

Cyngor Tref Treffynnon Holywell Town Council

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To: All Members of the Council

11th July 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, 16th July 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. MAYOR'S REMARKS

4. PUBLIC SPEAKING

5. PRESENTATION – DEMAND RESPONSIVE TRANSPORT SCHEME

Ceri Hansom, ITU Manager - Transportation, Flintshire County Council, to attend to provide the background and outcome of this review, information on the current Bus Service provision and an alternative transport proposal.

6. ACTIVE TRAVEL LAUNCH EVENT

Members to consider how Holywell Town Council could support the planned launch event of the Greenfield Valley Active Travel Route due to take place on Saturday 7th September 2019, to coincide with the Well Inn Music Festival in the town. Robin Nursaw, Streetscene & Transportation, Flintshire County Council to also attend for this item.

7. MINUTES

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

Holywell Town Council meeting held on Tuesday 18th June 2019;
Events Committee meeting held on Wednesday 26th June 2019;
Local Environment Committee meeting held on Wednesday 3rd July 2019;

8. PLANNING

8.1. Planning Applications

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

9. ACCOUNTS

9.1. Accounts for Payment

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

9.2. Income Received

To receive the attached schedule.

10. COMMUNITY ENGAGEMENT

10.1. Youth Council Update

Members to receive an update on the current work being undertaken by the youth forum.

11. TERMS OF REFERENCE FOR NEW AND ESTABLISHED WORKING GROUPS

Members to approve the attached terms of reference for the following working groups, following an internal audit recommendation:

- Holywell & Greenfield Area Railway Station (Existing)
- Financial Assistance To Organisations (Existing)
- Town Centre Music (New – Reports to Events Committee)
- Christmas Activity (New – Reports to Events Committee)

12. CORRESPONDENCE AND OTHER MATTERS

12.1. Holywell Post Office

Members to consider the attached email and letter from Stuart Taylor, External Relations Manager, Post Office concerning the planned changes to the Holywell Post Office operations. In particular members' observations about access both into the premises and to services once inside the building are requested by Wednesday 17th July 2019.

12.2. FLVC - Tom Jones Award for Outstanding Volunteering Contribution by a Young Person

Members to consider any nominations for the above award; the closing date for nominations is Friday 23rd August 2019. See attached email.

12.3. CCTV Service Contract - Clerks Briefing Session

Members to receive an update from the Clerk following a briefing session covering the County Council's planned changes to the provision of CCTV services in town centres across Flintshire.

12.4. 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	OWL Cymru Trading Standards	**	14 Jun 2019
B	FCC Standards Committee Update	**	14 Jun 2019
C	OWL Cymru Council Tax Scam	**	14 Jun 2019
D	OWL Cymru Update	**	14 Jun 2019
E	Holywell Post Office Survey	**	19 Jun 2019
F	OWL Cymru Suspicious Circumstances	**	19 Jun 2019
G	OWL Cymru Update	**	24 Jun 2019
H	FCC LDP Update	**	24 Jun 2019
I	Codgers Quarterly	**	25 Jun 2019
J	NNDR Relief on Public Toilets	**	27 Jun 2019
K	Traffic Wales Roadworks	**	28 Jun 2019
L	OWL Cymru Update	**	1 Jul 2019
M	Town of Sanctuary Meeting	**	1 Jul 2019
N	FCC Standards Committee Update	**	2 Jul 2019
O	FCC Summer Playscheme Programme	**	2 Jul 2019
P	Woodcraft Association Lease Letter	**	3 Jul 2019
Q	OWL Cymru Theft from Shed	**	4 Jul 2019
R	FCC Summer Playscheme Further Info	**	8 Jul 2019
S	FCC New Dispensation Form	**	9 Jul 2019
T	Traffic Wales Roadworks	**	9 Jul 2019
U	The Leader Flying Challenge Article	**	10 Jul 2019

13. MEMBERS' AGENDA ITEMS

Members to consider the following items (see attached forms):

- Cllr I. Hodge – Extend the 20mph zone by Ysgol Treffynnon
- Cllr I. Hodge – Wetherspoons Beer Garden (Discussion Only)
- Cllr B. Scragg – Lack of Bus Services in Rural Wales

14. REPRESENTATIVES' REPORTS

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

15. COUNTY COUNCILLOR REPORTS

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

16. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for Agenda items 17, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the sensitivity of the financial and staffing considerations.

17. APPLICATIONS FOR FINANCIAL ASSISTANCE – 2019/20

Members to consider two further applications for financial assistance:

- B-Fest Wales - £1,000
- Kings Head CIC – Holywell Area Community Museum - £1,870

General Grants Budget 2019/20	= £4,000
Committed Grants Approved (June Council Meeting)	= £2,250
Provision Remaining for July and January Applications	= <u>£1,750</u>

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, Bank Place, Holywell on Tuesday 18th June 2019 at 6.00pm.

PRESENT: Councillor P.A. Johnson (Mayor).

Councillors: M. Brooke, L.A. Carter, K. Davies, R. Dolphin, I. Hodge, J.M. Johnson, E.B. Palmer, B. Scragg, S.E. Wallbanks and P.A. York.

Youth Councillors: E. James and S. Wynne.

APOLOGIES FOR ABSENCE were received from Councillors A. Coleman, S. Johnson and M.D. Phelan.

Councillor K. Roberts was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

20. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None to report.

21. MAYOR’S REMARKS

The Mayor welcomed everyone to the meeting and thanked all those people who planned to participate in National Carers Week.

The Mayor invested Councillor Lynda Carter with the Deputy Mayor’s Chain of Office and looked forward to working with Councillor Carter in his year of office. The Mayor presented former Mayor Councillor Rosetta Dolphin with a small gift as a tribute to her year in office.

The Mayor welcomed Councillor Ian Hodge, recently elected to serve the Holywell East ward to the meeting and wished him well in his new role.

The Mayor paid tribute to local youngsters Jac-Dion Jones, Charlie Richmond, Matthew Hewitt, Tomos Dickinson and Harri Dickinson following their efforts in locating two escaped dogs during adverse weather conditions and returning them to their owner.

The Mayor paid tribute to the staff of Flintshire County Council's Streetscene Team following their endeavours in helping the local community during the heavy rain and flooding the previous week.

The Mayor thanked the Holywell Evangelical Church for their kind gift of a bible, which was to be retained in the Council Chamber.

The Mayor confirmed the date for this year's Civic Sunday as 15th September, and also confirmed the Wales in Bloom basket displays had been installed in the town centre on Friday 14th June. The judging for this year's entry was to take place on Wednesday 10th July.

The Mayor congratulated Collette Lowry, Support Officer in passing the Introduction to Local Council Administration course provided by the Society of Local Council Clerks.

The Mayor invited Councillor E.B. Palmer to provide a position statement on the High Street Capital Works. Councillor Palmer confirmed that the County Council were still waiting on the outcome of their grant funding application to Welsh Government.

The following events were attended by the Mayor during the past month:

- Holywell Line Dance Festival – The Mayor thanked the organisers and staff for their assistance.
- Holywell Fair Trade Celebration Event to renew the town's registration.
- Festival of Praise in Middlewich, twinned with Holywell.
- The Mayor of Buckley, Councillor Arnold Wooley's Civic Service.
- The opening of the Education Suite at Holywell Town Football Club with fellow County Councillors, David Hanson MP and Hannah Blythyn AM.
- Ysgol Maes y Felin to find out about the Foundation Phase's work on recycling.
- Raising of the Rainbow Flag at the council offices to support Flintshire Pride month.

RESOLVED:

- 1) That the Clerk sends a letter to Ysgol Treffynnon commending the boys for their efforts to recover the escaped dogs. Certificates would then be presented by the Mayor to the boys in due course.
- 2) That the Clerk maintains a record of all such commendations where positive actions are taken by a person or group to benefit the local community.

- 3) That Ysgol Maes y Felin be informed that their recycling initiative is to be included in this year's Wales in Bloom portfolio to support the town's entry.

22. PUBLIC SPEAKING

There were no scheduled public speakers for this meeting.

23. PRESENTATION – NEW COUNCIL WEBSITE

Sian and Rob Saunders of Daydream Designs attended the meeting and gave a presentation to members which outlined the main features of the new council website. The format, accessibility and retrieval of information had been enhanced and the new site also featured the town's Destination Holywell branding.

Members asked questions which concerned the i-Beacon digital trail, inclusion of clubs/societies and background analytics to record the number of visits, etc.

RESOLVED:

That Daydream Designs be thanked for their work on developing the website which provided an effective long term solution to the council's requirements.

24. MINUTES

24.1. General

RESOLVED:

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

Holywell Town Council annual meeting held on Tues 21st May 2019;
Local Environment Committee meeting held on Wed 22nd May 2019.

25. PLANNING

25.1. Planning Applications

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

RESOLVED:

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

Application Number	Proposal Details
059777	Change of use to museum, coffee shop, tourist information and retail space on ground floor. Location: Kings Head Building, High Street, Holywell, CH8 7TN. NO OBJECTION.
059780	Detached double garage. Location: 38 The Ridgeway, Holywell, CH8 7SN. NO OBJECTION.
059970	Retrospective application for service yard extension. Location: Lidl, Coleshill Street, Holywell, CH8 7UP. NO OBJECTION BUT CONCERN EXPRESSED ON THE RETROSPECTIVE NATURE OF THE APPLICATION.

26. ACCOUNTS

26.1. 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 Method	Creditor Name	Payment Details	Amount £	Power Key
7385	CHQ	Wales in Bloom	School Competition Entry 2019 - Ysgol Maes Y Felin	25.00	^^
7386	CHQ	J.M. Johnson	Travelling & Subsistence – WIB Launch Event (7367)	35.95	^^**
7387	CHQ	M. Brooke	Members Allowance 2019/20	150.00	*
7388	CHQ	L.A. Carter	Members Allowance 2019/20	150.00	*
7389	CHQ	J.M. Johnson	Members Allowance 2019/20	150.00	*
7390	CHQ	P.A. Johnson	Members Allowance 2019/20	150.00	*
7391	CHQ	S. Johnson	Members Allowance 2019/20	150.00	*

7392	CHQ	E.B. Palmer	Members Allowance 2019/20	150.00	*
7393	ONLINE	Daydream Designs	Supply Well Inn Programmes & Posters	1,479.60	^^
7394	ONLINE	UK Vending Ltd	Supply Drinks Machine Pods	30.89	****
7395	ONLINE	DJB Window Cleaning	Clean Windows Bank Place Offices	15.00	****
7396	ONLINE	Tadmark Ltd	Supply 1 no. PVC Banner	27.20	^^
7397	ONLINE	Delyn Press	Supply 1,000 no. Holywell Newsletters	485.00	****
7398	ONLINE	Flintshire County Council	Business Rates - Bank Place Offices (1 of 2)	5,062.75	****
7399	ONLINE	HMRC	Staff Paye/Nl costs - May 2019	1,449.97	***
7400 - 7402	ONLINE	Council Staff	Staff Salaries - May 2019	4,462.02	***
7403	ONLINE	Milwr Tree Services	Cut Back Yew Tree to Boundary Lluesty Woods	150.00	***
7404	ONLINE	Viking	Stationery/Postage/Equipment/Consumables	105.75	****
7405	ONLINE	Viking	Supply Office Shredder Momentum X420DL	316.80	****
7406	ONLINE	Copyrite Systems	Copier Charges to 13/5/19	40.46	****
7407	ONLINE	UK Vending Ltd	Hire of Drinks Machine 28/5 - 27/8	132.60	****
7408	ONLINE	Siân Jones Translation Services	Translate Documents	50.10	***
7409	ONLINE	Rope & Splice Ltd	Supply 90cm Red Rope with Brass Hooks/Endplates	66.76	****
7410	CHQ	Paul Thornhill	Attend Line Dancing Event 1/6/19	350.00	^^
7411	CHQ	Steve Darren	Attend Line Dancing Event 1/6/19	175.00	^^
7412	CHQ	Julie Gabriel	Attend Line Dancing Event 1/6/19	150.00	^^
7413	CHQ	I. Hodge	Members Allowance 2019/20	150.00	*
7414	CHQ	All Flintshire Credit Union	Deputy Mayor's Allow. 19/20 Civic Year	500.00	*^^*
7415	DD	Npower	Closing Electric Account - 1/2-7/4 12/13 Bank Place	123.18	****
7416	DD	Npower	Closing Electric Account - 1/2-7/4 14 Bank Place	25.07	****
7417	DD	Welsh Water	Water Charges 12/13 Bank Place Oct18-Apr19	54.15	****
7418	DD	Welsh Water	Water Charges 14 Bank Place Oct18-Apr19	63.92	****

7419	DD	Nest	Staff Pension Costs - May 2019	193.43	***
7420	DD	British Gas	Electric Charges 8/4 - 1/5 14 Bank Place	9.75	****
7421	DD	British Gas	Electric Charges 8/4 - 1/5 12/13 Bank Place	43.34	****
7422	DD	British Telecom	Phone & Broadband - May 2019	144.02	****
7423	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
7424	DC	Facebook Business	Promo Boost Line Dance Event	3.03	^^
7425	DC	Facebook Business	Promo Boost Line Dance Event	17.00	^^
7426	DC	C.M. Scott	Engrave Plaque - AGM	16.20	^^
7427	DC	Tesco	Refreshments - AGM	40.47	^^
7428	DC	Emmas Country Choice	3 x bouquets	75.00	^^
7429	DC	The Flag Shop Ltd	Rainbow & Welsh Hand Flags	17.95	****
7430	DC	Facebook Business	Promo Boost Line Dance Event	17.00	^^
7431	DC	1&1 Internet Ltd	Mail Pro	12.00	****
7432	SC	HSBC Bank	Stopped Cheque Charge	10.00	****
				17,126.95	

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
- #### Litter Act 1983 S.5-6

26.2. Income Received/Expenditure Offsets (1/05/19 - 31/05/19)

Members received the schedule circulated with the agenda, regarding income received and expenditure offsets during May 2019.

26.3. Audit of Accounts - Annual Return for the year ending 31 March 2019

Members considered the approval of the council's accounting statements and annual governance statement certified by the Clerk. The Clerk provided a brief update which outlined the main financial issues.

RESOLVED:

- 1) That the annual return be approved and signed off by the Chairman and Clerk/RFO at the conclusion of the meeting.
- 2) That the issues contained in the Internal Auditor's report be considered by the Finance and Resources Committee at its next meeting in July.
- 3) That the Clerk be thanked for his work on the preparation of this year's financial accounts.

27. COMMUNITY ENGAGEMENT

27.1. Monthly Report

Members noted the Projects and Development Officer's monthly report, which included updates on the gateway signs, pop up shops and the phone box adoption scheme.

RESOLVED:

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

27.2. Youth Council Update

Youth Councillors E. James and S. Wynne provided an update on the latest developments. Work was progressing well with the Holywell Flag design and the activity guide. There were currently seven members of the Youth Forum.

28. COMMITTEE VACANCIES

Members considered nominations to fill the remaining vacancies on the following Holywell Town Council Committees:

- Events Committee – 1 Vacancy
- Local Environment Committee – 1 Vacancy
- Transport & Local Development Committee – 1 Vacancy

RESOLVED:

- 1) That Councillor I. Hodge be nominated to join the Local Environment and Transport & Local Development Committees.
- 2) That Youth Councillors E. James and S. Wynne be nominated to join the Events Committee.

29. CORRESPONDENCE AND OTHER MATTERS

29.1. Environmental & Parking Enforcement Funding Scheme

Members considered the letter from Steve Jones, Chief Officer, Streetscene & Transportation, Flintshire County Council, concerning the funding of additional Enforcement Officers in the Holywell area. The officers were to be funded by Town Councils on a day rate basis.

RESOLVED:

That the Clerk informs the County Council that the Town Council does not wish to fund any additional Enforcement Officer resource at the present time.

29.2. Your Voice, Your Vision Event

Members considered nominations to attend the above event to be held on Thursday 4th July 2019 at Flint Town Hall, hosted by Hannah Blythyn AM.

RESOLVED:

That Mayor P.A. Johnson, Deputy Mayor L.A. Carter and Councillor E.B. Palmer be nominated to attend the event. Clerk to make the necessary arrangements.

29.3. Reports/Correspondence Received

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

Ref	Item	Status	Date Circulated
A	Kilimanjaro Challenge – Cllr C. Thomas FCC	**	20 May 2019
B	OWL Cymru Crimewatch Bulletin	**	20 May 2019
C	Share Your Lunch Playscheme Sites	**	22 May 2019
D	North Wales CHC Press Release	**	28 May 2019
E	OWL Cymru Crimewatch Bulletin	**	28 May 2019
F	OWL Cymru Crimewatch Bulletin	**	31 May 2019
G	Newsletter – Thomas Pennant Society	**	3 Jun 2019
H	OWL Cymru Crimewatch Bulletin	**	3 Jun 2019
I	Changes to Policing in Flintshire June 2019	**	3 Jun 2019
J	Letter to Welsh Government – Business Group re: High Street Funding	**	3 Jun 2019
K	Letter from Welsh Government to Business Group – High Street Funding	**	5 Jun 2019
L	Play Wales e-bulletin	**	5 Jun 2019
M	Planning Change of Use Regulations	**	6 Jun 2019
N	E.J. Ward, Pet Funeral Services – Declaration of Interest	**	10 Jun 2019
O	OWL Cymru Crimewatch Bulletin	**	10 Jun 2019
P	Holywell Town of Sanctuary Steering Group Letter	**	11 Jun 2019

30. MEMBERS AGENDA ITEMS

30.1. Cllr L.A. Carter – Vehicular Access, Old Chester Road, Holywell

Cllr Carter had undertaken consultation with residents, who were concerned for the safety of pedestrians with the congestion on this narrow road. It was proposed for this stretch of road to be converted to a one way system. Members also raised concerns about a number of other roads across the local community.

RESOLVED:

- 1) That vehicular access issues generally be added as an agenda item for the next Transport and Local Development Committee.
- 2) That Anthony Stamford, Highway Strategy Manager, Flintshire County Council, be asked to attend the next Transport and Local Development Committee, to hear members' concerns.

30.2. Cllr M. Brooke – Police Resources and Associated Parking in Holywell Town Centre

Cllr Brooke outlined the business case for allocated parking for police vehicles, following an increase in police resources allocated to the Holywell area. Discussions were ongoing with Flintshire County Council and the Police to address the situation. Members also discussed the wider parking requirements for all emergency vehicles.

RESOLVED:

That the Clerk writes to Steve Jones, Chief Officer Streetscene and Transportation, Flintshire County Council to request that 8 spaces are made available in the car park adjacent to Home Bargains, behind the Flintshire Connects building, to support the police and other emergency vehicle parking requirements.

30.3. Cllr I. Hodge – Arts & Crafts Centre (Mill on the Hill)

Cllr Hodge outlined the situation at the above Centre, following discussions he had held with Mr Gordon Barnabas, Carmel & Holywell Woodcraft Association. The Association were concerned over the renewal of their lease to occupy the Centre, and the proposed increase in rent which was to be applied.

RESOLVED:

That the Clerk writes to Neal Cockerton, Chief Officer Housing & Assets, Flintshire County Council to request that any rent increase applied be kept to a minimum, to support the ongoing operations of Carmel & Holywell Woodcraft Association.

30.4. Cllr J.M. Johnson - TV Licence Charges for Over 75s

Cllr Johnson expressed concern over the recently publicised plans for charging the over 75s for a TV Licence. Members discussed generally the implications locally of this national policy decision.

RESOLVED:

That the Clerk writes to the Director General of the BBC to relay members' concerns over this matter.

31. REPRESENTATIVES' REPORTS

Councillor B. Scragg gave a brief update on progress with the Railway Station project. Surveys were to be sent out shortly.

32. COUNTY COUNCILLOR REPORTS

Councillor P.A. Johnson updated members on the community resilience project taking place on the Holway estate.

Councillor E.B. Palmer stated that the Post 16 travel arrangements and considerations are still ongoing.

Councillor R. Dolphin raised concerns over the timing of Town Council meetings and the date they are held, which resulted in clashes with County Council meetings, and affected all County Councillors who also serve as Town Councillors.

RESOLVED:

That the date and time of Town Council meetings are reviewed at the next Chairs Advisory Committee meeting.

33. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, 34 and 35, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the staffing and financial information presented.

34. STAFF PENSION SCHEME

Councillor E.B. Palmer provided a position statement for members, which outlined information and discussions at the Audit Sub Committee meeting held on 17th April 2019. This confirmed the business case provided by the Clerk to review the existing arrangements. Members subsequently considered the transfer of the existing staff pension scheme from the National Employment Savings Trust (NEST) to the Local Government Pension Scheme (LGPS).

RESOLVED:

That approval is granted for the staff pension scheme to be transferred from the NEST to the LGPS scheme. Clerk to make the necessary arrangements.

35. APPLICATIONS FOR FINANCIAL ASSISTANCE – 2019/20

The Chair stated all applications received had been reviewed by the Financial Assistance Working Group, and Councillor B. Scragg was to confirm the group's observations and recommendations in line with the Council's Grant Awarding Policy.

Members considered the requests received for financial assistance from various organisations together with a schedule of the organisations supported by the Council in 2016/17, 2017/18 and 2018/19. A statement was circulated with details of donations made to date (Nil) in the current financial year, budget provision for general donations (£4,000) and earmarked donations (£3,850), with remaining provision (£4,000) being available for allocation.

RESOLVED:

- (1) That the following donations from the general budget be made:

Organisation	£
Greenfield FC Youth	300
Holywell Autumn Club	300
Holywell Town FC Youth	300
Delyn Recreational Gymnastics Club	500
Holywell Town FC Girls & Ladies *	800
Transition Holywell & District	250
50+ Action Group Flintshire	100
Total	2,550

* £300 Girls Team & £500 Ladies Team

- (2) That, having regard to the Council's Grant Awarding Policy, the requests from St. Kentigern Hospice and Bobath Children's Therapy Centre Wales be received without a donation being made on this occasion.
- (3) That the following donations be confirmed from the earmarked provision in the 2019/20 budget:

Organisation	£
Fron Park Bowling Club	250
Citizens Advice Flintshire	1,000
Total	1,250

36. CLOSE OF MEETING

The Mayor closed the meeting at 8.10pm.

.....
Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Events Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 26 June 2019 at 11.00am.

PRESENT: Councillor L.A. Carter (Chair – see minute EV1).
Councillors: J.M. Johnson, S. Johnson and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillors P.A. Johnson and M. Brooke, and Youth Councillors E. James and S. Wynne.

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

EV1. ELECTION OF CHAIR – 2019/20

RESOLVED:

That Councillor L.A. Carter is elected Chair of the Events Committee for 2019/20.

EV2. APPOINTMENT OF VICE-CHAIR - 2019/20

RESOLVED:

That Councillor E.B. Palmer is appointed Vice-Chair of the Events Committee for 2019/20.

EV3. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

EV4. FORMER EVENTS WORKING GROUP RECOMMENDATIONS

Members received an update from the Clerk on the main discussion points from the last working group meeting. It was noted that the recent Line Dancing Festival was allocated as a free parking day in the town, along with the Well Inn Music Festival due to take place 7th September. It was recommended by the working group that fireworks were not used for this years’ Christmas Lights Switch on arrangements, and also that the town would benefit from a generic Christmas Events banner.

RESOLVED:

That the Support Officer makes arrangements to produce or purchase a suitable banner to advertise the Christmas Events Programme.

EV5. COMMITTEE MEMBERSHIP

Members considered any additional membership requirements, which included those from external sources.

RESOLVED:

That the existing membership for the Events Committee is adequate for its current purpose.

EV6. WORKING GROUPS

Members considered the establishment of any working groups required to support the aspirations and objectives of the committee.

RESOLVED:

- 1) That a Town Centre Music Working Group be formed to meet as and when required, consisting of all Events Committee members, plus Mr P. Footit, Mr G. Evans, Mr M. Flaherty and Events Sound. Clerk to draft Terms of Reference for approval at next Council meeting.
- 2) That a Christmas Activity Working Group be formed to meet as and when required, consisting of all Events Committee members initially. Clerk to draft Terms of Reference for approval at next Council meeting.

EV7. HIGH STREET CAPITAL WORKS

Members considered the Autumn events programme, in the context of the planned works on the High Street, and any necessary contingency plans. Tower Gardens would be available as an alternative location to the High Street, along with Holywell Leisure Centre, St Peter's Church and Fron Park/Panton Place.

RESOLVED:

That members endorse the contingency plan locations, should they require implementation for any of the Autumn events.

EV8. OTHER EVENT RELATED MATTERS

8.1. Stage Location For Future Events

Members discussed the options, and much would depend on the progression of any High Street Capital Works Scheme, along with the Events Area improvements to Tower Gardens

RESOLVED:

That all events should be located at Tower Gardens where practical, following the completion of the planned improvement works.

8.2. Dinner With Otto Play

Members discussed the above play to take place at Rhyl Theatre in September. The play was written by local resident Mr Tom George who had asked the council for support with the arrangements.

RESOLVED:

- 1) That the Council Offices be used for residents to purchase tickets, should they be interested in attending the play.
- 2) That any further requests which involve events outside of the four wards of the Holywell community, be referred direct to the full council for proper consideration.

8.3. Pre-Loved School Uniform Market Stall

Councillor L.A. Carter explained this project which would involve the operation of a market stall over two sessions in August to distribute used school uniforms to benefit the local community. Any proceeds would be transferred back to the participating schools.

RESOLVED:

That members endorse the arrangements and approve the project. Clerk to check with the County Council on any insurance implications.

EV9. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, EV10, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the engagement of contractors.

EV10. CHRISTMAS LIGHTS 2019

Members received a report from the Clerk which outlined this year's contractual arrangements with KWDB Electrical. Members noted that to ensure continued value for money the contract would require retendering in the medium term i.e. between 3 and 5 years from the last tendering exercise. This followed advice given by the Council's Internal Auditor JDH Business Services. The 2019 Christmas Lights arrangements were year 1 on this timeline. There was a requirement to upgrade 2 electric supply boxes as a contract variation, and also to consider the replacement of all existing power supplies which are at least 10 years old on each building. The final contract sum was confirmed as £17,093.

RESOLVED:

- 1) That members approve the continued contractual arrangements with KWDB Electrical including the contract variations.
- 2) That the replacement of existing power supplies be phased over the 2020 and 2021 years, subject to the approval of full council when next year's budget is considered.
- 3) That the Christmas Lights Switch On Entertainment Programme be delegated to the Christmas Activity Working Group, to make appropriate recommendations to the next committee meeting.

EV11. CLOSE OF MEETING

The Chair closed the meeting at 12.15pm.

.....

Chair

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Local Environment Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 3 July 2019 at 9.30am.

PRESENT: Councillor M. Brooke (Chairman).
Councillors: I. Hodge, S. Johnson and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillors K. Davies, J.M. Johnson and P.A. Johnson.

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

LE7. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

LE8. WALES IN BLOOM OPERATIONAL MATTERS

The Clerk provided an update on a number of operational matters being progressed to support this year’s Wales in Bloom arrangements. The judge was due to visit on Wednesday 10th July 2019 and the evidence portfolio was currently being finalised.

The bunting ordered for the town centre was due to be installed the week beginning 8th July 2019 and members were briefed on the locations and method for installation.

There had been some issues with the existing water bowser machine which had affected the early watering cycles of the displays. The existing machine had been repaired many times and was now around 12 years old.

RESOLVED:

- 1) That the bunting should remain in the town for at least the summer season, with a review to be undertaken at the next committee meeting following the summer recess period.

- 2) That the Clerk makes arrangements to purchase a replacement water bowser to ensure continued operational delivery of the watering arrangements for the town.

LE9. WATER REFILL STATION/PLASTIC RECYCLING PROJECT

Two main projects were discussed by members; the provision of a water refill point in the town centre, and a water refill scheme which involved promotion amongst local shopkeepers. This involved sign up to a scheme allowing visitors to the town centre and the outlying areas access points to refill water bottles as and when required. The Projects & Development Officer continued to progress research into the water refill point project and there were a number of options under consideration.

Other potential projects discussed included recycling of crisp packets and Crayola crayons.

RESOLVED:

- (1) That members endorse the continued progress towards the installation of a water refill point in the town centre, potentially this could be incorporated into the pending development work to the High Street/Tower Gardens.
- (2) That the Support Officer makes arrangements to launch the water refill scheme and start promotion and consultation with local businesses.

LE10. COMMUNITY ALLOTMENTS

The Chair provided an update on this project. There had been adverts placed on social media to stimulate interest and promote the potential for allotments among the local community. An Allotment Association would be formed and there was some initial interest. Once the requisite number of signatories had been obtained a request would be submitted to Flintshire County Council for consideration.

RESOLVED:

That members note and endorse the progress made by the Chair on the Allotments project.

LE11. TOWN CENTRE PLANTERS

Members considered the current status of the town centre planters. There were a couple not being maintained or that were now unattended following business movements on the High Street and the Council had informally received requests by new businesses to take them over. The original grant received from the Tesco Bags of Help scheme to cover the cost of the planter plaques had been fully allocated last year. There were no other spare planters available for new adoption.

RESOLVED:

That the Clerk liaise with Russ Warburton, Chair of the Business Group, to identify any requiring handover to new businesses, and to contact Flintshire County Council Streetscene Department should any require relocation. It was confirmed that the Council could no longer fund any further new or replacement plaques.

LE12. FUTURE INITIATIVES AND PROJECTS

Members received an update from the Support Officer on recycling projects at the schools and the reduction of single use plastics. The schools had requested support from the Council in applying for grant funding to purchase educational character bins similar to those currently in use in the town centre.

Following some research, the Support Officer had identified an emerging national movement which supported the sowing of wildflowers on grass verges in communities. This had saved a considerable amount of money spent on grounds maintenance costs and had enhanced the appearance of these previously overgrown areas. Members considered the impact such a scheme could have on the Holywell community, which would support both the Wales in Bloom and Bee Friendly initiatives.

RESOLVED:

- 1) That the Support Officer contacts the schools and offers support to assist them with their endeavours to install the character bins.

- 2) That the Clerk writes to Steve Jones, Chief Officer, Streetscene & Transportation, Flintshire County Council to request that the County Council consider the sowing of wildflowers on suitable grass verges. Members suggested that Holywell and Greenfield could be used as a pilot scheme for an initial wildflower sowing programme.

LE13. CLOSE OF MEETING

The Chairman closed the meeting at 10.30am.

.....
Chairman

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
059463	Construction of two detached houses and one detached garage. Location: Land adjacent to Calcot Arms, Milwr Road, Holywell, CH8 7SE.
059817	Proposed erection of covered events area incorporating an events canopy and 2no. rectangular parasols. Location: Tower Gardens, Holywell.
060069	Proposed extension to existing extension to front elevation and addition of first floor. Location: Pen Y Bryn Top Cottage, Brynford, Holywell, CH8 8AD.
060101	Additional 2nd floor offices, raising of height of lower roof by 1500mm and relocation of external plant. Stack reduced in height. Location: Kingspan Ltd 2-4, Greenfield Business Park 2, Ba, Greenfield, Holywell, CH8 7GJ.
060154	Proposed construction of new dwelling. Location: Land adj. Ty Newydd, Bagillt Road, Greenfield, Holywell, CH8 7EY.

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 – JUNE 2019

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7433	ONLINE	Flintshire Safety Services Ltd	Risk Assessment Easter Event	350.00	^^
7434	ONLINE	Flintshire Safety Services Ltd	Risk Assessment Line Dancing Event	350.00	^^
7435	ONLINE	A.P.E.S.	Stage Hire Line Dancing Event	600.00	^^
7436	ONLINE	Rialtas Business Solutions Ltd	Year End Closedown 17/5/19	683.64	***
7437	ONLINE	Viking	Office Screen	178.80	****
7438	CHQ	Ysgol Maesglas	Wales in Bloom Competition	50.00	^^
7439	CHQ	St Winefrides Roman Catholic School	Wales in Bloom Competition	50.00	^^
7440	CHQ	Ysgol Gwenffrwd	Wales in Bloom Competition	50.00	^^
7441	ONLINE	Darren Owens	Install Baskets Town Centre 14/6/19	150.00	^^
7442	ONLINE	Kassidys Tearooms	Supply Buffet - Annual Meeting	110.00	***
7443	ONLINE	Ysgol Maes y Felin	Wales in Bloom Competition	50.00	^^
7444	ONLINE	Collette Lowry	Reimbursement - Office Key	4.00	****
7445 - 7447	ONLINE	Council Staff	Staff Salaries - Jun 2019	4,462.02	***
7448	ONLINE	HMRC	Staff Paye/Nl costs - Jun 2019	1,449.97	***
7449	ONLINE	Siân Jones Translation Services	Translate Documents	12.37	***
7450	ONLINE	Viking	Stationery/Refreshments	24.22	****
7451	ONLINE	Viking	Refreshments	23.39	****
7452	ONLINE	West Flintshire Community Enterprises	Room Rent Jun/Jul 2019	100.00	****
7453	ONLINE	Flintshire County Council	Installation of Character Bins	500.00	^^
7454	ONLINE	JDH Business Services Ltd	Interim and Year End Audits 18/19	530.40	***
7455	CHQ	Palm Signs	Supply and Fix 5 Plaques	528.00	^^
7456	CHQ	Holywell PCC	Refreshments/Room Hire - Annual Meeting	90.00	***
7457	CHQ	Bernard Dykes & Son	Inscribe New Mayor on Honours Board	48.00	****
7458	ONLINE	Darren Owens	Watering of Basket Displays	150.00	^^
7459	CHQ	Greenfield FC Youth	Financial Assistance Grant/Donation	300.00	^^^

7460	CHQ	Holywell Autumn Club	Financial Assistance Grant/Donation	300.00	**
7461	CHQ	Holywell Town FC Youth	Financial Assistance Grant/Donation	300.00	^^^
7462	CHQ	Delyn Recreational Gymnastics Club	Financial Assistance Grant/Donation	500.00	^^^
7463	CHQ	Holywell Town FC Girls & Ladies	Financial Assistance Grant/Donation	800.00	^^^
7464	CHQ	Citizens Advice Flintshire	Financial Assistance Grant/Donation	1,000.00	**
7465	CHQ	Transition Holywell & District	Financial Assistance Grant/Donation	250.00	**
7466	CHQ	Fron Park Bowling Club	Financial Assistance Grant/Donation	250.00	^^^
7467	CHQ	50+ Action Group Flintshire	Financial Assistance Grant/Donation	100.00	**
7468	ONLINE	Darren Owens	Watering of Basket Displays	150.00	^^
7469	DD	Opus Energy	Gas - Final Bill	236.86	****
7470	DD	Nest	Staff Pension Costs - June 2019	193.43	***
7471	DD	British Gas	Gas Bank Place 8/4-14/5	140.68	****
7472	DD	British Gas	Electric 14 Bank Place May 2019	11.81	****
7473	DC	Facebook Business	Promo Boost Line Dance Event	3.16	^^
7474	DC	1&1 Internet Ltd	Office Premium/Mail Pro	100.59	****
7475	DC	Post Office	Postages	6.46	***
7476	DC	C.M. Scott	Engrave Plaque - Best Window	14.25	^^
7477	DC	W. Bevan	Paint Equipment	18.00	^^
7478	DC	The Flag Shop Ltd	2x Rainbow Flags	13.90	****
7479	DC	Amazon	Supply 24 A4 Photo Frames	44.00	****
7480	DC	Tesco	Greeting Card	1.50	****
7481	DC	1&1 Internet Ltd	Mail Pro	12.00	****
7482	DC	Post Office	Post Annual Return Rec. Del.	7.40	***
TOTAL				15,298.85	

Agenda Item No. 9.2.

INCOME RECEIVED – JUNE 2019

Date	Debtor Name	Income Details	Amount £
7 Jun 2019	Delyn Press	Well Inn Advert	25.00
19 Jun 2019	Square UK	Well Inn Advert	100.00
21 Jun 2019	Westbridge Furniture	Well Inn Advert	100.00
21 Jun 2019	Griffiths & Hughes Parry	Wales in Bloom Baskets	64.00
21 Jun 2019	Power Portal	Car Charge Point Usage	2.28
26 Jun 2019	Cambrian Gas Ltd	Well Inn Advert	100.00
28 Jun 2019	Gardners Accountants	Wales in Bloom Baskets	54.00
TOTAL			445.28

Powers to Make Payments:

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



HOLLYWELL TOWN COUNCIL

Hollywell & Greenfield Area Railway Station Working Group

~ TERMS OF REFERENCE ~

- 1) To research and develop the Council's vision for the re-opening of the former Holywell Junction railway station located at Greenfield along the existing North Wales railway line.
- 2) To engage and consult with Flintshire County Council, Welsh Government, Network Rail and other key stakeholders in the progression and delivery of this project.
- 3) The Holywell & Greenfield Area Railway Station Working Group reports directly to the Transport and Local Development Committee on all matters arising from its meetings.
- 4) The Holywell & Greenfield Area Railway Station Working Group cannot hold any delegated powers to make its own decisions and resolutions. Therefore, any matters resolved at its meetings are recommendations only to be considered for approval by the Transport and Local Development Committee.



HOLLYWELL TOWN COUNCIL

Financial Assistance To Organisations Working Group

~ TERMS OF REFERENCE ~

- 1) To review on a bi-annual basis all applications for financial assistance received by the Council.
- 2) To make recommendations to the Council in consideration of each application, having due regard to the Council's Grant Awarding Policy.
- 3) The Financial Assistance Working Group reports directly to the Council on all matters arising from its meetings.
- 4) The Financial Assistance Working Group cannot hold any delegated powers to make its own decisions and resolutions. Therefore, any matters resolved at the meetings are recommendations only to be considered for approval by the Council.



HOLYWELL TOWN COUNCIL

Town Centre Music Working Group

~ TERMS OF REFERENCE ~

- 1) To appoint a Chair and Vice Chair as appropriate to manage all working group meetings.
- 2) To consider the annual events programme where there are opportunities for music related entertainment to be incorporated into the arrangements.
- 3) To determine the performers, entertainers and financial payments for music related events and make recommendations to the Events Committee for approval.
- 4) To consider the promotional and marketing aspects for all music related events and make recommendations to the Events Committee for approval.
- 5) The Town Centre Music Working Group reports directly to the Events Committee on all matters arising from its meetings.
- 6) The Town Centre Music Working Group cannot hold any delegated powers to make its own decisions and resolutions. Therefore, any matters resolved at the meetings are recommendations only to be considered for approval by the Events Committee.



HOLLYWELL TOWN COUNCIL

Christmas Activity Working Group

~ TERMS OF REFERENCE ~

- 1) To appoint a Chair and Vice Chair as appropriate to manage all working group meetings.
- 2) To consider the Christmas activity programme on an annual basis.
- 3) To determine the performers, entertainers and financial payments for the Christmas programme of activities and make recommendations to the Events Committee for approval.
- 4) To consider the promotional and marketing aspects for the Christmas programme of activities and make recommendations to the Events Committee for approval.
- 5) The Christmas Activity Working Group reports directly to the Events Committee on all matters arising from its meetings.
- 6) The Christmas Activity Working Group cannot hold any delegated powers to make its own decisions and resolutions. Therefore, any matters resolved at the meetings are recommendations only to be considered for approval by the Events Committee.

Jason Baker

From: Stuart Taylor <stuart.taylor@postoffice.co.uk>
Sent: 18 June 2019 13:19
To: Jason Baker
Subject: Update on Holywell Post Office
Attachments: Holywell CH8 7AA - Of Letter.docx; Holywell CH8 7AA - Of Letter (Cym).docx

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Jason,

I am writing with an update on the situation at Holywell Post Office.

As you know we have been seeking a franchise partner for our main Post Office in Holywell for some time. After completing a thorough review, we believe that a franchise solution which utilises the current building will provide the best way of sustaining high quality Post Office services for our customers in Holywell over the long-term. We have, this morning, briefed colleagues that work at the branch that we are to commence, from tomorrow, a period of public engagement on our plans, which would see from September 2019 the service operated from the current site by ZCO Ltd, a private retailer and experienced Post Office operator, offering the same range of products and services with extended opening hours, including Saturday afternoons. A letter is being prepared for local stakeholders and posters for customers, but I thought you would welcome an early sight of our plans should constituents get in touch.

The change in the way we operate this branch is a commercial decision for Post Office Ltd and therefore we are not seeking feedback on this aspect of the change. However we welcome feedback and comments that can help inform our plans, particularly on the following areas:

- Do you have any comments about access into the premises?
- Do you have any comments about access to Post Office services once inside the premises?

We welcome comments until Wednesday 17 July 2019.

In the meantime, please come back to me if you have any questions.

Kind regards,

Stuart.



Stuart Taylor

Rheolwr Cysylltiadau Allanol
External Relations Manager

Dunraven Place Post Office,
4-5 Wyndham Street,
PEN-Y-BONT AR OGWR / BRIDGEND
CF31 1AB

Symudol/Mobile: 07715 480146
Eboost/Email stuart.taylor@postoffice.co.uk



«Name» - «TitlePosition»
«Organisation»
«Add1»
«Add2» «Add3» «Add4»
«Add5»
«Postcode»

18 June 2019

Dear «u_name»

Holywell Post Office®
50 High Street, Holywell, CH8 7AA

I'm writing to let you know that we are changing the way we operate Holywell Post Office.

From September 2019 the branch will be operated by an independent franchise partner, ZCO Ltd, from the current premises, offering the same great range of products and services with extended opening hours including Saturday afternoons.

We are making this change in order to maintain Post Office services in this location. You will be aware of unprecedented changes on our high streets and the challenges facing many retailers. The needs of our customers are evolving too. Our priority is to provide secure and commercially sustainable services in all communities, continuing to meet customer needs now and into the future. We believe the changes we are making at Holywell are the best way to secure Post Office services at this location. The vast majority of our 11500 Post Office Branches, large and small, are already successfully operated by independent franchisees.

What happens next?

We have provided posters for display in the branch, and information leaflets will also be available to let customers know about these changes. We've also written to local representatives. If you are a local representative, it would be helpful if you could share this information with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to Holywell Post Office. If you would like a supply of these posters, please let us know. Our contact details can be found at the end of this letter.

We are now engaging with customers in accordance with our Principles of Community Engagement on changes to the Post Office Network (which are annexed to this letter), and will welcome comments until **Wednesday 17 July 2019**. We won't be responding to you individually but as we finalise plans for the branch a summary of the key issues raised and our response will be provided online and in branch.

The change in the way we operate this branch is a commercial decision for Post Office Ltd and we are not seeking feedback on this aspect of the change. However we welcome feedback and comments that can help inform our plans, particularly on the following areas:

- Do you have any comments about access into the premises?
- Do you have any comments about access to Post Office services once inside the premises?

You can share your views on the proposed change through our easy and convenient online questionnaire via postofficeviews.co.uk. When entering the site you can use the search function to find the engagement for this branch. The unique code for this branch is 014614.

You can also share your views by email, post or telephone and our contact details are below.

Thank you for considering our plans. Any information we receive will be considered as we finalise our plans for the new branch.

Yours sincerely



Roger Gale
Network & Sales Director
Post Office Limited

How to contact us:

postofficeviews.co.uk

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments

**Please note this is the full address to use
and no further address details are required.**

Want to tell us what
you think right here
and now? Scan here.

If you don't have a QR
code scanner on your
phone, you can find
one in your app store.



Post Office Limited is committed to protecting your privacy. Information about how we do this can be found on our website at postoffice.co.uk/privacy.

Please note that items sent by Freepost take 2 working days to arrive and don't include Saturday or Sunday. Therefore please do allow sufficient time for your comments to arrive before the end of the consultation period, as we are unable to consider feedback received after the deadline.

We are committed to engaging with and supporting our customers and their representatives as we make changes to the Post Office network. This engagement is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer watchdogs. A copy is available at the end of this letter.

Holywell Post Office Information Sheet

Holywell Post Office Information Sheet				
Post Office Opening hours	Current		New	
	Mon	09:00 – 17:30	Mon	09:00 – 17:30
	Tue	09:30 – 17:30	Tue	09:00 – 17:30
	Wed	09:00 – 17:30	Wed	09:00 – 17:30
	Thu	09:00 – 17:30	Thu	09:00 – 17:30
	Fri	09:00 – 17:30	Fri	09:00 – 17:30
	Sat	09:00 – 12:30	Sat	09:00 – 17:30
	Sun	Closed	Sun	Closed
	Products & Services	The same wide range of products and services will still be available.		
Serving positions	There will continue to be four screened serving positions at this branch. The total number of serving positions has been based on current and future predicted business levels.			
Access and facilities	Access into the branch is via a ramp with handrails at the entrance. A low level serving counter, low level writing desk and hearing loop will continue to be available.			
Retail	Stationery			
Proposed month of change	September 2019			

To get this information in a different format, for example, in larger print, audio or braille, please call 03452 66 01 15 or Textphone 03457 22 33 55.

Principles of Community Engagement on changes to the Post Office network

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure¹/ temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We will **Engage** - where we are seeking feedback on a decision that has been made on:

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives², the Consumer Advocacy Bodies and selected charities³, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch⁴
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week⁵ local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

These Principles have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

postofficeviews.co.uk
comments@postoffice.co.uk
FREEPOST Your Comments
Call: 03452 66 01 15
Textphone: 03457 22 33 55

¹We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

² Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

³ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in 2 and 3 above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

⁴ There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases the consultation will seek feedback on alternative Post Office service provision in the area.

⁵ If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.

Jason Baker

From: Jane Hewson - FLVC <jane.hewson@flvc.org.uk>
Sent: 13 June 2019 16:43
To: Jason Baker
Subject: FLVC - TOM JONES AWARD FOR OUTSTANDING VOLUNTEERING CONTRIBUTION BY A YOUNG PERSON

Follow Up Flag: Follow up
Flag Status: Flagged

[View this email in your browser](#)



FLVC E-BULLETIN

The following information is being sent out on behalf of other organisations. Please contact the organisations direct for more information

Danfonwyd y wybodaeth isod ar ran sefydliadau eraill. Dylech gysylltu â nhw'n uniongyrchol am fwy o wybodaeth

TOM JONES AWARD FOR OUTSTANDING VOLUNTEERING CONTRIBUTION BY A YOUNG PERSON

In honour of the late Tom Jones OBE, who was a trustee of Flintshire Local Voluntary Council for many years, we would like to recognise the work done by young people volunteering in our communities.

Criteria:

- **Young person aged 14-25**
- **Volunteering for a charity, voluntary organisation or community group**

Are you aware of a young person aged 16-24 years old who has made an outstanding contribution through voluntary / community work in Flintshire ?
Would you like to nominate them for an award at our Annual General Meeting and Awards Evening ?

If so please email for an entry form to info@flvc.org.uk or complete the short form below.

Please return all nominations by Friday 23rd August 2019. Send nominations to info@flvc.org.uk

FLVC VOLUNTEERING AWARDS

Name of young person being
nominated: _____

Where do they
volunteer? _____

Name of the nominator (person completing this
form): _____

Contact details of the nominator:

Phone: _____

Email: _____

Please write a short paragraph to say why this young person should be recognised for the volunteering they do in their community

Privacy Statement

Flintshire Local Voluntary Council (FLVC) collects the details, including any personal data (this means any information that identifies you or could identify you) for the nomination and decision making process of the Tom Jones (OBE) Award. FLVC may decide to share details written in the nomination form at the Annual General Meeting as part of the award ceremony.

The information will be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. Your personal data will be disposed of in a secure and timely manner after the Annual General Meeting. Please contact us (by phoning 01352744000 or emailing info@flvc.org.uk) if you have any questions about our privacy policy or information we hold about you. If you feel that your personal data has been mishandled at any time you can make a complaint to the information commissioner's office by visiting their website or calling their helpline on 0303 123 1113.

Supporting, Promoting and Developing Voluntary and Community Action



Flintshire Local Voluntary Council
Cyngor Gwirfoddol Lleol Sir Fflint



Cefnogi Trydydd
Sector **Cymru**

Third Sector
Support **Wales**

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HOLYWELL TOWN COUNCIL

REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

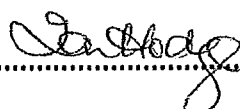
NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	IAN HODGE
Meeting	NEXT COUNCIL MEETING JULY
Date of Meeting	JULY

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

Subject	Specific Matter To Be Considered
EXTEND THE 20 MPH ZONE BY THE SCHOOL REQUEST TO F.C.C.	MOVE THE SIGN FROM PRESENT POSITION TO JUST BEFORE THE TURN OFF FOR ROSE HILL ON BOTH SIDES OF THE ROAD. REASON TO COVER THE STRAND ENTRANCE USED BY CHILDREN WALKING TO AND FROM HIGH SCHOOL.
WETHERSPONS BEER GARDEN. DISCUSSED ONLY.	WETHERSPONS ARE CLAIMING OWNERSHIP OF HIGH STREETS AREA, OUTSIDE THE PROPERTY, AND BANNING PEOPLE WITH DOGS,

Signed:



Date:

8th July 2019.

HOLYWELL TOWN COUNCIL

REQUEST FOR ITEM(S) TO BE PLACED ON AGENDA

NOTE: THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE CLERK NO LATER THAN 8 DAYS BEFORE THE MEETING.

Councillor	BARRY SCRAGG
Meeting	FULL COUNCIL MEETING
Date of Meeting	16-7-19.

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

Subject	Specific Matter To Be Considered
LACK OF BUS SERVICES IN RURAL WALES.	I CALL ON HOLYWELL TOWN COUNCIL TO SEND A LETTER TO THE WALSH GOVERNMENT ASKING FOR BUS SERVICES IN WALES TO BE REGULATED. DE-REGULATION HAS LEFT MANY AREAS WITH A POOR OR NO BUS SERVICE. INFORMATION COPY TO FLINTSHIRE C.C.

Signed: G.B. Scragg

Date: 5/7/19