councils are responsible for and what principal councils are responsible for would help clarify the role of the sector; and whether additional, proportionate, intervention and support arrangements should be put in place.

The Review Panel recommended Welsh Government legislate in number of areas. With the exception of introducing a duty on community and town councils to report annually we do not intend to legislate at this time. Our preference is to support the sector to achieve the desired outcomes without introducing new duties through imposed legislative change.

This means, for example, that we will not look to legislate for a comprehensive review of community and town boundaries to address changes in localities at this time. Instead we intend to use existing powers to ensure local authorities conduct Community Reviews on a regular basis. We will also continue the conversation with you about whether a more fundamental review is needed.



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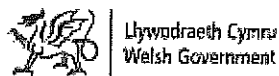
Other areas we know are of particular interest to you that we want to explore further before taking action include the merits of retaining “dual hatted” councillors and to test with you the recommendation that councillors should not be able to be co-opted for more than one term, consecutively.

The Review Panel’s work has raised expectations within the sector – and we welcome this. It is important that we now maintain momentum, but do so in a way that ensures we deliver the right outcomes.

We are sharing how we intend to support you in 2019-20, and how we want to work with you to explore the more complex areas requiring “further consideration”, but it is ultimately for you to raise visibility, improve engagement, and determine what service delivery role you could/should play in your local area.

Hopefully, this update has helped clarify and confirm for you the next steps Welsh Government intends to take to implement its policy to support the sector.

If you have any queries about this update please email: LGPartnerships@gov.wales



CABINET STATEMENT

Written Statement: Future Role of the Community and Town Council Sector in Wales

Alun Davies, AM, Cabinet Secretary for Local Government and Public Services

A Review of the Community and Town Council Sector was established in July 2017 by the Welsh Government to consider how community and town councils can be strengthened so they are best able to support their communities. The independent cross-party Review Panel included representation from Labour, Plaid Cymru, the Welsh Conservative and Welsh Liberal Democrats and was jointly chaired by Gwenda Thomas and Rhodri Glyn Thomas.

The Panel spent around a year gathering evidence and listening to views of a range of stakeholders. They submitted their final report to me on 3 October. I am grateful to them for the time and consideration they have given to the Review and for their report on Community and Town Councils in

Wales. It has provided a good basis on which to move forward and has informed the policy approach I am setting out today.

I have read and considered the Panel's report and I believe their analysis of the sector and the opportunities and challenges it faces is sound. They make the case for both retaining the community and town council sector and for significantly enhancing the contribution it makes.

I agree with the direction of travel set out in the report which calls for an expanded role for the sector. After careful consideration and discussion at Cabinet, I believe an enabling approach is the right way to deliver this expanded role – strengthening community councils, and encouraging change to happen naturally by creating an environment for community and town councils to expand their activities where they could, and should, play a greater role, based on local need.

The emphasis should be on encouraging and enabling the sector to develop; providing an element of choice for community and town councils to decide how far and how quickly they progress, particularly in terms of their role in commissioning and delivering services. This provides a clear, national statement of ambition which recognises the diversity of the sector and the communities they serve.

There are key actions we can take now to strengthen community councils and support them through changes they may wish to make. Where there is broad agreement – and where we are building on what is already happening – there is no need to delay. For example, the Local Government and Elections (Wales) Bill, which I intend to introduce early next year, will provide additional powers and flexibilities for community councils by enabling those which meet certain conditions to exercise the General Power of Competence.

I intend to increase the accountability and transparency of the sector by encouraging better use of digital tools to engage communities and, through the Local Government and Elections (Wales) Bill, ensuring people have the right to make representations on any business conducted at a council meeting. I also intend to require, through legislation, community and town councils to report annually. I believe this will increase visibility of their work,

improve local accountability and lead to better engagement with and interest from, local communities in the work of community councils.

Strengthening the capability of the sector will continue to be a priority and I will be supporting through continuing to make bursaries available to both councillors and their staff to undertake training. In addition, the Local Government and Elections (Wales) Bill will place an obligation on community councils to consider and plan for their training needs and review this plan regularly.

Some of the issues identified by the Review Panel merit further consideration and consultation on how to proceed. For example, further consideration is required as to whether a clearer distinction between what communities councils are responsible for and what principal councils are responsible for would help clarify the role of the sector; and whether additional, proportionate, intervention and support arrangements should be put in place.

I also want to facilitate a conversation between community and town councils and local authorities about how services are funded and sustained – recognising that this is a key determinate of community councils' capacity to play an expanded role.

I look forward to exploring these wider ranging and, in some cases, more contested ideas with local government and wider stakeholders.

I see this as a start of a conversation about how an expanded role for community councils can be achieved - with community councils, principal councils and others that work with communities.

In setting out Welsh Government policy it should also be remembered that the findings of the Review Panel are not only for Government to reflect on but for all partners in local government to consider and respond to, including community councils, principal councils and their representative bodies; taking responsibility for the role each of us play in improving local communities.

I believe the policy approach I have outlined is considered, proportionate and measured and forms the starting point of a conversation with the sector

itself and those it works with. It responds to the calls in the report for greater clarity for the sector; provides opportunity for councils to strengthen through building their capacity and capability; and puts in place processes to increase accountability and increase participation.

First published

30 November 2018

Last updated

30 November 2018



Community and Town Councils - Welsh Government Areas for Action

Llywodraeth Cymru
Welsh Government

Theme	Immediate Action	Further Consideration
Clarifying the role of the sector	• Undertake a campaign to: ◦ confirm important role of sector; ◦ raise awareness of the work of community council (including in areas which don't have them); • Encourage community councils to reflect on what is required locally, in terms of the kinds of services they could deliver. • Raise awareness of the benefits of establishing new community and town councils.	• Alongside raising awareness of the benefits of establishing new community councils, explore other models which could provide a focus for communities in urban areas. • Consider further the usefulness of a 'place based services' distinction, the appetite for change and the pace that it could be sustained • Consider consulting on the merits of retaining 'dual hatted' councillors.
Increasing democracy and participation	• Use existing powers to ensure Community Reviews are conducted on a regular basis. • Establish better understanding of use of social media by community and town councils to engage their community; and facilitate sharing of good practice. • Undertake a campaign to encourage more people to stand for election.	• Consider and potentially consult on the need for a comprehensive review of community council boundaries, recognising any action in future would require a different legislative vehicle • Consider whether to ensure that elections should be held regardless of whether seats are contested - balancing stimulating the democratic process with cost. • Explore what more can be done to promote diversity amongst councillors. • Allow the lower minimum voting age of 16 years to embed (if it goes ahead) before considering whether to lower the minimum age to stand as a community council candidate to 16 years. • Consider how local engagement and public participation has been affected in England following the introduction of the duty on Parish Councils to hold at least one public meeting per year.
Building capacity	• Provide access to the general power of competence to eligible community councils (through the Local Government and Elections Bill). • Call on community councils to prepare for the introduction of GPoC by working towards the satisfying the three eligibility criteria. • Support the establishment of joint delivery arrangements • Provide guidance, and share good practice, on different delivery models. • Raise awareness of existing sources of funding.	• Explore how community councils could be encouraged to consider moving to / expanding service delivery. • Explore widening access to new sources of funding for community and town councils, for example eligibility for grants and (through the general power of competence) the power to trade. • Facilitate a conversation within local government about how services are funded and sustained • Explore scope for sharing back office functions.



Community and Town Councils - Welsh Government Areas for Action

Building capability	• Identify core training for councillors and consider the practicalities of introducing a core package of training. • Continue to provide a bursary scheme for councillors and clerks to undertake training. • Encourage an increase in the number of qualified clerk - as a condition for exercise of GPoC, and through support to undertake training.	• Explore the establishment of a "network" of community council clerks in Wales • Consider how desirable, and possible, it is to go towards appointing clerks from a national list (including workforce implications) • Consider options for provision of expert advice and support for the sector, within the context of the wider work supporting improvement in local government • Consider whether, and how, core training for councillors should be made mandatory • Explore with WAO what further support could be provided to smaller community councils to help them fulfil audit requirements.
Improving relationships	• Facilitate work to strengthen key relationships between community councils and principal councils. • Add a representative from community and town councils in the area to the list of required 'invited participants' on Public Services Boards	• Explore what else can be done to facilitate relationship building between both tiers of local government and consider whether there is a need to make structures mandatory • Explore support for councillor and employee relationships, when things go wrong • Consider how the Code of conduct and grievance procedures could be strengthened to address poor behaviour by councillors.
Improving accountability	• Require community and town councils to publish an annual report • Continue to encourage community councils to follow a cycle of "engage, plan, undertake and report". • Explore how digital mechanisms to engage, meet and share information are used, and could be used more extensively, by the sector.	• Consider the case for legislating to extend the 'sustainable development principle' to community and town councils • Consider the case for developing standards and principles for community engagement • Test the recommendation that councillors should not be able to be co-opted for more than one term on a consecutive basis • Explore issuing information about community council's plans for the year with the precept notifications • Consider whether to legislate for appropriate support and intervention arrangements.