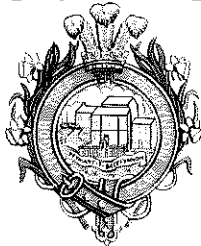


Cyngor Tref Treffynnon Holywell Town Council

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

To: All Members of the Council

13 September 2018

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, 18 September 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. FLINTSHIRE NORTH POLICING UPDATE

District Inspector Alison Sharp, North Wales Police, will be attending to give an update on the work of the Police within the community, and respond to members concerns on any other matters.

4. WEST FLINTSHIRE FIRST WORLD WAR COMMEMORATIVE EVENT

4.1. Presentation by Mr Peter Curtis, Board Member for the Project

Members to receive a presentation outlining the proposed programme of events and activities to take place on the afternoon of Sunday 11th November 2018.

4.2. Thank You Silhouettes

Members to consider the placement of silent soldiers across the community to commemorate the end of the First World War. See attached documentation.

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

7.2. Applications – Response under Delegated Powers

To receive and note the comments made (schedule attached).

7.3. Street Naming & Numbering Consultation

To consider the proposed street name for the Extra Care Unit located at the former Perth-y-Terfyn School, Holywell. See attached email and plan.

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.

8.3. VAT Refund 2017/18

To receive the attached schedule.

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

Members to approve the attached Annual Return, and note the attached Issues Arising Report prepared by BDO, the Council's external auditors. Clerk to report.

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. Community Meeting – High Street Traffic Trial

Members to receive a report from the Clerk on the arrangements and latest position.

10.2. Road Closure at Events Letter

Members to note the attached letter from Steve Jones, Chief Officer – Streetscene & Transportation, and approve the adoption of the processes for road closure and risk assessment.

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

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

10.4. Holywell Skateboard Park

Members to consider a request from a local street artist to paint the skateboard park. Clerk to report.

10.5. Review of Electoral Arrangements for Flintshire

Members to consider the attached letter from the Local Democracy and Boundary Commission for Wales and if appropriate nominate a representative to attend the presentation.

10.6. Wales Council for Deaf Group Support Group Meetings

Members to consider a request from the above group to use the Council Offices for meetings. Clerk to report.

10.7. Independent Review Panel on Community and Town Councils in Wales
Outline Findings and Recommendations

Members to note the outline findings and recommendations contained in the attached report.

10.8. 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	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

11. BUSINESS PLAN 2018/19

Members to consider approving the attached revised council business plan, to run for the 2018/19 year.

12. 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.

13. 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.



Andy Green
 Community Fundraiser- North Wales
 Royal British Legion
 North Arcade, 2 Chester St,
 Wrexham LL13 8BB
 Mobile: 07920 378 594
 Email: AGreen@britishlegion.org.uk

DATE

Dear _____

THANK YOU SILHOUETTE

100 years ago, the First World War ended and a new world began. The example and experience of those who lived through it shaped the world we live in today. In 2018, The Royal British Legion is leading the nation in saying Thank You to all who served, sacrificed and changed our world.

Communities across Britain and the allied countries changed forever. We are now asking the communities of today to come together not only to reflect and remember the huge sacrifice that so many made during the First World War, but to say Thank You to those who lived through this tragic and remarkable time - and who put Britain on the path to becoming what it is today. It's time to say Thank You for all they did for us.

The Royal British Legion is therefore delighted that you have decided to support us in this way by making a donation for one of our Thank You silhouettes. In order to process your order, can you please complete and return the enclosed order form. The Thank You silhouette will be dispatched to the address on the form within 14 days of receipt.

We very much encourage people to be part of the Thank You movement, to express their gratitude to those who gave themselves to the war and its aftermath, and rebuilt a better nation from its darkest hour. To learn more, please visit the following link to discover ways of joining us in saying Thank You.

<https://www.britishlegion.org.uk/remembrance/ww1-centenary/thank-you/>

We've also launched our Thank You Group on Facebook and we encourage members and volunteers to start sharing their Thank You thoughts and plans. Get in early and be an inspiration to others.

Liability

Before we can process your order, please read and return the Indemnity below which clarifies that, once delivered, the installation of the Thank You silhouette becomes your sole responsibility. For the avoidance of doubt, The Royal British Legion will not be liable for any damage, injury or harm that arises as a result of the installation of the Thank You silhouette.

If you have any questions regarding the above, or for further help and advice about fundraising in aid of The Royal British Legion, please do not hesitate to contact your local community fundraiser.



"SILHOUETTE" ORDER FORM – Corporate Orders

Please complete this form and send it to Royal British Legion Poppy Appeal, Royal British Legion Village, Aylesford, Kent, ME20 7NX or e-mail to silhouette@britishlegion.org.uk

Title	
Forename	Surname
Company Name	
Address for Delivery of Silhouette	Address for Receipt (if different)
.....	
.....	
Postcode	Postcode
E-mail Address	
Phone Number	

Silhouette Description	Suggested Donation	Quantity Required	Total Donation
Tommy Silhouette	£250.00		
Navy Silhouette	£250.00		
RAF/RFC Silhouette	£250.00		
Commonwealth Representative Silhouette	£250.00		
Nurse Silhouette	£250.00		
Munitions Worker Silhouette	£250.00		
Suffragette Silhouette	£250.00		
	Total Donation		

Name of organisation to appear on plaque (Please note the plaque will be generated directly from the details below so please check spelling before submitting this form)
.....

I enclose a cheque/postal order made payable to "RBL Poppy Appeal" to the value of £ as a donation for the above order **or**

I have made a bank transfer to the value of £ on as a donation for the above order.

Bank Details:

Santander: Royal British Legion

Sort Code: 09-07-20

Account Number: 05963354

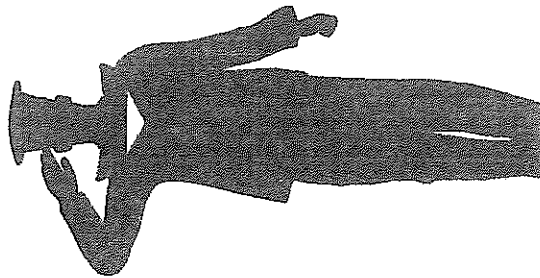
Please ask the bank to add reference "your company name" to the transfer.

NB. Delivery will be made within fourteen days from date of donation.

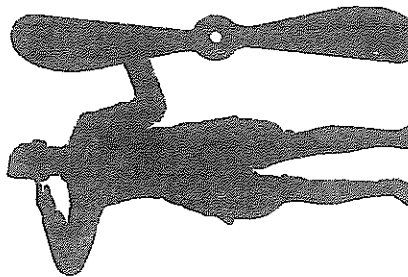
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LEST WE FORGET



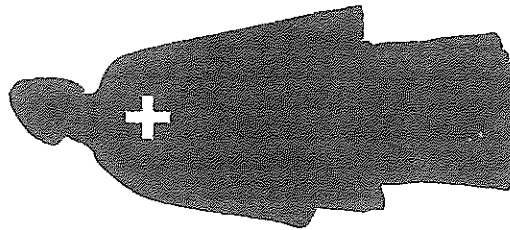
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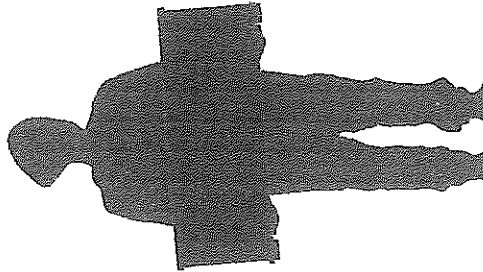
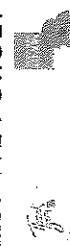
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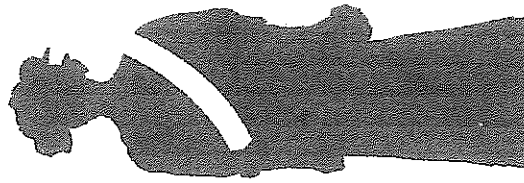
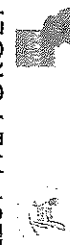
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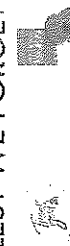
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LEST WE FORGET



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, 17 July 2018 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

Councillors: M. Brooke, L.A. Carter, K. Davies, P.A. 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, J.M. Johnson, S. Johnson and P.J. McGarry.

IN ATTENDANCE: J. Baker (Clerk).

32. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

33. HOLYWELL LEISURE CENTRE PRESENTATION

Tudor Jones, Chairman, and Chris Travers, Leisure Centre Manager attended for this item and updated members on the current performance of the Centre’s financial business plan. The presentation covered business sustainability, cost savings, increasing income, budget pressures, business planning, risks, boiler room and health suite projects and social media development.

Members raised a number of issues including staff cost savings, the Town Council’s financial contribution, the swimming pool pricing policy, utilisation of the Centre for a playscheme programme and attendance by Centre staff at a forthcoming community event in the Holway.

RESOLVED:

- 1) That Tudor Jones and Chris Travers be thanked for attending and making their presentation.
- 2) That the Clerk writes to Holywell Leisure Centre expressing the Council’s gratitude to the board and staff of the Centre, for their work undertaken to date in maintaining a successful service to residents.

34. MAYOR'S REMARKS

The Mayor together with other members recently attended the Holywell Wellbeing day on Saturday 23rd June 2018. The event was very well received and the first of its kind in the town, and the Mayor thanked the organiser Rob Owen and the rest of the Transition Holywell and District group for their efforts in making the day such a success.

The Mayor confirmed attendance at the following Civic Service engagements: Flintshire County Council Chairman Paul Cunningham at Flint on Sunday 1st July 2018; Flint Town Council Mayor David Cox at Flint on Sunday 8th July 2018.

The Mayor also referred to the Ysgol Treffynnon Airbus Business event on Thursday 5th July 2018 and her attendance at the Holywell Community Hospital Garden Fete held on Saturday 7th July 2018. The Mayor also attended this year's Waterhouse Cup at Fron Park Bowling Club.

The Mayor and Councillor J.M. Johnson welcomed this year's Wales in Bloom judge Richard Vero to Holywell on Tuesday 10th July 2018. An introductory briefing was held where this year's portfolio was presented to the Judge. The results will be announced in September at the awards ceremony due to be held in Colwyn Bay. The Mayor reserved special praise for the residents of Pantôn Place and their efforts in planting floral displays along the street.

Congratulations were given to the winners of this year's Wales in Bloom competitions:

- School – Ysgol Maes-y-Felin
- Town Centre Planter – Tower Crafts
- Private Garden – Gillian Lewis, 16 Crosfield Road, Greenfield
- Community Organisation Garden – Llys Gwenffrwd Residential Home

Carmel and Holywell Woodcraft Association had completed their work on the twinning sculpture, a replica of the one in Tower Gardens. Members considered whether to send it on as intended to St Gregoire as a parting gift or retain it in Holywell to commemorate the twinning period as a memento.

The Mayor reminded all members present that this was the final meeting where paper copies of agendas were sent out. From September all agendas were to be emailed electronically only. The Clerk was to be available during the recess period if any members wished to receive further training.

Finally, the Mayor read out an email from Greenfield Valley Trust which outlined a project currently being worked on to improve access and manage the litter problem in the Valley, under the title of "Pathways to the Past".

RESOLVED:

- 1) That the Clerk writes to Rob Owen, Transition Holywell and District to congratulate the Group on the success of the recent Holywell Wellbeing Day.
- 2) That the Clerk writes to Carmel & Holywell Woodcraft Association to:
 - a. thank the Association for their work and efforts in producing the replica.
 - b. advise of members' decision to retain the replica of the statue.
 - c. request a commemorative plate is made to send on to the St. Gregoire Group.
- 3) That the Clerk writes to Greenfield Valley Trust to confirm members' support for the "Pathways to the Past" project.

35. MINUTES

35.1. 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 19th June 2018;
Finance Committee Meeting held on Tuesday 26th June 2018;
Holywell & Greenfield Development & Transport Sub-Committee Meeting held on Tuesday 10th July 2018.

36. PLANNING

36.1. 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 be submitted to the County Planning Authority.

Application Number	Proposal Details
058555	Change of use from office to residential, conversion to 2 apartments - Court Place, Brynford Street, Holywell. NO OBJECTION.

37. ACCOUNTS

37.1. 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
6970	ONLINE	DS Embroidery	Council Badge - Town Crier Costume	8.00	^^
6971	ONLINE	West Flintshire Comm. Enterprises	Room Rent - June & July 2018	100.00	****
6972	ONLINE	Holywell St Johns Ambulance	Attend Line Dancing Event Sat 2nd June 2018	120.00	^^
6973	ONLINE	DJB Window Cleaning	Clean External Windows - Bank Place Offices	15.00	****
6974	ONLINE	UK Vending Ltd	Office Refreshments	28.84	****
6975	ONLINE	A.P.E.S.	Stage Hire Line Dancing Day 2nd June 2018	500.00	^^
6976	CHQ	Bernard Dykes & Son	Inscribe New Mayor 2018/19 to Honours Board	45.00	****
6977	ONLINE	Philip Jones Computers	ICT Support inc. iPad configuration	406.50	****
6978	ONLINE	Danny Inskip	Erect basket displays in town centre 15/6/18	250.00	^^
6979	ONLINE	Viking	Paper/Stationery	38.90	****
6980	ONLINE	HMRC	Paye/Ni Costs - Jun 2018	1,064.55	***
6981 - 6983	ONLINE	Council Staff	Salaries - Jun 2018	3,870.99	***
6984	ONLINE	Amberol Ltd	Supply baskets, fountain units and brackets for Wales in Bloom displays	1,246.09	^^
6985	ONLINE	JDH Business Services	Year End Internal Audit 2017/18	330.00	^^

6986	DD	Nest	Staff Pension Costs - Jun 2018	92.72	***
6987	DD	NPower	Electric 14 Bank Place - 22/2/18-25/5/18	32.73	****
6988	DD	NPower	Electric 12-13 Bank Place - 22/2/18-25/5/18	138.03	****
6989	DD	Opus Energy	Gas Supply - May 2018	13.81	****
6990	DD	British Telecom	Phone/Broadband - Jun 2018	138.19	****
6991	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
6992	DC	Royal Mail	Postages	13.78	***
6993	DC	Land Registry	Local Searches x2	12.00	**
6994	DC	Royal Mail	Postages	3.74	***
6995	DC	Royal Mail	Postages	2.02	***
6996	DC	More Than Just Decals	Branded Coasters x40	80.00	****
6997	DC	Royal Mail	Postages	4.45	***
6998	DC	Royal Mail	Postages	2.02	***
			TOTAL	8,607.55	

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.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, 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.173,174
- ^^^* 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

37.2. Income Received (1/6/18 - 30/6/18)

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

38. COMMUNITY ENGAGEMENT

38.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including active travel, community transport/bus network review and the Kings' Head museum project.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That the Project and Development Officer supports the museum project initially by attending and facilitating meetings, subject to current work commitments.
- 3) That the Projects and Development Officer arranges a meeting to discuss the bus network review and the planned arrangements after the September review deadline has passed. That the Clerk includes this item on the agenda of the next meeting of the West Flintshire Town and Community Councils Working Group.

39. CORRESPONDENCE AND OTHER MATTERS

39.1. Community Meeting – High Street Traffic Trial

Members noted the planned arrangements for the forthcoming Community Meeting as set out in the draft public notice. Members also considered a request from Russ Warburton, Chair of the Business Group, for a meeting to discuss the community meeting and poll.

RESOLVED:

- 1) That the Clerk checks with the County Council's Elections Team on the suitability of the public notice including the proposed question.

- 2) That the community meeting takes place 6pm Wednesday 26th September 2018 in the Main Sports Hall, Holywell Leisure Centre.
- 3) That a small working party is formed of the Mayor, Councillor E.B. Palmer and the Clerk to attend the meeting with the business group, and also meet as necessary to deal with any procedural matters through the recess period in the build up to the community meeting.

39.2. Match Funding Scheme – Improvement to Children’s Play Areas 2018/19

Members considered participation in this year’s match funding scheme for the improvement of Play Area. Members discussed the sites identified as most in need of investment, as per the letter from Ian Bancroft, Flintshire County Council.

RESOLVED:

That the Clerk writes to Richard Roberts, Aura Leisure to confirm the Town Council will be participating in the 2018/19 scheme and also confirming that a final decision on the preferred scheme will be made at the October 2018 meeting of the Council.

39.3. Town Council Governor Representative – St. Winefride’s Catholic Primary School

Members considered the appointment of a representative to the school’s governing body.

RESOLVED:

That the Clerk writes back to the Headteacher of the School, confirming Councillor E.B. Palmer as the Council’s new Governor Representative.

39.4. National Military Working Dogs Memorial

Members noted the attached letter from Emma J. Ward, Trustee, and further considered their future involvement. The Mayor passed to members the supplied donation documentation.

RESOLVED:

- 1) That the Mayor makes an appropriate donation from the Mayor's Allowance Donation Account.
- 2) That the Clerk writes to the Trustees advising them of the Tesco Bags of Help grant award procedure.

39.5. All Wales Beach Clean – Keep Wales Tidy

Councillor P.A. Johnson outlined the details of the Beach Clean Scheme. It was noted that the nearest available beach was in Talacre. Members also discussed alternative schemes such as the Big Dee Day Clean Up.

RESOLVED:

That the Clerk investigates the possibility of the Council participating in the Big Dee Day clean up, taking place at Greenfield Valley and Docks.

39.6. North Wales Out of Hours GP Service

Councillor B. Scragg outlined a number of issues and concerns in response to the letter received from Gary Doherty, Chief Executive, Betsi Cadwaladr University Health Board.

RESOLVED:

- 1) That the Clerk in consultation with Councillor B. Scragg draft an appropriate response to the Chief Executive, together with a further letter to Hannah Blythyn AM outlining the Council's concerns.
- 2) That the Clerk includes this item on the agenda for the next meeting of the West Flintshire Town and Community Councils working group.

39.7. Creating a Dementia Friendly Community

Councillor L.A. Carter outlined the key details and benefits for the town in creating a dementia friendly community. Members were referred to the guidance notes circulated with the agenda.

RESOLVED:

- 1) That the Council fully endorse the creation of a dementia friendly community in Holywell and offer support as required as the project progresses.
- 2) That members consider attending a 1 hour training session 2.30pm Thursday 26th July 2018 in the Tesco Training Room. Clerk to circulate details to all members.

39.8. Headway Group Meetings

Members considered a request from the Headway Group to use the Council Offices for meetings. Members noted several other community groups currently utilise the ground floor area for this purpose.

RESOLVED:

That the Headway Group be given approval to use the offices for their monthly meetings. Clerk to make the necessary arrangements.

39.9. Support Officer Training

Members considered a training request for the Support Officer to attend a social media marketing session, to enhance and develop the Council's social media activities. The course was available for a nominal fee and was run by the Small Business Network Group.

RESOLVED:

That the Support Officer be given approval to attend the training course.

39.10. Reports Received

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

Ref	Item	Status	Date Circulated
A	NWCHC – Press Release	**	15 Jun 2018
B	Flint Festival Programme	**	19 Jun 2018
C	Holywell Wellbeing Day Programme	**	21 Jun 2018
D	IRPW Newsletter	**	22 Jun 2018
E	OWL Bulletin – Wanted in Area	**	22 Jun 2018
F	50+ Action Group Newsletter	**	27 Jun 2018
G	Summer Playscheme Programme 2018	**	29 Jun 2018
H	Letter – Holywell Autumn Club	**	11 Jul 2018

40. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, 41, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

41. MEETING PROTOCOL

The Mayor outlined a number of issues currently affecting the running of Council meetings.

RESOLVED:

That members note the issues raised and, if appropriate, consider holding a meeting following the recess period to address any concerns.

42. REPRESENTATIVES' REPORTS

Councillor P.A. York referred to the forthcoming meeting of the North Wales Association of Local Councils, due to be held Friday 20th July 2018.

43. COUNTY COUNCILLOR REPORTS

The Mayor referred to the County Council's newly launched Holiday Hunger Programme across the Summer Playschemes, which was being introduced to tackle food poverty.

44. CLOSE OF MEETING

The Mayor closed the meeting at 9.30pm.

.....
Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Audit Sub-Committee** held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Tuesday 24 July 2018 at 5.00pm.

PRESENT: Councillor E.B. Palmer (Chairman – see minute A1).

Councillors: P.A. Johnson, B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter and J.M. Johnson.

IN ATTENDANCE: J. Baker (Clerk).

A1. ELECTION OF CHAIRMAN 2018/19

RESOLVED:

That Councillor E.B. Palmer is elected Chairman of the Audit Sub-Committee for 2018/19.

A2. APPOINTMENT OF VICE-CHAIRMAN 2018/19

RESOLVED:

That Councillor B. Scragg is appointed Vice-Chairman of the Audit Sub-Committee for 2018/19.

A3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

A4. BANK RECONCILIATION 2018/19 – QUARTER 1

Members considered the Reconciliation Statement for the period ending 30 June 2018. The Clerk explained the background to the entries, and highlighted the closing bank balance, the investment bond and the value of unrepresented payments.

RESOLVED:

That the Statement together with the Clerk's report be received and noted.

A5. MANAGEMENT ACCOUNTS 2018/19 – QUARTER 1

Members considered the Income and Expenditure Statement for the period ending 30 June 2018. The Clerk explained the reasons for the variances highlighted in the 'traffic light' system used to monitor over and under spends. Members noted expenditure was broadly in line with the budget for the period reported.

RESOLVED:

That the Statement be received and endorsed.

A6. AUDIT OF THE COUNCIL'S ANNUAL ACCOUNTS 2017/18

Members had before them a copy of the report from the Internal Auditor following the comprehensive audit of the Council's accounts which had been carried out on 7 June 2018 by JDH Business Services. The report concluded that *"On the basis of the internal audit work carried out, in our view the Council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan submitted. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan"*.

It was noted that all issues and associated recommendations from the 2016/17 internal audit had been implemented. The Clerk reported on the recommendations/action in respect of the Internal Audit report for the financial year ended 31 March 2018, as follows:

No.	Issue	Recommendation	Clerk's Response
1	Training costs (and a minor amount of subsistence costs) had been included within staff costs in the annual return as the RBS system had allocated these costs to level 4 (Staff costs) instead of level 6 (Other payments).	The RBS ledger hierarchy should be set up to allocate training and other costs to 'Other Payments' instead of 'Staff costs' in the system generated annual return.	Annual Return was amended before submission to the external auditors. The RBS system ledger hierarchy has been amended to allocate training and subsistence costs to other payments.
2	The clerk identified a minor difference between the VAT control account and the year-end VAT returns. Therefore, the RBS software had not carried this item through automatically to the system generated VAT return.	RBS should be informed about the accounting system defect. The council should continue to annually reconcile the VAT control account to the annual VAT return so any further instances of this issue will be identified.	RBS were informed of the system anomaly affecting the VAT report and the issue corrected. Further monitoring will be undertaken as the year progresses and any recurrence reported to RBS.

RESOLVED:

- (1) That the Internal Auditor's report be received and noted.
- (2) That the Clerk's responses on each reported audit issue and recommendation, as stated above, is noted and endorsed.
- (3) That the Clerk be thanked for his work as the Council's Responsible Financial Officer.

A7. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, A8, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to personnel information.

A8. STAFFING ISSUES

The Clerk provided members with a report on current staffing issues; there were three matters requiring attention as follows:

- i. Clerk's Working Hours - Despite the increase in hours agreed by members back in December 2017 the Clerk was still finding it a challenge to remain within the contracted hours of the role.
- ii. Projects and Development Officer – The postholder had requested a review of the pay grade, following a shift in some duties over the last twelve months.
- iii. Staff Travel Claims – Clarity was sought on the rules and procedures for staff travel claims to and from meetings and events outside of the normal working day.

RESOLVED:

- 1) That the Clerk continues to manage his hours through the time banking system for the time being but undertakes a further review in the Autumn period later this year and prepares a report for members with appropriate recommendations.

- 2) That the Projects and Development Officer pay grade is reviewed by a small working group of members consisting of Councillors R. Dolphin, E.B. Palmer and B. Scragg.
- 3) That all members of staff can claim travel costs for events and meetings outside of the Holywell community, but not for attending events in the town centre or meetings at the Council Offices. Time of in lieu should continue to be booked when staff are required to attend work outside of their normal working hours.

A9. CLOSE OF MEETING

The Chairman closed the meeting at 5.50pm.

.....

Chairman

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

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).

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.

Jason Baker

From: Nadine Hughes <nadine.hughes@flintshire.gov.uk>
Sent: 05 September 2018 10:26
To: Ted Palmer; Jason Baker
Subject: Street Naming & Numbering Consultation - Holywell
Attachments: Site layout plan.pdf; Location Plan.pdf

Good morning,

Town Improvements Clauses Act 1847
Public Health 1925
Street Naming & Numbering
Former Perth Y Terfyn School, Holywell
Proposed Works: Extra Care Unit

Following the Historic Environment Wales Act, the Welsh Government has introduced a Statutory guidance that requires local and National Park authorities and Natural Resources Wales to take into account the local heritage and history of the area when providing new names.

The following

- **Llys Coedwig (woodland court)**

The developers state that they are required to provide a walk through to the woodland behind the building as it is an ancient woodland and the majority of it is protected, therefore, they wanted to make reference to it.

A location plan, site layout is enclosed for your perusal and I would be obliged to receive any observations before Wednesday 26th September 2018, should we have not received any comments by this date, set by statutory time limits we will assume that you have no objections and will proceed on this basis.

Kind Regards

Nadine Hughes

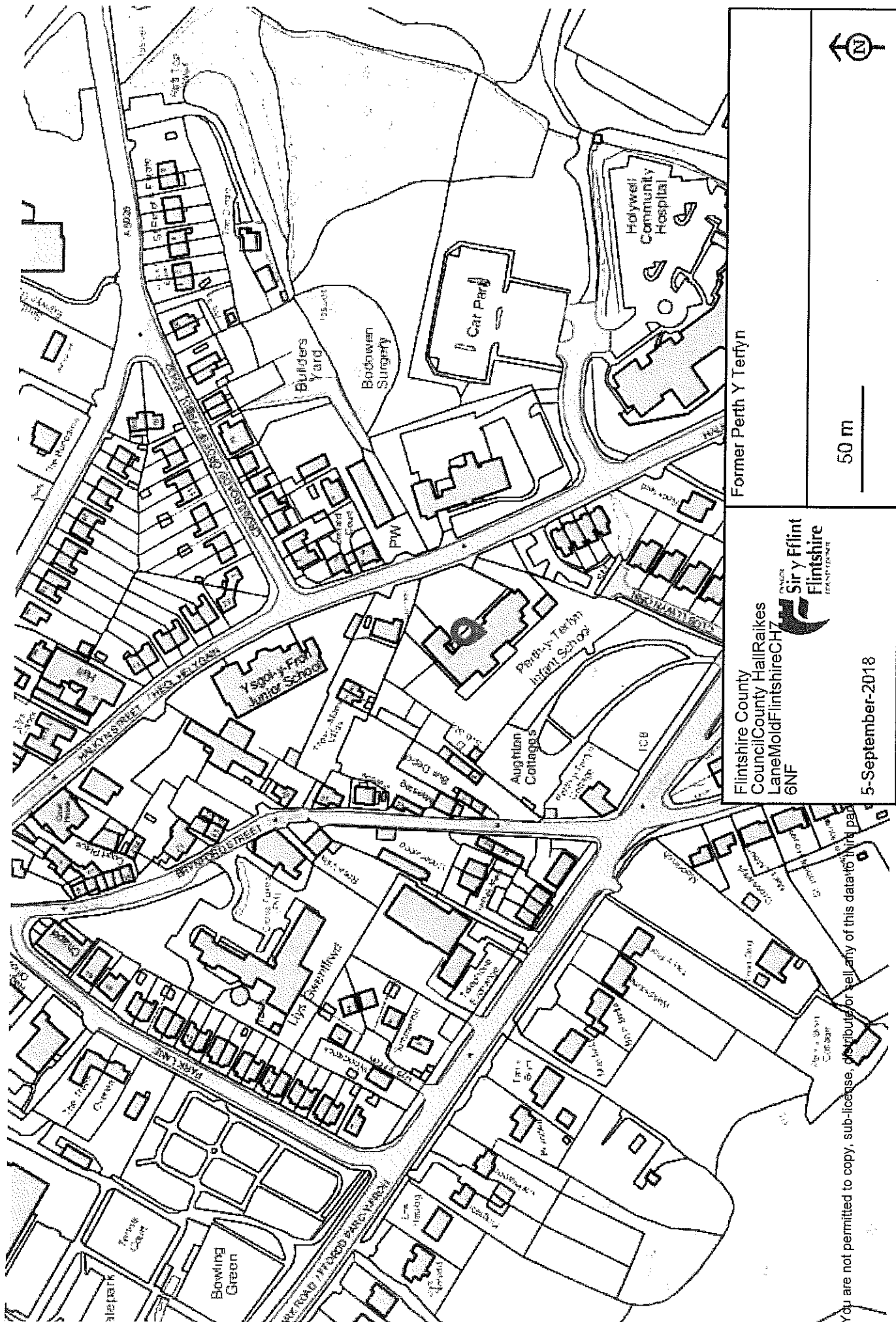
Technical & Street Naming Officer | Swyddog Enwi a Cynorthwydd Technegol
 Building control | Rheoli Adeiladu
 Planning and Environment | Cynllunio a'r Amgylchedd
 Flintshire County Council | Cyngor Sir y Fflint

Tel | Ffôn | 01352 703637
 Email | Ebst | Nadine.hughes@flintshire.gov.uk

<http://www.flintshire.gov.uk> | <http://www.sirffflint.gov.uk>
<http://www.twitter.com/flintshirecc> | <http://www.twitter.com/csyffflint>

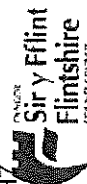
Please find below a link to the latest eBook of the Flintshire County Council LABC Guide to Extending Your Home.

You don't need to take any action to get the updated Guide on your website as we have automatically done this by updating the eBook link that already exists for the previous Guide.



Former Perth Y Terfyn

Flintshire County Council
 Council
 Flintshire
 6NF



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5-September-2018

You are not permitted to copy, sub-license, distribute or sell any of this data to third parties.

SCHEDULE OF ACCOUNTS – JULY 2018

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
6999	CHQ	Hartleys	Planting 10 x Hanging Baskets/2 x 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 - 2018/19 Civic Year	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 Contract 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 Costs - 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	

SCHEDULE OF ACCOUNTS – AUGUST 2018

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7054	CHQ	BPH Plant	Fit new battery/re-wire water bowser	117.60	^^
7055	CHQ	Geoff Evans	Watering of Hanging Baskets to 15/8 - Pmt 2	500.00	^^
7056-7058	ONLINE	Council Staff	Staff Salaries - August 2018	3,870.79	***
7059	ONLINE	HMRC	Staff Paye/NI Costs - August 2018	1,064.75	***
7060	ONLINE	Pottles Premier Plants	Supply fertiliser	83.40	^^
7061	ONLINE	West Flintshire Comm. Enterprises	Room Hire - Aug & Sept 2018	100.00	****
7062	ONLINE	Viking	Equipment/Consumables/Stationery	122.32	****
7063	ONLINE	Thomas Fattorini Ltd	Supply Civic Pendant for Mayor's Consort	666.23	**
7064	ONLINE	Chris Baglin	Town Crier Duties - Well Inn Event #1	50.00	^^
7065	ONLINE	Chris Baglin	Town Crier Duties - Well Inn Event #2	50.00	^^
7066	ONLINE	All Electric Contractors Ltd	Installation of Electric Car Charge Points	5,340.46	^^
7067	ONLINE	Daydream Designs	Supply Well Inn Programmes & Posters	1,117.20	^^
7068	ONLINE	Delyn Press	Rebinding of Council Minutes 2007-2013	316.00	****
7069	ONLINE	Delyn Press	Supply Civic Sunday Orders of Service	138.00	**
7070	ONLINE	Siân Jones Translation Services	Translate Notices/Flyers	13.95	***
7071	ONLINE	DJB Window Cleaning	Clean External Windows - Bank Place Offices	15.00	****
7072	ONLINE	UK Vending Ltd	Rental of Drinks Machine 28/8-27/11	132.60	****
7073	ONLINE	Copyrite Systems	Copier Charges 13/5-14/8	141.39	****
7074	ONLINE	Viking	Mineral Water Bottles	23.39	****
7075	ONLINE	Chubb Fire & Security	Call out to alarm system - Bank Place offices	160.80	****
7076	CHQ	M.L. Davies & Son	Reimbursement of 999 Day Vouchers	53.10	^^
7077	CASH	HSBC Bank	Cash Advance - Well Inn Staff/Performers	1,010.00	^^
7078	CHQ	P. Larcombe - Pure Presley	Perform at Well Inn Day - Headline Act	2,500.00	^^
7079	ONLINE	The Cavernites	Perform at Well Inn Day	400.00	^^
7080	CHQ	Cookie's Events	Children's Entertainment Package - Well Inn Day	1,000.00	^^
7081	CHQ	Radio Deeside CIC	Attend Well Inn Day	100.00	^^

7082	CHQ	E. Billington	Attend Well Inn Day - Face Painting	175.00	^^
7083	CHQ	J. Arnold	Attend Well Inn Day - Crazy Golf	160.00	^^
7084	CHQ	Holywell St Johns Ambulance	Attend Well Inn Day	120.00	^^
7085	CHQ	Cambria Band	Perform at Well Inn Day	100.00	^^
7086	CHQ	Bay of Colwyn Town Council	Attend Wales in Bloom Awards - Cllrs J & S Johnson	30.00	**
7087	CHQ	Rebels Chester Ltd	Reimbursement of 999 Day Vouchers	4.00	^^
7088	DD	Nest	Staff Pension Costs - Aug 2018	92.72	***
7089	DD	BNP Paribas Leasing	Copier Rental 25/8 - 24/11	154.80	****
7090	DD	Opus Energy	Gas Bank Place Offices - July 2018	5.90	****
7091	DD	British Telecom	Phone & Broadband Costs - 11/7 - 10/8	137.06	****
7092	DC	Royal Mail	Postages	15.00	***
7093	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7094	DC	HSBC Bank	Cash Advance (WIB Vouchers)	25.00	^^
7095	DC	Amazon	Epson Projector	268.49	****
7096	DC	W Bevan	Cable Ties/Bowls/Driver Set	14.50	****
			TOTAL	20,439.64	

INCOME RECEIVED – JULY 2018

Date	Debtor Name	Income Details	Amount £
5/7/18	Various	Wales in Bloom Trader Contributions	142.00
5/7/18	Jane & Phil Eliot	Attend Information Day – Ice Cream Van	60.00
5/7/18	Holywell Autumn Club	Room Rent to 22/5/18	30.00
5/7/18	CUAD Ltd	Wales in Bloom Trader Contributions	32.00
11/7/18	Flintshire County Council	Town Centre Projects Funding	6,000.00
26/7/18	Diamond Recruitment	Wales in Bloom Trader Contributions	32.00
26/7/18	Holywell Autumn Club	Room Rent to 10/7/18	30.00
26/7/18	Credit Union	Wales in Bloom Trader Contributions	16.00
		TOTAL	6,342.00

INCOME RECEIVED – AUGUST 2018

Date	Debtor Name	Income Details	Amount £
14/8/18	Cambria Gas	Well Inn Advertising	100.00
17/8/18	Groundwork UK	Tesco Bags of Help Grant	1,000.00
23/8/18	Palmer Estate Agents	Well Inn Advertising	50.00
31/8/18	Flintshire County Council	Local Taxation Precept 2/3	77,833.33
		TOTAL	78,983.33

VAT REFUND – 2017/18 FINANCIAL YEAR

Date	Debtor Name	Income Details	Amount £
3/8/18	HMRC	VAT Refund – 2017/18	9,501.79
		TOTAL	9,501.79

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

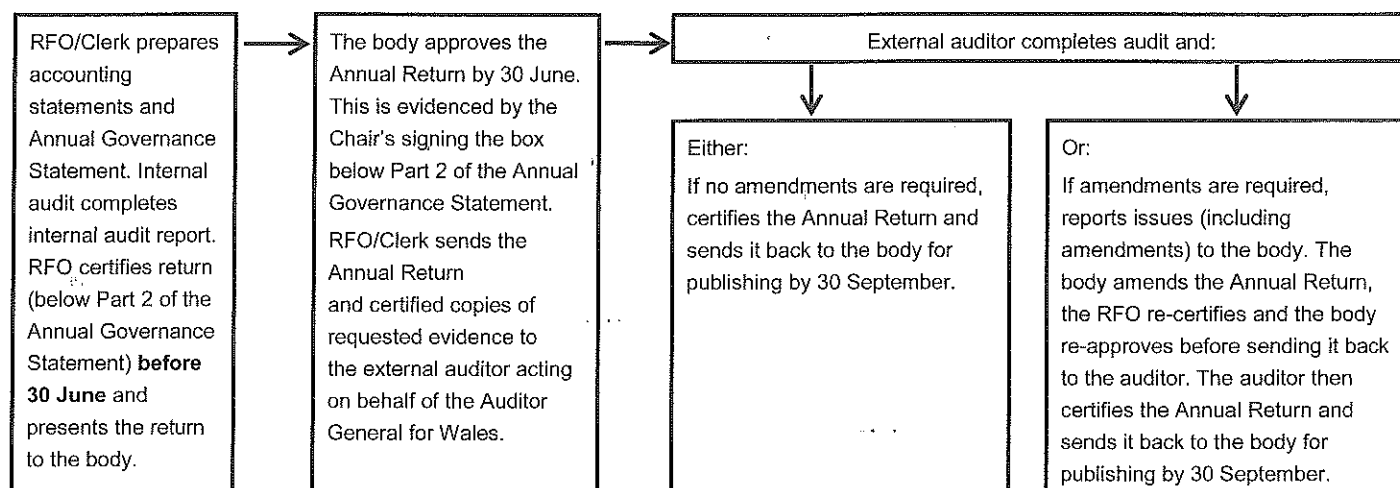
WALES AUDIT OFFICE
SWYDDFA ARCHWILIO CYMRU

Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2018

Smaller local government bodies in Wales must prepare annual accounts following proper practices set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales** **A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office.

The accounts and audit process

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including both sections of the Annual Governance Statement.

PLEASE PRINT THIS DOCUMENT FOR SIGNATURE AND SEND IT TO YOUR AUDITOR

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Completion checklist

'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2018?	✓	
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	✓	
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2018 agree to line 9?	✓	
All sections	Have all red boxes been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	
Evidence	Has all the information requested by the external auditor been included?	✓	

Accounting statements 2017-18 for:

Name of body:

Insert name of body

	Year ending		Notes and guidance for compilers
	31 March 2017 (£)	31 March 2018 (£)	

Please round all figures to nearest £.
Do not leave any boxes blank and report £0 or nil balances.
All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	63,788	65,810	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	176,870	210,870	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	7,277	2,338	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	46,174	58,034	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	5,215	5,215	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	130,736	139,188	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	65,810	76,581	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	11,829	10,346	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	55,653	71,638	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	1,672	5,403	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	65,810	76,581	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	500,806	508,843	The original asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	11,388	7,143	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note

Yes	No	N/A	Yes	No	N/A
-----	----	-----	-----	----	-----

The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2018, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: - effective financial management during the year; and - the preparation and approval of the accounting statements.	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect and to ask questions about the body's accounts.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	3, 6
			✓	

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed?		'YES' means that the Body
	Yes	No*	
1. We have considered the adequacy of reserves held by the body in setting the budget for 2017-18 and 2018-19 and have appropriate plans in place for the use of these reserves.	✓		Has met the requirements of the Local Government Finance Act 1989 in setting the budget requirement and precept for the financial years.
2. When awarding grants under section 137 of the Local Government Act 1972, we have kept a separate account of such grants and considered whether or not the benefits arising from such payments are commensurate with the sums paid.	✓		Has kept and appropriate record of grants awarded and ensured that the expenditure is commensurate with the benefit to the community.
3. The council has ensured that it has a lawful obligation to pay a service gratuity to employees* or The council has no obligation or intention to pay a gratuity to employees.*	✓		Has ensured that where it has an arrangement to provide a gratuity to staff, it has ensured that there is a legal obligation to provide the gratuity.

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

RFO signature: *Jason Baker*
Name: name required **JASON BAKER**
Date: dd/mm/yyyy **25/6/2018**

Insert minute reference and date of meeting
26.3 TUES 19/6/2018
Chair signature: signature required *R. DOLPHIN*
Name: name required **ROSETTA DOLPHIN**
Date: dd/mm/yyyy **26-6-18**

Council/Board/Committee re-approval and re-certification (only required if the annual return has been amended at audit)

Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2018.

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

RFO signature: signature required
Name: name required
Date: dd/mm/yyyy

Insert minute reference and date of meeting
Chair signature: signature required
Name: name required
Date: dd/mm/yyyy

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2018 of:

Holywell Town Council

External auditor's report

~~[Except for the matters reported below]~~* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated 22/8/18.]

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

Please see enclosed report

**BDO LLP Southampton
United Kingdom**

(Continue on a separate sheet if required.)

External auditor's name:

**BDO LLP Southampton
United Kingdom**

External auditor's signature:

BDO LLP

Date:

22/8/18

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Insert name of body

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2018.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				✓ No petty cash held
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.				✓ No trust funds.	

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 07/06/2018.] * Delete if no report prepared.

Internal audit confirmation

I confirm that as the Council's internal auditor, I have not been involved in a management or administrative role within the body or as a member of the body during the financial years 2016-17 and 2017-18. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD
Signature of person who carried out the internal audit: [Signature]
Date: 07/06/2018

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. For guidance, please read the Practitioners' Guide (**Governance and accountability for local councils: A Practitioners' Guide (Wales)**) – available from One Voice Wales and SLCC. It contains everything you need for the financial year-end and the statutory audit.
2. The Wales Audit Office Good Practice Exchange (www.audit.wales/good-practice/finance/community-council-money) provides further information on the accounts and audit process along with guidance on governance matters.
3. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs.
4. **There are now two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**
5. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
6. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2017) equals the balance brought forward in the current year (line 1 of 2018). Explain any differences between the 2017 figures on this annual return and the amounts recorded in last year's annual return.
7. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
8. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliation is available in the Practitioners' Guide*.
9. **Every** small body is now required to send to the external auditor, information to support the assertions made in the Annual Governance Statement. Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
10. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
11. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
12. **Do not complete the Auditor General for Wales' Audit Certificate and report.** The external auditor completes this on behalf of the Auditor General for Wales on completion of the audit.
13. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
14. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

**ISSUES ARISING REPORT FOR
Holywell Town Council
Audit for the year ended 31 March 2018**

Introduction

The following matters have been raised to draw items to the attention of Holywell Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2018.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal Auditor's recommendations ,
 - Expenditure powers - S137 power incorrectly used
-

The following issue(s) have been raised to assist the body. The body is recommended to take action on the following issue(s) to ensure that the body acts within its statutory and regulatory framework.

Internal Auditor's recommendations

What is the issue?

The internal auditor has noted a number of recommendations in the financial systems of the council.

Why has this issue been raised?

The council is exposed to the risks associated with these recommendations.

What do we recommend you do?

The council must implement the recommendations made by the internal auditor to improve the financial systems of the council as soon as possible or in any event before the end of the current financial year.

If the council addresses all the issues raised by the internal auditor the council should improve internal controls which will help to prevent and detect error and fraud and assist the council to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability for Local Councils in Wales, A Practitioners' Guide - OVW/SLCC

Expenditure powers - S137 power incorrectly used

What is the issue?

Payments were made to one or more of the following: a local social, sports or youth club(s) which could have been authorised under S19 of the Local Government (Miscellaneous Provisions) Act 1976, power to provide recreational facilities within and outside of the area.

Why has this issue been raised?

The council incorrectly recorded items as Section 137 payments when other statutory powers existed. A payment cannot be recorded under S137 if another statutory powers exists.

What do we recommend you do?

The council must ensure in future years that it reviews the list of statutory powers available to council to establish if a power exists before relying on S137 to authorise a payment. The statutory power being used to authorise expenditure should be recorded alongside the item to demonstrate the council has properly followed its standing orders and financial regulations.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in Wales - A Practitioners' Guide, OVW/SLCC
One Voice Wales representative, One Voice Wales website - (www.onevoicewales.org.uk)
Audit Briefing, Spring 2010, BDO

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 22 August 2018

P.

P.



HOLYWELL TOWN COUNCIL CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 18TH September 2018

1) Electric Car Charging

Electric Car successfully installed 22nd August – (the 1st town in Flintshire), followed by a positive press release. It is situated in Tesco Car Park after successful funding bid applications which included the Tesco Bags of Help Award. Please see below usage chart which will be regularly updated and fed back to members.

August 2018 Usage Activity Report			
Total Charging Sessions	Total Consumption	Total Charging Time	Total Revenue
1	3.02kw/hrs	1hr	£1.14

Members views sought on how to actively promote scheme to users.

2) Active Travel

During a meeting of the Council Railway working group a site meeting was organised with members, FCC representatives, Hannah Blythyn and Ken Skates. During this site visit, Ken Skates raised the subject of Active Travel and that funding was available to apply for. He suggested that our idea of developing the link between the Dock and the Valley should be explored. A site meeting was held between myself, members, FCC, Sustrans, Greenfield Valley reps where ideas and options explored.

As a result, FCC have been successful with a funding bid of £697k. An initial meeting was held 17th August to explore options with officers, members and FCC representatives. 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 and August.

Usage and comments below received from Ruth Cartwright at FCC.

Week beginning:-

- 30.7.18 - 5 passengers
- 6.8.18 - 3 passengers
- 3.9.18 - 1 passenger

Other than this we have had no passengers. The service has not really been utilised as expected. Feedback from the operator is that the timings are tight and there is a restriction to the access to the street that needs to be resolved.

4) Masterplan

Discussions have taken place between FCC Highways and Regeneration about a proposed masterplan for the town. This process will inform Council's future business planning discussions. A follow up meeting is planned for Weds 17th October and this will be followed by a Masterplan workshop event to held at the leisure Centre on Weds 14th November which will involve key stakeholders across the Holywell community.

5) Metal Mickey Mobile CCTV Unit

Funding secured. After my discussion with the Police and the proposed supplier, the type of equipment has now been agreed. An order has been placed with delivery anticipated end of October. Police to confirm their initial preferred location and advise members of the Police Liaison Group. Once agreed I will liaise with FCC re installation. **Members to be aware that an ongoing cost of approx £250 will be incurred each time the equipment is re-sited.**

6) High Street Museum

Meeting held with perspective occupier and Wales and West representatives. A site visit also arranged. Their initial thoughts are to open with a café, bookshop and tourist information Hub with plans for a museum ongoing. CIC status to be confirmed and works to building to be carried out between the two parties. It is hoped to have lease signed and works carried out etc by beginning of December. Ongoing discussion to take place to monitor progress and a further meeting is scheduled for 19th October.

7) Police Liaison Group Meeting

A positive first meeting was held between myself, members, Police Inspector, Sergeant and PCSO's. Various issues were raised including drugs, drinking in the street, shoplifting, vehicle break in's and youth presence in cemetery etc. Police were aware of many of the issues raised, with issues referred to their tasking team with patrols also alerted and increased. Both parties felt it important to carry on with these meetings and it was agreed to meet bi monthly.

8) Gateway Signage

I have submitted an initial grant application to Cadwyn Clwyd to cover the research and design element of the project. Their panel will meet to discuss application and decide on the 24th October. **If successful 30% match is required from Council** with additional funding to be identified and grant applications made for the manufacture and installation of signs.

9) Youth Council

Poster and application form highlighting Council's intention has been designed (See attached). Schools have been sent details and it is hoped to have a feature in the local press to run alongside various social media campaigns promotion positions available. Members will be informed of any applications received. **If interest shown, members views are sought on recruitment process.**

10) Flagpole

A flagpole and Seafarers flag were sourced and installed in the grounds of the Town Council as requested by members. The flag was flown for a week to commemorate Merchant Navy Day on the 3rd Sept. This has recently been replaced by a Welsh Flag also purchased along with a Union Jack. A Holywell Flag competition for local schools to be organised with schools asked to design a flag with a Destination Holywell theme. **Members views sought on which flags they would like to see flown and when.**

11) New Facebook Site

The Support Officer has set up a new Facebook site due to the existing site being closed down to a breach of terms. No specific details have been received and the decision has been appealed. The followers on the site are in the process of being re-established.

Martin Fearnley
Projects & Development Officer

HOLYWELL TOWN COUNCIL



ARE YOU INTERESTED IN BEING A YOUTH REPRESENTATIVE ON HOLYWELL TOWN COUNCIL ?

DO YOU HAVE AN INTEREST IN GETTING INVOLVED IN LOCAL ISSUES AND GIVING A VOICE TO THE YOUTH OF THE COMMUNITY ?

IF SO...

HOLYWELL TOWN COUNCIL ARE LOOKING TO APPOINT TWO YOUTH REPRESENTATIVES BETWEEN THE AGES OF 16 YRS – 25 YRS OLD TO ATTEND AND ACTIVELY CONTRIBUTE TO DISCUSSIONS AFFECTING YOUNG PEOPLE AND THE LOCAL COMMUNITY.

Please contact Martin Fearnley, Projects and Development Officer on (01352) 711757 for an informal chat and for further information about this exciting opportunity, and to request an application form.

CLOSING DATE FOR APPLICATIONS - MONDAY 8th OCTOBER 2018



Steve Jones
Chief Officer (Streetscene & Transportation)
Prif Swyddog (Gwasanaethau Stryd a Thrafnidiaeth)



10.2



Mr Jason Baker
Bank Place Offices
Holywell
Flintshire
CH8 7TJ

Our Ref Ffm Cyl ST/TTRO.tpca
Date Dyddiad 5 July 2018
Ask for Gofynner am Sam Tulley
Direct Dial Rhif Union 01352 701234
E-mail address: sam.tulley@flintshire.gov.uk

Dear Mr Baker

Re: Road Closures for Events

I am writing to you on behalf of the Flintshire County Council regarding events on the public highway.

Each time the highway is used for an event it is necessary to close it to other users. This process helps to ensure the safety of the event patrons, manages highway users expectations (for example possible delays or diversion routes) and provides a legal framework for the event to occur legitimately.

Please find enclosed a copy of the road closure application form and an events guide. A copy of the risk assessment and proof of public liability insurance will need to be submitted with the completed road closure application six weeks prior to the event.

The need to formalise this process is to ensure that events take place safely and protect the event organisers. Flintshire County Council will continue to support community events free of charge.

Should you have any queries regarding the matter above or wish to discuss any element further, please do not hesitate to contact Sam Tulley, Roadspace Manager, on 01352 7014810, or using the e-mail address above.

Yours Sincerely

// Stephen O Jones
Chief Officer - Streetscene & Transportation

Alltami Depot, Mold Road
Alltami, Mold. CH7 6LG
www.flintshire.gov.uk
Depo Alltami, Ffordd Yr Wyddgrug
Alltami, Yr Wyddgrug
www.siryfflint.gov.uk

Mae'r sbectol hon yn cynnwys cerbydau a cerbydau eraill. Bydd y cerbydau hon yn cael eu hyspwrddu'n ddwyddedd yn eiddo'r hyspwrddu.

Bydd y cerbydau hon yn cael eu hyspwrddu'n ddwyddedd yn eiddo'r hyspwrddu. Bydd y cerbydau hon yn cael eu hyspwrddu'n ddwyddedd yn eiddo'r hyspwrddu.



Town Police Clauses Act 1847 Application for a Temporary Traffic Order

Date of application: _____

Contact Name: _____

Organisation: _____

Telephone: _____

Email: _____

Mobile: _____

Address: _____

Please arrange a Road Closure at: (address) _____

☐ Location plan enclosed showing the affected length and the alternative route (if applicable) clearly marked. Your application will not be accepted if you do not provide a plan.

Date from: _____

Date to: _____

Time from: _____

Time to: _____

Reason for closure: _____

Applications must be received no later than six weeks before the event

10.5

Tŷ Hastings
Llys Ffitalan
Caerdydd
CF24 0BL

E-bost:

cffdl.cymru@cymru.gsi.gov.uk
www.cffdl.llyw.cymru



Comisiwn Ffiniau a
Democratiaeth Leol
Cymru

Local Democracy and
Boundary Commission
For Wales

☎ (029) 2046 4819
Ffacs/Fax (029) 2046 4823

Hastings House
Fitzalan Court
Cardiff
CF24 0BL

E-mail:

ldbc.wales@wales.gsi.gov.uk
www.ldbc.gov.wales

Clerks of the Community and Town Councils in the County of Flintshire

31 August 2018

Dear Sir / Madam

PRESENTATION ON THE REVIEW OF THE ELECTORAL ARRANGEMENTS FOR THE COUNTY OF FLINTSHIRE

I am writing to inform you that the Local Democracy and Boundary Commission will be undertaking a review of the electoral arrangements for the County of Flintshire with a view to considering and formulating proposals for future arrangements.

You should have been contacted by your principal council inviting you to a presentation to be given by the Commission.

Before the commencement of the review, the Commission would like to invite the Chair or a representative of your Town or Community Council to a presentation which will explain the review process and answer any questions that you may have.

A presentation will take place at Flintshire County Council, Shire Hall, Mold, Flintshire, CH7 6NB, on 23 October at 18:00.

I would be grateful if you could give an indication if anyone from your Community / Town Council will be attending.

Yours faithfully

Steve Halsall
Chief Executive

Independent Review Panel on Community and Town Councils in Wales

Outline Findings and Recommendations

Community and Town Councils: What they are

	Finding	Recommendation
1.1	The case has been made to retain Community and Town Councils on the grounds that they can: • provide / commission services • represent and influence • enable others to act • be a communications channel to and from the community. Key features of a Community and Town Council, which other models of community governance do not provide, are that they operate at a very local level and are democratically accountable. This is particularly important in the context of wider Local Government Reform. Because of their nature, their statutory basis is necessary for their role.	We believe a system of Community and Town Councils should be retained. While we felt that there were defects in the current system replacing the model as a whole would be difficult as there is no one alternative solution that would fit across Wales. This does not mean that community councils should continue as they are – we believe there is scope to be radical in how they operate in future.
1.2	All areas should be supported by a Community and Town Council. Unless universal coverage is achieved, if the role envisaged for Community and Town Councils is to be realised there will be areas of unmet need. Every effort should be made to ensure local communities are aware of the benefits of having a Community and Town Council. There are challenges in existing Community and Town Councils regarding attracting an appropriate number of individuals to stand for election so more needs to be done beyond just establishing Community and Town Councils in all areas across Wales.	We are of the view that universal coverage is important and preferable and the foundation of other recommendations. We would expect Welsh Government to make every effort to encourage, promote and support local communities which do not currently have councils to establish them.
1.3	A strength of Community and Town Councils is that they are locally based and have a natural sense of community. We believe it is not for us as a Panel to draw lines on a map, or to propose an arbitrary	We believe there should be a comprehensive review of boundaries of Community and Town Councils without delay to ensure community areas fit the current and future needs of their community and the future role envisaged

	reduction in numbers. It is right that boundaries are relevant and fit for purpose in order to correctly serve the local community. However, some of the present boundaries of Community and Town Councils are no longer right to best serve their communities, for example reflecting recent housing developments. There is a requirement for Local Authorities to regularly review community council arrangements, but that this isn't always fulfilled. We also do not believe that some Community and Town Councils will be sustainable or be able to fulfil the role we envisage for them if they remain as they are. Many Community and Town Councils will need to work together to fulfil the role envisaged in later findings. Some Community and Town Councils may choose to merge to play that role.	for them arising from later findings. Community areas should then be reviewed on a regular basis to make sure they continue to make sense as areas (and needs) change and develop.
1.4	There is significant variation between Community and Town Councils across Wales, not just in function but capacity and capability too. There are different sizes of Community and Town Councils, ranging from the very small 'micro' Community Councils to very large Town Councils. They also operate differently, for example, in terms of the formality of governance. Some Community and Town Councils currently deliver services. Some are purely focussed on representing their community. Each has its value. In the context of this review the main distinguishing factor is whether they are able (have the capacity and capability) to fulfil the role envisaged by us. We are not prescribing an arbitrary threshold for this, either in terms of geography, population or income, though all of these will impact on a councils ability to operate.	We believe that every council should play the same role that we outline elsewhere but have the scope to play that role differently whether they choose to: • Deliver it themselves • Group together to deliver • Commission services from other Community and Town Councils or their Local Authority or Third or Private Sectors. We believe every Community and Town Council should be expected to meet the criteria for exercising the General Power of Competence.
1.5	Community and Town Councils are part of the wider Local Government landscape. It is important for them to work effectively and collectively with Local Authorities.	Positive, meaningful and equal engagement is required between Community and Town Councils and Unitary Authorities.

	Too often these relationships feel forced and Community and Town Councils are seen as 'pests not partners'. Community and Town Councils and Unitary Authorities should be equal partners and are not accountable to each other.	Later recommendations suggest how we believe this is best achieved for the benefit of communities across Wales.
--	--	--

Community and Town Councils: What they do

Finding	Recommendation
2.1 There is a need for greater clarity on the purpose and role of Community and Town Councils, guided by the principle of what can be done <u>better</u> locally. There should be a clear distinction between what a community and town council is responsible for and what the local authority is responsible for. This will provide clarity for the public and drive change. Community and Town Councils should, by and large, be responsible for all 'place based' services and Principal Councils should be responsible for 'people based' or regulatory or strategic services (such as education, social care and environmental health). We have determined that 'place-based' should be any (mainly discretionary) services that helps the social, cultural, economic & environmental, and physical wellbeing of the community which can be linked to a place and can vary from place to place, rather than people based or regulatory services that are more likely to need equitable service across the country. We recognise there will be variations where the margins between the two are not always clear, nevertheless, we feel it provides clearer separation between the role of Community and Town Councils and local authorities.	We expect place based services to become the responsibility of Community and Town Councils. We recognise there will be need for a transition period however we believe this process should start as soon as possible. Universal coverage of local councils with suitable capacity and capability is an implicit requirement of this.
2.2 It is vital for Community and Town Councils to have the ability to do whatever they think is best for their community – above and beyond delivering the place based services described above. Community and Town Councils should have the ability to undertake additional activity which is supplementary and complementary to other 'people' based services provided by the local authority (rather than taking over the role) providing this is based on local want and need. For example, Community and Town Councils have a key role in supporting the implementation	Community and Town Councils have a clear role to improve the well-being of people in their areas and should not be constrained from doing anything they deem required by their community.

	of Social Services and Wellbeing Act by providing basic information and support in their communities. In their role as an enabler of community activity, Community and Town Councils are often an incubator for unique ideas / solutions and this should be supported.	
2.3	Community and Town Councils must have the necessary powers for them to undertake this envisaged role. While it is clear there are some powers missing from the framework of powers available to Community and Town Councils we do not feel it would be prudent to attempt to list and address each of these powers separately, given the scope for any set of powers to become outdated. With the forthcoming introduction of the General Power of Competence, and intention to make this available to councils which meet certain criteria, we believe this will provide the legislative power needed for Community and Town Councils to fulfil the role envisaged for them.	We believe there should be greater clarity on the powers available to community and town councils. We call upon all Community and Town Councils to be working towards meeting the criteria to be able to exercise the General Power of Competence and think it is reasonable to expect them to achieve this within the next three years.
2.4	There is a key role for Community and Town Councils continuing to act as a local voice of the community. Community and Town Councils are not a 'lesser' tier of Local Government but the closest tier to communities. Their local knowledge is crucial and being a local advocate for decisions / advice to other partners (including Local Authorities, Public Services Boards, Welsh Government and other community organisations) is a key role they could and should play. A key function of Community and Town Councils should be as a provider of all types of information for their communities and to become a local hub / play a signposting role. They are ideally placed to be the hub of their community and should be the key mechanism by which information is shared. In relation to the Wellbeing of Future	Community and Town Councils should have a stronger voice in helping to shape their areas. We recommend that an explicit duty to represent is explored to give formal weight to the voice of community and town councils. We also believe that a duty to provide information should be considered. We recommend that while they should not be subject to the full well-being duty all Community and Town Councils should be required to act in line with the Sustainable Development Principle (the five ways of working). We recommend that Community and Town Councils – or a representative of them – should become a statutory invited

	Generations Act, it currently applies in a limited way to community and town councils (with a duty on larger Community and Town Councils to take reasonable steps towards delivering the local well-being plan for their area). If we are to truly benefit future generations, Community and Town Councils play a vital role in improving well-being and this should be recognised. While we know some PSBs have sought representation from community and town councils in their work we are conscious that Community and Town Councils have no formal role on a Public Service Board and believe this should be rectified. To be able to play this role Community and Town Councils need to have the democratic mandate to do so and we come to this later.	participant on all PSBs.
2.5	To be good at the above, Community and Town Councils should play an active role in engaging and consulting their communities. While there are examples of good practice in this area this is not universal and currently Community and Town Councils have no duties in relation to engaging or involving their communities. We believe there should be set standards and principles all Community and Town Councils should follow in terms of Community Engagement.	To enable Community and Town Councils to truly represent their communities, we recommend that Community and Town Councils have a duty to engage and are supported in doing this appropriately. This should be combined with a requirement to set out what they intend to do, and to report on what they have done. Further detail on how we think this could be achieved is in the last theme.

Community and Town Councils: How they do it

	Finding	Recommendation
3.1	Community and Town Councils need the capacity and capability to play the role envisaged. Many do not have this capacity and capability currently. Community and Town Councils fall into two categories, those who can independently fulfil the role envisaged for them and those who cannot. There are a range of different models through which Community and Town Councils could chose to deliver place based services. They could: 1) If they are large enough, chose to deliver services themselves. 2) Commission these services from their Local Authority or another larger Community and Town Council or Third or Private sectors 3) Work together with Community and Town Councils in their area to deliver services. There is a distinction between <i>organising</i> to deliver, and the <i>actual delivery</i>. For example, smaller councils may come together to deliver the role and then choose either direct delivery or to commission it. There also is a distinction between 'self-contained' services which could be delivered discretely by a community council and 'cross border' services where the service or asset may sit within one council area but would be used by surrounding councils.	We do not believe we should prescribe how Community and Town Councils choose to take on this role – they should have the flexibility to determine which delivery model works best for them. To support and encourage Community and Town Councils to work together we believe the Welsh Government should look at mechanisms and incentives to encourage collaboration such as match funding to deliver a joint collaborative project or legal assistance with formal collaborative arrangements. We also believe there should be guidance and support available, including sharing of good practice, to support community and town councils in choosing the best delivery model for them.
3.2	Community and Town Councils need to be professionally supported through qualified and independent staff. The clerk is a key source to advice to a Community and Town Council and it is vital the clerk is properly equipped to play that role both in terms of expertise and time. We have heard that they can be exposed and isolated. There is a current contradiction and conflict where clerks are employed by a Community and Town Councils and a key function of the clerk role, as the proper officer, is to ensure councils	We recommend all clerks must hold a professional qualification and CILCA should be the expected minimum qualification. We believe Welsh Government should contribute to the costs associated with achieving this qualification. We recommend that clerks should be appointed from an approved national list. This can ensure all clerks have the expected accreditation before being employed by a Community and Town

	and councillors operate within their legal powers. We believe that if clerks operated as part of a 'pool' it could provide them with them with peer support as well as offer opportunities to standardise approaches (such as to terms and conditions); provide more scope for flexibility of support across councils; and enable career progression.	Council as well as providing a mechanism for supporting clerks.
3.3	Even with our recommendation above, we know there is still a gap in knowledge in relation to expert advice and support for Community and Town Councils. There is a need, in certain instances, for Community and Town Councils to be able to draw on professional expert advice and support.	We believe there is a need for this advice and support to be provided on a national basis, to ensure consistency, accuracy and efficiency of advice.
3.4	Community and Town Councils have the power to raise precept and shouldn't be reluctant to do so where a clear case has been made through local conversation with their electorate. There are cases where precept, even when increased, would not be sufficient to sustainably fund services. When services are transferred from Local Authorities to Community and Town Councils, there is an expectation that an agreement is found in relation to funding. We know this does not happen and often Community and Town Councils are asked to take on liabilities without support. The presumption should be that where community and town councils take on place based services the funding/income associated with them comes with them. There are many different avenues to explore in relation to additional funding for Community and Town Councils including: • Through existing funding sources (e.g. raising the precept, ability to borrow, power to charge for a discretionary service) • New access to funding sources (e.g. eligibility for grants, power to trade) • Redistribution of funding to local government (e.g. receiving proportions of non-domestic rates and council tax; Community Infrastructure Levy) • Additional funding (e.g. local taxation, direct	Community and Town Councils should be made aware of, and have increased access to, alternative sources of funding. We believe that when Community and Town Councils take on a service or function from a principal authority, that the funding (including capital or reserves) comes with the service. In addition, any place based income generated should be received by the community. We recommend Welsh Government should explore how this can best be achieved.

	funding from Welsh Government)	
3.5	The role of a Community and Town Council councillor is changing. We know many Councillors think of themselves as volunteers, when they are elected members. As elected members, they have to meet the standards expected of them around the Code of Conduct and adhering to the Nolan Principles. Evidence has told us that some councillors are willing to attend regular training, where as some are more reluctant. A lot of evidence and strong views has been received both in favour of, and against party politics. It is not for this Panel to decide whether politics should be involved in this tier of local government. There are many councillors who are 'dual-hatted', both a Community and Town Council Councillor and a Councillor for the principal authority. Again the Panel has heard a lot of evidence and strong views has been received both in favour of dual-hatted members.	We agree with the steps taken by the Independent Remuneration Panel for Wales to reinforce that Councillors are elected members. We believe there should be a clearer description of what the 'ask' of a councillor is in light of the new role for councils we have set out. We recommend that Welsh Government ensures a core package of training is mandatory for all councillors as a requirement for acceptance of office and that this mandatory training is repeated regularly (every election term). This should include: • <i>Code of conduct</i> • <i>Induction (covering role / expectations)</i> • <i>Being an employer</i> • <i>Health and safety</i> • <i>Finance (core basic requirements)</i> • <i>Planning (including the requirements of completing a planning response)</i> We call upon Welsh Government, Community and Town Councils and Councillors themselves to ensure all councillors are fully trained and have a training plan. We believe that whilst having dual-hatted members can help engagement but it can cause conflicts of interest, as well as constraining the democratic pool and causing confusion. For these reasons, we recommend against dual-hatted members and that County Councillors regularly attend Community and Town Councils within their wards (in ex-officio capacity) to ensure engagement.
3.6	It is important that councils are nimble. Full councils should be focusing on strategic decisions and using a committee system to take forward the detail.	We call on Community and Town Councils to be nimble, agile and strategic in the way they serve their community (for instance they should have the ability to issue summons and papers electronically.

	The internal organisation and functions of a Community and Town Council are not always fit for the 21st century. Community and Town Councils should have the flexibility to operate to meet community needs. To enable them to focus on the core business of the council there are opportunities to share 'back office' functions including but not exclusively to HR, Payroll, Finance etc.).	We recommend that all local councils should set out Scheme of Delegation with the aim of achieving faster decision making at a level appropriate to scale and implications of the decision. We believe Community and Town Councils should have the choice and flexibility to operate to suit their community's needs. We recommend Community and Town Councils explore digital mechanisms to aid ways of meeting. We also recommend that Community and Town Councils should look to share back office functions (including but not exclusively to HR, Payroll, Finance etc).
3.7	Community and Town Councils must work closely and have strong relationships with partners in the area to benefit the community. 'Collaborate not compete' In particular, there is a need for a better relationship with LAs. It is important that community councils have access to the right people to speak to.	We recommend that all Local Authorities should have regular partnership forums with Community and Town Councils based on equal partnership in a common goal. There should be meaningful charters, or other ways of formalising the relationship, in place. In addition, Local Authorities should have a dedicated liaison officer for liaising with Community and Town Councils in the region.

Community and Town Councils: How they are held to account

	Finding	Recommendation
4.1	It is important that Community and Town Councils are accountable for their actions – they raise and spend public money and run public services. Democratic accountability is a main feature of their role and this should be strengthened. Ultimately Community and Town Councils are held to account by their public and the ballot box. Not all members of a Community and Town Council are elected, many are co-opted. This calls into question the democratic mandate of the council. There was a noticeable lack of candidates in the 2017 elections. There are significant challenges, as outlined above, in attracting more candidates. We have heard that some Community and Town Councils are consciously avoiding the cost of holding an election by ensuring they have the right number of candidates for seats available.	We believe that elections should be called regardless of whether seats are contested. Consideration should be given to the financial implications of this for councils. To ensure democratic accountability, we recommend that Councillors cannot be co-opted for more than a one consecutive term. To support candidates in standing for election, we recommend Welsh Government explore a free post for Community and Town Councils, allowing election literature to be delivered post free to electors. We recommend that this should be in the form of one item of literature per candidate for each household. We also recommend that Welsh Government support vibrant elections with a national campaign encouraging people to step forward to represent their communities.
4.2	There is a lack of diversity amongst current Community and Town Council councillors, in terms of age as well as gender and BME representation. A Community and Town Council cannot be truly representational unless it reflects the diversity of its community. There is ongoing work to consider decreasing the Voting Age nationally. We would be supportive of this.	We believe more should be done to encourage diversity as part of the national campaign to encourage involvement in elections. We also recommend that if the national voting age is lowered to 16, the age you can become a Community and Town Council Councillor should be lowered to the same age.
4.3	There is a lack of visibility of the work of Community and Town Councils. There is a significant need to increase awareness of their existence and work within their communities, as well as a need to engage with communities when making decisions. Community and Town Councils should all publicise and engage with their communities on	We believe, Community and Town Councils should be legally required to hold at least one public (community/town) meeting per year. We believe that local councils should follow a cycle of engage, plan, undertake and report. We recommend that all Community and

	their work – engagement is a key function and feature of their role. There are good examples of where the community has been engaged in decision making (through annual reports, town meetings etc.), but there are areas where this is lacking and more needs to be done. Community councils should be setting out what they intend to do over the coming year as part of their budget decisions.	Town Councils should provide an information leaflet with their precept notification, setting out what their plans for the year are. Furthermore, all Community and Town Councils should have a duty to report annually explaining what they've achieved over the last year and what they are planning on spending the future year's precept on. We would like to see councillors as well as councils being held to account, by providing summary reports to their electors on what they have achieved. As a minimum, councils should be required to publish their attendance record in the same way as it published their remuneration record. Finally, Community and Town Councils should look to involve their community on an ongoing basis. We recommend Community and Town Councils utilise social media as a key mechanism by which to achieve this.
4.4	Appropriate governance structures need to be in place to hold Community and Town Councils to account. It is important that Community and Town Councils are accountable for the public money they spend and that this is managed well. We believe the current audit regime is proportionate to the amount of money involved.	We believe that the audit regime developed by the Wales Audit Office is proportionate for Community and Town Councils. Despite this, many Community and Town Councils fail audit on basic issue each year. We recommend more support is provided to smaller Community and Town Councils in order to help them fulfil audit requirements.
4.5	A lot of evidence has been received about the conduct of some councillors, not being desirable for an elected member, appropriate behaviour towards staff.	We believe the standard process for complaints about code of conduct is sufficient and this should remain in place. We believe that compliance with the Code of Conduct will be better enforced by the mandatory training mentioned in an earlier recommendation. We recommend that for the protection of other councillors, and of staff and for

		conductive running of the council that current behaviour is considered as being a factor in 'Qualification for Office', in particular current legal orders or sentences relating to unacceptable behaviour.
4.6	There is a lack of powers to formally support, and in a last resort, intervene in a community or town council if it experiences service or corporate failures. This becomes more significant particularly if they are to take more of a place based service delivery role envisaged for them.	There should be some degree of safeguarding measures in place but this responsibility should reside with the Welsh Government as Community and Town Councils are not subservient to Local Authorities. We recommend, the emphasis should be on support, with intervention only as a last resort, and should be proportionate to the services delivered by the Community and Town Council.