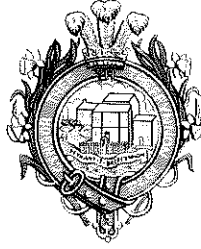


Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd 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

***** PLEASE NOTE A SHORT TOUR OF THE SCHOOL FACILITIES WILL BE AVAILABLE FOR MEMBERS FROM 5.40pm BEFORE THE COUNCIL MEETING COMMENCES AT 6.00pm *****

To: All Members of the Council

11 October 2018

Dear Councillors,

Notice is given that a meeting of the **Holywell Town Council** will be held in **St Winefride's Catholic Primary School, Whitford Street, Holywell on Tuesday, 16 October 2018 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. ST WINEFRIDE'S SCHOOL PRESENTATION

Members to receive an update from the school council on the current projects being undertaken by the school.

4. TOURISM PRESENTATION

Members to receive a presentation from Jim Jones, Managing Director, North Wales Tourism, outlining a vision for tourism and how this can be applied locally to benefit the Holywell community.

5. MAYOR'S REMARKS

6. MINUTES

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

Holywell Town Council Meeting held on Tuesday 18th September 2018;
Town Centre Sub-Committee held on Wednesday 3rd October 2018.

6.2. 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.

7. PLANNING

7.1. Planning Applications

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

8. ACCOUNTS

8.1. Accounts for Payment

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

8.2. Income Received

To receive the attached schedules.

9. COMMUNITY ENGAGEMENT

9.1. Monthly Report

Members to note the attached update from the Projects and Development Officer, and confirm any actions required.

10. CORRESPONDENCE AND OTHER MATTERS

10.1. Upgrade to Play Area 2018/19

Members have previously agreed to participate in this year's scheme. A final determination is required on the chosen play area to benefit from an upgrade this year. See attached letter and play area upgrade history list.

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

Members to consider nominating a representative to attend the above meeting to take place 6.00pm, Monday 12th November 2018, in Mynydd Isa Library Community Centre, Mercia Drive, Mynydd Isa.

10.3. Greenfield Valley Trust

Members to confirm the three Town Council representatives for the forthcoming partnership meeting, to take place 6.00pm, Monday 12th November 2018. Clerk to report.

10.4. Dementia Session

Following a request from Helen Jones, Older Peoples Strategy Coordinator, Flintshire County Council, members to consider holding a dementia session. The aim of this interactive session is to raise awareness of how dementia affects a person and what individuals/communities/businesses can do to make a difference. The session is free and lasts 45mins to 1 hour and each participant becomes a 'Dementia Friend' and receives a Dementia Friend badge.

10.5. The Independent Remuneration Panel draft Annual Report 2019/20

The attached report has now been published for consultation. Section 13 relates specifically to Community and Town Councils. The Panel have requested any comments by 27 November 2018.

10.6. Reports/Correspondence Received

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

Ref	Item	Status	Date Circulated
A	North Wales Police – Herbert Protocol	**	12 Sept 2018
B	OWL Bulletin - Theft	**	13 Sept 2018
C	Greenfield Valley Trust Meeting Minutes	**	19 Sept 2018
D	Holywell Summer Playscheme Report	**	19 Sept 2018
E	Fire & Rescue Services Consultation	**	19 Sept 2018
F	Bus Service Changes	**	1 Oct 2018
G	Community Drop In Session	**	3 Oct 2018
H	Independent Review Panel Newsletter	**	4 Oct 2018
I	Save the High Street Newsfeed	**	4 Oct 2018
J	Out of Hours GP Letter from AM's	**	5 Oct 2018
K	Citizens Advice Annual Report	**	9 Oct 2018
L	Radio Link – Jake Berry Interview	**	9 Oct 2018
M	WW1 Project Information Letter	**	9 Oct 2018

11. 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.

12. 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 the Council Chamber, Bank Place Offices, Holywell on Tuesday, 18 September 2018 at 6.00pm.

PRESENT: Councillor P.A. Johnson (Chair/Deputy Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillor A. Coleman, K. Davies, R. Dolphin and P.J. McGarry.

IN ATTENDANCE: J. Baker (Clerk).

45. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

46. FLINTSHIRE NORTH POLICING UPDATE

Sgt Sue Carrington attended and provided an update to members on policing matters currently affecting the Holywell community. Anti-social behaviour, malicious communication and shoplifting were common themes and some arrests had been made.

Members expressed concern over the consumption of alcohol in public spaces particularly the town centre and around the Tesco store. Since a change in legislation in 2014 this is no longer illegal.

The police liaison meetings had now commenced and would run on a bi-monthly basis.

RESOLVED:

- 1) That Sgt Carrington be thanked for attending and giving the presentation.
- 2) That the Clerk writes to the County Council’s Legal Team to obtain advice on the process involved in applying for a Public Space Protection Order.

- 3) That, following the November meeting of the council and due to the establishment of the police liaison group, there would no longer be a requirement for a police representative to attend meetings of full council.

47. WEST FLINTSHIRE FIRST WORLD WAR COMMEMORATIVE EVENT

47.1. Presentation by Peter Curtis, Board Member

Peter Curtis, Board Member for the Project, gave a presentation to members outlining the proposed programme of events and activities to take place on the afternoon of Sunday 11th November 2018. Local schools, the British Legion and Rotary Clubs are all involved and funding for the event had been secured. A presentation had also been given to the businesses which was well received. Another aspect of the project was the establishment of a website resource providing background on those soldiers from the Holywell area who lost their lives in the first world war.

Members stated they were looking forward to the event which would enhance the Remembrance Sunday arrangements for this year.

RESOLVED:

- 1) That Peter Curtis be thanked for attending and giving the presentation.
- 2) That the Town Crier be invited to open up the event. Clerk to make the necessary arrangements.

47.2. Thank You Silhouettes

Members considered the placement of silent soldiers across the community to commemorate the end of the first world war. This was part of a national campaign to increase awareness.

RESOLVED:

That the Clerk place an order for two 'Tommy' and two 'Nurse' Silhouettes to be placed at Holywell Community Hospital, the Town Centre, Trinity Church, Greenfield and Panton Place Memorial Gates.

48. MAYOR'S REMARKS

In the Mayor's absence the Deputy Mayor read out the Mayor's monthly remarks:

The Mayor attended the cake judging for Greenfields Strawberry Fair accompanied by Councillor Lynda Carter on 21st July. The day after on 22nd July the Mayor was privileged to open the Strawberry Fair, and to crown Gwyneth Hall as Strawberry Queen.

The Mayor was interviewed by the Radio 4 Money Box programme on 21st August, which aired on 8th September, and covered regeneration of the town centre including the digital town project. Following this on 22nd August was the photo shoot for the going live of our electric car charge points.

The Mayor's Civic Sunday Service was held on 2nd September at Holy Trinity Church, Greenfield, which was very well attended with many Mayor's and their consorts, the Mayor expressed thanks to all those who attended.

The Mayor had also asked for members to consider awarding the keys to the town to the Cambrian Band.

The Deputy Mayor wished Councillor Karin Davies a speedy recovery from illness, members were asked to sign a get well soon card following the meeting.

The Deputy Mayor received a delegation from the Holywell and District Twinning Association, including members from St. Gregoire, France on 17th September at the Council Offices, and following a welcome speech spoken in French, presented a plaque to commemorate the 16-year twinning period between the two towns. The Deputy Mayor also thanked Mr Gordon Barnabas, of Carmel and Holywell Woodcraft Association for kindly providing the plaque.

The Deputy Mayor attended the Big Dee Day launch on 14th September and referred to clean up days taking place around the community.

Following extensive work undertaken on the application by the Support Officer the Deputy Mayor was pleased to announce the town had been shortlisted for the Great British High Street awards, judging was to follow in the coming weeks and an awards ceremony would take place in London in November.

Bee friendly status had now been provisionally granted to the town, further work was required on the town centre and park displays in 2019 to confirm the award. The Clerk had confirmed receipt of two Tesco plaques to

commemorate the recent electric car charge point and town centre plaque projects.

Finally, the Deputy Mayor referred to an article in the latest edition of *The Clerk* magazine written by the Clerk and covering Holywell digital town and asked for this to be circulated to members.

RESOLVED:

- 1) That the keys to the town award is passed to the Town Centre Sub-Committee to consider at its next meeting.
- 2) That the Support Officer be commended for the work undertaken on the application for the Great British High Street awards.

49. MINUTES

49.1. 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 Tuesday 17th July 2018;
Audit Sub-Committee Meeting held on Tuesday 24th July 2018.

50. PLANNING

50.1. Planning Applications

The Deputy Mayor made reference to a pending application, concerning the development on the site of the old Calcott public house.

50.2. Applications – Response under Delegated Powers

RESOLVED:

That the following responses submitted to the County Planning Authority during the recess period are supported and endorsed.

Application Number	Proposal Details
058638	Non-Illuminated Logo - Kingspan Ltd 2-4 Greenfield Business Park 2, Bagillt Road, Greenfield, Holywell, CH8 7GJ. NO OBJECTION (Reported under delegated powers over recess period).
058639	Construction and operation of a Gas Fuelled Capacity Mechanism Embedded Generation Plant and associated infrastructure - Ty Coch Farm, Greenfield Road, Greenfield, Holywell, CH8 7QU. NO OBJECTION (Reported under delegated powers over recess period).
058702	First floor extension for a bedroom with en-suite - 35 Wood Lane, Pen Y Maes, Holywell, CH8 7HU. NO OBJECTION (Reported under delegated powers over recess period).
058747	Application for approval of reserved matters following outline approval (054003) - 19 Bryn Aber, Holywell, Flintshire, CH8 7NZ. NO OBJECTION (Reported under delegated powers over recess period).

50.3. Street Naming & Numbering Consultation

Members considered the proposed street name for the Extra Care Unit located at the former Perth-y-Terfyn School, Holywell. The proposed name was Llys Coedwig (Woodland Court).

RESOLVED:

That, following the Clerk seeking clarification on whether this name related to the complex or a street, members should then indicate their support in writing to the Clerk, who would then inform the County Planning Authority.

51. ACCOUNTS

51.1. 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
6999	CHQ	Hartleys	Planting 10 x Hanging Baskets/2 Tower Planters	280.00	^^
7000	CHQ	Carmel & Holywell Woodcraft Assoc.	Refurbish 7 no. office meeting chairs	450.00	****
7001	CHQ	Holywell Town Football Club	Financial Assistance Grant (June 2018 Finance Cte)	500.00	^^
7002	CHQ	The Cariad Project	Financial Assistance Grant (June 2018 Finance Cte)	200.00	^^
7003	CHQ	Holywell Autumn Club	Financial Assistance Grant (June 2018 Finance Cte)	300.00	^^
7004	CHQ	The Holywell & District Society	Financial Assistance Grant (June 2018 Finance Cte)	200.00	^^
7005	CHQ	Delyn Recreational Gymnastics Club	Financial Assistance Grant (June 2018 Finance Cte)	500.00	^^
7006	CHQ	Greenfield Football Club	Financial Assistance Grant (June 2018 Finance Cte)	500.00	^^
7007	CHQ	Fron Park Bowling Club	Financial Assistance Grant (June 2018 Finance Cte)	250.00	^^
7008	CHQ	Estuary Voluntary Car Scheme	Financial Assistance Grant (June 2018 Finance Cte)	600.00	^^
7009	CHQ	Citizens Advice Flintshire	Financial Assistance Grant (June 2018 Finance Cte)	1,000.00	^^
7010	CHQ	Merched Y Wawr Treffynnon	Financial Assistance Grant (June 2018 Finance Cte)	100.00	^^
7011	CHQ	St Kentigern Hospice	Financial Assistance Grant (June 2018 Finance Cte)	200.00	^^
7012	ONLINE	Viking	Mineral Water	23.39	****
7013	ONLINE	Rialtas Business Systems	Alpha Annual Software Licence	198.00	****
7014	ONLINE	Amberol Ltd	3 x Hanging Baskets/4 x Brackets	204.60	^^
7015	ONLINE	Delyn Press	1000 x Holywell Newsletters	322.00	****
7016	ONLINE	N B Austin	Hanging Baskets Bracket Check/Install Further Brackets	360.00	^^
7017	ONLINE	UK Vending Ltd	Drinks Machine Rental 31.8.17-31.5.18	397.80	****
7018	ONLINE	Pottles Premier Plants	Hanging Basket Refills 2018	2,386.20	^^
7019	ONLINE	Flintshire County Council	Match Funding Cont. - Bryn Mawr Road Play Area	10,000.00	^^^
7020	ONLINE	Mayor's Allowance Account	Reinstatement of Account - 2018/19 Civic Year	1,694.15	*^^*
7021	CHQ	Geoff Evans	Watering of Hanging Baskets to 15/7/18-Pmt 1	500.00	^^

7022	CHQ	NW Association of Local Councils	3 x lunches for Meeting	48.00	****
7023	CHQ	NW Association of Local Councils	Annual Subscription 2018/19	80.00	****
7024	CHQ	All Flintshire Credit Union	Deputy Mayor's Allowance-18/19 Civic Yr	500.00	*^^*
7025/27/28	ONLINE	Council Staff	Staff Salaries - July 2018	3,870.79	***
7026	ONLINE	C.S. Lowry	Travelling Costs - June 2018	6.30	***
7029	ONLINE	Veolia	40 x Trade Waste Bags	88.80	****
7030	ONLINE	Siân Jones Translation Services	Translate Documents	78.00	***
7031	ONLINE	Barry Hamilton Photography	AGM Photography - 15th May 2018	40.00	***
7032	ONLINE	Chubb Fire & Security	Annual Alarm Maintenance 2018/19	878.03	****
7033	ONLINE	UK Vending Ltd	Replenish Refreshment Stocks	60.36	****
7034	ONLINE	Viking	Supply 8 x Reams of Copier Paper	44.90	****
7035	ONLINE	HMRC	Staff NI/Paye Costs - July 2018	1,064.75	***
7036	ONLINE	BPH Plant	Water Bowser Repairs/Call Out	114.00	^^
7037	CHQ	Glan Clwyd Radio	Perform at 999 Day	50.00	^^
7038	CHQ	Palm Signs	2 x Planter Plaques/1 x Office Plaque	433.20	****
7039	ONLINE	Viking	1 x Ream A4 Paper	9.59	****
7040	ONLINE	Flintshire County Council	Annual Licence Fee - Town Centre	70.00	^^
7041	ONLINE	Laptops Direct	Supply 1 no. Rep. Laptop - Projects & Dev. Officer	419.98	****
7042	ONLINE	SLCC	Registration Fee CilCA training course - Town Clerk	250.00	***
7043	DD	Opus Energy	Gas Charges - June 2018	9.46	****
7044	DD	British Telecom	Phone and Broadband - 12/6/18-10/7/18	138.68	****
7045	DD	Nest	Staff Pension - July 2018	92.72	***
7046	DC	Royal Mail	Postages	2.02	***
7047	DC	Royal Mail	Postages	1.10	***
7048	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7049	DC	Ideal Lighting	3 x Office Fans	89.97	****
7050	DC	Royal Mail	Postages	13.40	***
7051	DC	Royal Mail	Postages	3.74	***
7052	DC	C.M. Scott Jewellers	Wales in Bloom Shields	21.95	^^
7053	DC	Royal Mail	Postages	2.80	***
			TOTAL	29,698.87	

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

51.2. Income Received (1/7/18 - 31/8/18)

Members received the schedule of income, circulated with the agenda, regarding income received during July-August 2018.

51.3. VAT Refund 2017/18

Members received the VAT refund schedule, circulated with the agenda, regarding VAT paid during the 2017/18 financial year.

51.4. Annual Return & Audit for the year ended 2017/18

Members considered the annual return circulated with the agenda and noted that external audit opinion had been given. The Clerk advised there were two matters which came to the auditor's attention which required the issuing of a separate additional issues arising report as follows:

- Internal Auditor's Recommendations
- Expenditure Powers

RESOLVED:

- 1) That members approve and confirm acceptance of the annual return for the 2017/18 accounts and financial year.
- 2) That the Clerk discusses the issues arising with the Internal Auditor at the scheduled interim internal audit due in November.

52. COMMUNITY ENGAGEMENT

52.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including community transport, the appointment of youth councillors, the new flagpole installed at the offices and the requirement for a social media policy.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That the appointment process for the two youth councillors and the annual use of flags flown at the offices, be delegated to the Council Offices and Communications Sub-Committee.

53. CORRESPONDENCE AND OTHER MATTERS

53.1. Community Meeting – High Street Traffic Trial

Members received a report from the Clerk on the arrangements in hand for the forthcoming community meeting due to be held on Wednesday 26th September 2018. The Clerk also summarised a timetable of next steps including the potential community poll, the drop-in session and the need to schedule a special meeting of the council for members to make a final determination on this matter.

RESOLVED:

That members note and endorse the proposed arrangements and next steps.

53.2. Road Closure at Events Letter

Members considered the letter from Steve Jones, Chief Officer – Streetscene and Transportation, regarding the adoption of work processes for road closure and risk assessment.

RESOLVED:

That the Events Working Group should review the detail of the work processes and make a recommendation to the Town Centre Sub-Committee on the appropriate way forward.

53.3. Item from Councillor M.D. Phelan – Town of Sanctuary

Members considered a request from Councillor Phelan for Holywell to become a town of sanctuary for people who flee from violence and persecution.

RESOLVED:

Members agreed to support in principle the proposal. Further background research on the work involved to be undertaken by Councillors Phelan and Carter, as appropriate.

53.4. Holywell Skateboard Park

Members considered a request from a local street artist to paint the skateboard park.

RESOLVED:

That the enquiry is passed on to Holywell Leisure Centre, who as owners have overall responsibility for the skateboard park.

53.5. Review of Electoral Arrangements for Flintshire

Members considered the letter from the Local Democracy and Boundary Commission for Wales and the request for a nomination to attend a presentation on 23 October 2018.

RESOLVED:

That no nominations are submitted on this occasion.

53.6. Wales Council for Deaf Support Group Meetings

Members considered a request from the above group to use the Council Offices ground floor area for meetings.

RESOLVED:

That the Clerk contacts the group to confirm approval and manage the arrangements.

53.7. Independent Review Panel on Community and Town councils in Wales
Outline Findings and Recommendations

Members noted the contents of the above report.

53.8. 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	Letter – Flintshire CAB	**	12 Jul 2018
B	Letter – Merched y Wawr	**	17 Jul 2018
C	OWL Bulletin	**	17 Jul 2018
D	FCC Streetscene Restructuring	**	17 Jul 2018
E	Letter – St Kentigern	**	23 Jul 2018
F	Letter – Holywell & District Society	**	24 Jul 2018
G	Community Bus Timetables	**	31 Jul 2018
H	Summer Playscheme Feedback	**	15 Aug 2018
I	OWL Bulletin – Chief Constable	**	15 Aug 2018
J	NWCHC Press Release	**	16 Aug 2018
K	OWL Bulletin – Housing Disrepair Claims	**	17 Aug 2018
L	Letter re: High Street – Transition Group	**	28 Aug 2018
M	Planning Letter – Pen y Ball Hill	**	29 Aug 2018
N	OWL Bulletin – Trading Standards Alert	**	31 Aug 2018
O	50+ Action Group Newsletter	**	4 Sep 2018
P	Email from Cllr C. Dolphin – Defib Training	**	7 Sep 2018
R	Holywell Police Officer Contact List	**	11 Sep 2018

54. BUSINESS PLAN 2018/19

Members considered the draft business plan for 2018/19. It was noted that active travel and the Flintshire Local Development Plan required adding to the text on the relevant pages.

RESOLVED:

That the business plan for 2018/19 be approved, subject to the amendments as noted above being completed. Clerk to make the arrangements.

55. REPRESENTATIVES' REPORTS

Councillor B. Scragg provided an update on the active travel route through Greenfield Valley, the Holywell Masterplan, funding for Holywell High Street and the community bus pilot service.

Councillor J.M. Johnson was pleased to announce the Council were once again awarded a Silver for their Wales in Bloom entry this year. The points total was increased slightly from last year which showed evidence of continued improvement.

56. COUNTY COUNCILLOR REPORTS

The Deputy Mayor reported on the Holway regeneration project, and stated some remedial works were required at the alley way adjacent to Llesty woodland.

Councillor E.B. Palmer provided an update on the Greenfield Valley Trust partnership meeting. Clarification was still required on the number of representatives from both the Town and County Council. Councillor Palmer also stated that Holywell Post Office had been recognised by the County Council for their recent best banking award.

RESOLVED:

That the Clerk makes the arrangements for the remedial grounds maintenance works to be undertaken at the alley way bordering Llesty woodland.

57. CLOSE OF MEETING

The Deputy Mayor closed the meeting at 8.15pm.

.....
Deputy Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Town Centre Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 3 October 2018 at 5.00pm.

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

Councillors: L.A. Carter, J.M. Johnson, M.D. Phelan, B. Scragg and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors M. Brooke, A. Coleman, K. Davies, R. Dolphin, S. Johnson and P.J. McGarry.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Projects & Development Officer).

TC11. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

TC12. AGE FRIENDLY COMMUNITY DEVELOPMENT PRESENTATION

Members received a presentation from Helen Jones and Shereen Devine, Flintshire County Council outlining the steps required for Holywell to become an age friendly community.

The age friendly community status key definitions are for people to stay healthy, stay active and to be treated with respect. An action plan would need to be developed to cover priority areas that influence the health and wellbeing of older people. Members were referred to a recent project undertaken for Leeswood and Pontblyddyn.

Members noted that Shereen Devine would be available to start work in June 2019, to manage the project across the Holywell community.

RESOLVED:

- 1) That Helen Jones and Shereen Devine be thanked for attending and presenting the information.
- 2) That members support in principle Holywell becoming an age friendly community, with further discussions needed in the lead up to June 2019 and the start of the project.

TC13. EVENTS WORKING GROUP RECOMMENDATIONS

Members received the minutes and considered the recommendations proposed by the Events Working Group meeting, held on 19th September 2018.

RESOLVED:

That the following recommendations be supported:

- Flintshire County Council to consider free parking at event times.
- Members of the Events Working Group to be invited to future meetings of the Well Inn Working Group.
- Purchase of generic event banner and “selfie” photo frame.
- Halloween mini-event – Venue confirmed as the Artisans shop; Scary Scarecrow competition to be run again this year.
- Christmas planning – no fireworks to be commissioned this year; best resident and shop window lights competitions to continue; draft Christmas line up approved.
- Events leaflets to be produced showing annual programme.
- External risk assessor to be utilised for all events for the 2019 programme and beyond, to comply with insurance and County Council requirements.

TC14. KEYS/FREEDOM OF HOLYWELL

Members considered a proposal to award the keys/freedom of Holywell status to organisations or individuals on an annual or adhoc basis.

RESOLVED:

That this proposal is not supported at this time.

TC15. PIGEONS IN TOWN CENTRE

Members considered a proposal involving the siting of a pigeon roost in Fron Park or other suitable area to mitigate the problem of pigeons roosting in the town centre.

RESOLVED:

That the Clerk writes to Nigel Seaburg, Streetscene, Flintshire County Council to investigate the matter further.

TC16. BENCH RELOCATION

Members considered the possible removal of the bench located at the junction of Pen-y-Maes Road and Ffordd St Gregoire, following reports of anti-social behaviour in the vicinity.

RESOLVED:

That the Clerk writes to Nigel Seaburg, Streetscene, Flintshire County Council to arrange its removal.

TC17. CAR PARK CHARGES

RESOLVED:

That this matter be deferred to the next meeting of the Town Centre Sub-Committee, as appropriate.

TC18. PROJECTS & DEVELOPMENT OFFICE UPDATES

Members received a progress report from the Projects & Development Officer providing an update on the installation of fencing along the alleyway by Santander, the future plans for the telephone box and the status of vacant town centre units.

TC19. CLOSE OF MEETING

The Chairman closed the meeting at 6.15pm.

.....
Chairman

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
058931	Demolition off existing single storey structure and replacement with 3 storey apartment building comprising 8 separate apartments. Location: The Church in the Park, Post Office Lane, Holywell. Applicant: Elate Construction Ltd.
058960	Retrospective application for a change of use of ancillary accommodation at rear of 10 Wedgewood Heights, Holywell into a holiday let, with extra parking space. Location: Ty Cosy Rear of 10 Wedgewood Heights, Holywell. Applicant: Mr G. Carrington.
059032	Application for approval of reserved matters following grant of outline planning permission 056263. Location: Land Rear of 2 Bryn Awel, Whitford Street, Holywell. Applicant: Mr J. Bargiel.

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 – SEPTEMBER 2018

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7097	CHQ	Cambria Band	Attend Mayoral Civic Sunday 2/9/18	100.00	^^
7098	CHQ	Holywell Parish Church	Use of Holy Trinity Church, Civic Sunday 2/9/18	200.00	^^
7099	CHQ	Tom's Locksmith and Welding	2 x Electric Keys	10.00	^^
7100-7102	ONLINE	Council Staff	Staff Salaries - September 2018	3,870.99	***
7103	ONLINE	HMRC	Staff Paye/Ni Costs - September 2018	1,064.55	***
7104	ONLINE	C.S. Lowry	Travelling Costs - August 2018	4.50	***
7105	ONLINE	J. Baker	Travelling Costs - May-Aug 2018/Keys Cut/Car Park Fees	52.25	***
7106	ONLINE	M.G. Fearnley	Travelling Costs to July 2018	113.40	***
7107	ONLINE	Chris Baglin	Town Crier Duties - 17/9/18	50.00	^^
7108	ONLINE	Event Sound Limited	Stage Services - Well Inn Festival 1/9/18	3,000.00	^^
7109	ONLINE	The Music Mine Studios	PA Sound Services - Well Inn Festival 1/9/18	200.00	^^
7110	ONLINE	Flintshire County Council	Business Rates - Bank Place Offices 2018/19 - 2nd & Final Instalment	4,947.25	****
7111	ONLINE	Thomas Fattorini Ltd	Supply Civic Pendant for Deputy Mayoress	670.93	**
7112	ONLINE	Holywell Leisure Centre	Contribution 2018/19 (2 of 3)	6,666.67	^^^
7113	ONLINE	Hampshire Flag Company	Supply Flagpole & Flags - Bank Place Offices	455.46	****
7114	ONLINE	Viking	Stationery/Equipment/Consumables	59.16	****
7115	ONLINE	Delyn Gymnastics	Financial Assistance Grant/Donation (Jun 18 FC)	500.00	^^^
7116	ONLINE	Geoff Evans	Watering of Hanging Baskets to 15/9/18 - Pmt 3	500.00	^^
7117	ONLINE	RBL Poppy Appeal	Supply 4 Tommy/Nurse Silhouette Figures	1,000.00	**
7118	DD	NPower	Electric 12-13 Bank Place - 22/5/18-1/8/18	197.69	****
7119	DD	NPower	Electric 14 Bank Place - 22/5/8-1/8/18	43.75	****
7120	DD	Nest	Staff Pension Costs - Sept 2018	92.72	****
7121	DD	Opus Energy	Gas - Bank Place Offices - Aug 2018	18.33	****

7122	DC	Amazon Business	Supply 8x4 Storage Shed	176.94	****
7123	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7124	DC	Tesco	Stationery	12.00	****
7125	DC	Tesco	Card	1.50	****
7126	DC	W Bevan	Supply combination padlock	10.00	****
7127	DC	Newydd Catering	Refreshments - Meeting	11.85	***
TOTAL				24,080.13	

Agenda Item No. 8.2.

INCOME RECEIVED – SEPTEMBER 2018

Date	Debtor Name	Income Details	Amount £
6/9/18	Event Sound Ltd	Well Inn Advertising	100.00
10/9/18	Daydream Designs	Well Inn Advertising	25.00
10/9/18	Cheesecutters	Well Inn Advertising	25.00
15/9/18	Ideal Lighting	Well Inn Advertising	25.00
TOTAL			175.00

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 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



HOLYWELL TOWN COUNCIL CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 16TH October 2018

1) Electric Car Charging

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

September 2018 Usage Activity Report			
Total Charging Sessions	Total Consumption	Total Charging Time	Total Revenue
2	10.92kw/hrs	3hrs	£3.42

2) Active Travel and FCC Masterplan

A follow up meeting is scheduled for 17th October where an update will be given which I will in turn report back to members.

3) Community Transport

Trial minibus service introduced during end of July will be stopped during November due to a lack of use. Positive meetings have been held with P&O Lloyd and fellow Community Councils re: the Countywide Bus review with current position of bus services (**see attached**) distributed awaiting feedback. A further meeting is planned for Thursday 18th October where feedback received from members, fellow Community Councils and P&O Lloyd will be discussed. Members will be updated accordingly.

4) High Street Café/Museum Hub

West Community Flintshire's CIC Status has been confirmed.

Wales and West property services team have had to consult specialists in relation to both the cellar and fire precautions. It seems that they will have to undertake considerable work in the cellar and there are several options available for both the cellar and fire precautions some of which may depend on how they propose to occupy the building. It is unlikely that the premises will be ready before Christmas and they are now looking to the New Year.

Gareth Radcliffe, their Commercial Manager who manages their repairs service in North Wales will be meeting with West Community Flintshire Enterprises on the 19th October on site to discuss alternatives with them.

5) Christmas Lights - Budget £20k

Activity	Cost £
Christmas Lights	£14,000k
Proposed Panton Place Lights	£2,800k
Stage Sound and Lighting	£750
Proposed Entertainment to date	£1,500
St Johns Ambulance Services	£120
Printing and Promotion	£390
TOTAL TO DATE	£19,560 - Members to approve

6) Youth Council

3 Applications for the positions have been received. **Members to agree brief outline of role as suggested below :-**

- Attend Council Meetings
- Set up and participate in a local Youth Forum
- Work with Councillors and Council staff on a variety of project related work
- Assist with planning of events in the town
- Undertake research within the community including surveys and questionnaires

7) Nat West Community Banker

Greg Monks is looking to relaunch in Holywell at the start of November due to being quiet at Artisan's. He is looking to secure a working space at the Town Council's building each Wednesday 1.30-3.00.

His role is to offer the local residents a point of contact to help support with any financial needs. This is not just limited to NatWest customers. He will be looking to offer talks on avoiding being a victim of scams, how to stay safe and secure online and making the local community aware of alternative ways to bank.

He feels the Town Council's building is a perfect location due to the great parking, the fact that the NatWest mobile van visits here each week and how well known it is to the local community. A rental sum is available. **Members to consider request.**

8) Tidiness of High Street Buildings

Ian Lloyd from the Vic Hotel has asked how we can get landlords, who own buildings in the High Street, including the banks, to start to try and tidy their buildings up. He referred to a business meeting he went to where a list of all landlord's numbers was received. He is asking if a letter or a knock on the doors from the Town Council might help with what is going on and has also asked whether Council can look to see if there is any funding available to improve the condition. **Members to consider request.**

9) Membership of North Wales Tourism

Jim Jones from North Wales Tourism will be doing a presentation at the beginning of the meeting. He is asking whether Town Council would like to become a member of North Wales Tourism, whose aim is to build and maintain a prosperous and sustainable tourism industry in North Wales and is keen to include Holywell in its promotion. **Members to consider approving membership at a rate of £192.**

10) Signage A55

FCC has commissioned Dave Catling (Sign Sense) to undertake surveying, design and overall facilitation (with WG, North Mid Wales Trunk Agency & FCC) of the process for new signs at both Holywell A55 junctions. Dave has completed his surveying on site at eastbound and westbound directions (late Sept) Dave will talk to WG and NMWTRA to establish what will be accepted (and where) before he undertakes any more detailed designs and seeking provisional costings. A drive-through with NMWTRA may be in order – ideally October. Draft designs etc will be shared with HTC and the tourism sub-group once information received.

Martin Fearnley
Projects & Development Officer

Holywell Bus Services

To remain – Commercial Routes

Arriva 10A – Holywell/Flint/C'Quay/Queensferry/Chester

Arriva 11 – Rhyl/Prestatyn/Holywell/Chester

P & O Lloyd 126 – Holywell/Pentre Halkyn/Halkyn/Rhosesmor/Mold

Townlynx 28 – Greenfield/Holywell/Flint/Nothop/Mold/Wrexham

P & O Lloyd 18 –

Flint/Bagillt/Holywell/Greenfield/Mostyn/Penyffordd/Gronant/Prestatyn/Rhyl

P & O Lloyd 19 –

Flint/Bagillt/Holywell/Carmel/Gorsedd/Whitford/Llanasa/Trelawnyd/Prestatyn/Rhyl

P & O Lloyd 14 – Mold/Nannerch/Lixwm/Caerwys/Afonwen/Denbigh

To be reviewed – October-December 2018

*P & O Lloyd 22 – Holway/Holywell/Brynford/Pen-Y-Maes

*P & O Lloyd 23 – Greenfield/Holywell/Holywell Hospital

P & O Lloyd 14A – Pen-Y-Maes/Holywell/Carmel/Gorsedd/Caerwys

P & O Lloyd 14C – Pen-Y-

Maes/Holywell/Carmel/Gorsedd/Brynford/ysceifiog/Lixwm/Rhesycae/Nannerch/Cilcain/Mold

* Operator expressed interest to take on commercially

Future Options being considered by Operator

Service 22 – Provide a circular route from Holywell for the communities of Brynford, Calcoed, Pantasaph, Gorsedd, Lloc, Carmel and Holway

Service 23 – Provide a circular route from Holywell (including Holywell Community Hospital) for Pen-y-Maes, Rayon Road area and Greenfield housing estates. The 23 to be extended to offer an afternoon service to residents of Greenfield.

Service 14A – Provide a return journey from Holywell to Caerwys 7:45 / 8:00 & 15:18 / 16:00

Service 14 – To include Cilcain.

Shortfall in Service (from current routes)

Holywell - Lixwm / Yeceifiog / Rhes-y-Cae

Holywell – Caerwys (off peak)

Areas currently not served – to be discussed

er (Organisational Change)
ddog (Newid Sefydliadol)



Mr J Baker
Clerk to Holywell Community Council
Bank Place Offices
Holywell
Flintshire
CH8 7TJ

Your Ref/Eich Cyl

Our Ref/Ein Cyf

Date/Dyddiad 29 June 2018

Ask for/Gofynner am Richard Roberts

Direct Dial/Rhif Union 01352 702466

Email/Ebost richard.roberts@
aura.wales

Dear Clerk,

Match Funding Scheme Improvements to Children's Play Areas 2018/19

I am pleased to advise that Flintshire County Council (FCC) has allocated £105,000 from its 2018/19 budget for the match-funding of improvement works to children's play areas. The match-funding scheme is now in its ninth year with over £1.5 million being invested jointly by FCC and Town & Community Councils in over 100 play areas over the previous eight years.

Flintshire County Council wishes to continue working in partnership with Town & Community Councils on a match-funding basis (£ for £) and seeks expressions of interest for the 2018/19 scheme.

It is important that the County Council targets its future investment towards those sites of greatest need in terms of play deprivation and strategic importance and the 2018/19 match-funding scheme is, therefore, based upon the following principles:

- FCC match-funding is aligned to the findings of the Play Design service's condition survey report;
- The Play Design service, now managed by Aura Leisure & Libraries Ltd, will identify those play areas which are in scope (RED and AMBER sites) and out of scope (GREEN sites); and
- A maximum contribution of £10,000 per scheme.

County Hall, Mold. CH7 6NF
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6NF
www.siryfflint.gov.uk



The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg

To assist your members' decision, Aura's Play Design service has identified the following play areas within your community as sites for consideration:

- Sites ranked RED
 - Tan y Felin
 - Maes yr Odyn
 - Grossffordd
 - Pen y Maes
 - Bryn Mawr
- Sites ranked LOW AMBER
 - Englefield
 - Fron Park

Tan y Felin is the play area identified as being most in need of investment.

In order that we have an agreed programme in place, I will be grateful if you can provide your nomination to Richard Roberts, Aura's Play Design Officer, by 31 August 2018. The outcome of your expression of interest will then be reported back to you at the earliest opportunity. I also need to advise that FCC cannot guarantee that all nominations will be approved. Similarly, it may be necessary to make a reduction in the level of match-funding FCC is able to offer dependent on the number of expressions of interest received. ...

The 2018/19 match-funding scheme will be managed and delivered by Aura Leisure & Libraries Ltd on behalf of the County Council. Should you require any further information, please do not hesitate to contact Richard Roberts via the telephone number or email address above.

Thank you for your continued support of children's play.

Yours sincerely,

Ian Bancroft
Chief Officer, Strategic Programmes

HOLYWELL TOWN COUNCIL

MATCHFUNDED PLAY AREA IMPROVEMENT SCHEMES

Count	Year	Location	Ward	Match Funded (£)
1	2011/12	Clwyd Avenue	Greenfield	10,000.00
2	2012/13	Groesffordd	Greenfield	10,000.00
3	2013/14	Penrhyn, Pen-y-Maes	Holywell East	10,000.00
4	2014/15	Strand Walk	Holywell Central	10,000.00
5	2015/16	Pen-y-Maes Gardens, Pen-y-Maes	Holywell East	12,364.36
6	2016/17	Holway	Holywell West	10,000.00
7	2017/18	Bryn Mawr Road, Strand	Holywell Central	10,000.00



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

2 October 2018

Dear Colleague

Independent Remuneration for Wales – Annual Report 2019/20

The Panel's draft Annual Report for 2019/20 is attached. We would appreciate and welcome comments during the consultation period which ends on 27 November 2018.

Last year the Panel visited all 22 principal councils and met over 400 elected members and many chief officers. We have taken account of many of the issues that were raised during the visits and published a report on our findings. The report is available on the Panel's website.

The draft Report contains proposed changes to our remuneration framework including a small increase in the basic salary and some significant changes in respect of community & town councils.

We will consider all of the responses to this draft prior to producing the final Report for publication in February 2019.

Yours sincerely

John Bader

Chair

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.
- 13.2 Since producing its last report, the Panel has so far met with 154 Councillors and Clerks representing 175 community and town councils in 7 meetings it held across Wales. The Panel also gave evidence to the Welsh Government's review of Community and Town Councils. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In its last Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income *or* expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 8.

Table 8: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2018-19 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 The discussions held with community and town councils during 2018 raised a number of queries in respect of which the following paragraphs provide further clarification.
- 13.5 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.
- 13.6 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.

- 13.7 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 make arrangements for correct payments to be made to all individuals entitled to receive them.
- 13.8 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.9 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 to thereby prevent payments being made to themselves alone.
- 13.10 The Panel wants any member who has personal costs, support needs or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses for members of all community and town councils as set out in Determination 37. The Panel is also mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 43.
- 13.11 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.12 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 reimbursement of costs of care. However, this does not preclude them from holding a senior role.
- 13.13 Table 9 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Payments towards costs and expenses

- 13.14 The Panel is mandating a payment of £150 as a contribution to costs and expenses for members of all community and town councils. Previously this was not mandated for all groups, but feedback expressed disappointment in this and the Panel felt that any member who wanted to receive this payment should be entitled to do so.

- 13.15 For the avoidance of doubt this determination now includes councils in Group C as well as Groups A and B. Receipts are not required for these payments.

Determination 37: All 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.

Senior roles

- 13.16 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 determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles. Councils in Groups B and C can pay up to five responsibility payments for specified roles. A Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

Determination 38: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 39: Community and town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

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

Reimbursement of travel costs and subsistence costs

- 13.17 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 and where it does the following determinations apply.

Determination 40: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁸ 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 41: 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

13.18 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure had not been adjusted for a number of years and therefore the Panel has updated it in line with the most recent *Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted)*. Members must be able to demonstrate that the financial loss has actually been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

⁸ Where a member who is on official business 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.

Determination 42: Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £54.00 for each period not exceeding 4 hours
- Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours

Reimbursement of the costs of care

13.19 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 believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.20 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 43: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head / Deputy Civic Head

13.21 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 for the cost of the support that is needed to carry out these duties. This requirement also applies in respect of deputy civic heads.

13.22 For the avoidance of doubt, support in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post.

13.23 These support costs relate to the tasks and duties of the roles and individual councils will make funding decisions in relation to such support, as they deem

appropriate for the levels of civic leadership they have in place.

- 13.24 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.
- 13.25 This payment is to be used or retained at the individual's discretion and does not relate to the support costs set out about above.
- 13.26 The Panel has determined that the maximum amount that can be paid to a chair/mayor of a community or town council is £1,500. The maximum amount that can be paid to a deputy mayor/chair is £500.

Determination 44: Community and town councils can provide a Civic Head payment to the mayor/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 45: Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/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.