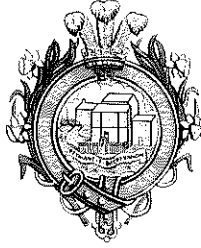


Cyngor Tref Treffynnon Holywell Town Council

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

Tel/Facs: (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

15th November 2018

Dear Councillors,

Notice is given that a meeting of the **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Bank Place, Holywell** on **Tuesday, 20th November 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 Gareth Cust and Sergeant Susan Carrington, 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. MAYOR'S REMARKS

5. MINUTES

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

Holywell Town Council meeting held on Tuesday 16th October 2018;
Special Meeting of Holywell Town Council held on Friday 19th October 2018;
Council Offices & Communications Sub-Committee meeting held on Tuesday 30th October 2018;
Audit Sub-Committee meeting held on Tuesday 6th November 2018.

5.2. Meeting(s) of Sub-Committees

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

6. PLANNING

6.1. Planning Applications

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

7. ACCOUNTS

7.1. Accounts for Payment

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

7.2. Income Received

To receive the attached schedules.

7.3. Bank & Management Accounts

Clerk to provide a position statement for the 2nd quarter.

8. COMMUNITY ENGAGEMENT

8.1. Monthly Report

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

8.2. Community Endeavour Awards 2018

Members to confirm continued support and consider any changes to the awards format. Clerk to hand out the awards paperwork and confirm deadlines.

9. CORRESPONDENCE AND OTHER MATTERS

9.1. Boundary Commission Review

Members to consider a response from the Town Council regarding the Flintshire boundary commission work. See attached letter.

9.2. Holywell High Street Traffic Order

Item from Councillor M. Brooke. Members to consider their position with regard to the pending closure of the High Street on 31st December 2018, following the conclusion of the pilot period for opening it up to traffic. Clerk to provide an update on the latest position.

9.3. Office Valuation

Members had requested the Clerk to investigate costs for an up to date office valuation. See attached letter. Members to approve the commissioning of the valuation.

9.4. Reports/Correspondence Received

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

Ref	Item	Status	Date Circulated
A	OWL Bulletin – Cold Callers	**	11 Oct 2018
B	North Wales Police - Message	**	12 Oct 2018
C	High Street Feedback Packs	**	12 Oct 2018
D	OWL Bulletin - Ladders	**	17 Oct 2018
E	WW1 Commemorative Event Details	**	17 Oct 2018
F	Public Space Order –Holywell Town Centre	**	23 Oct 2018
G	Bus Service Changes	**	23 Oct 2018
H	OWL Bulletin - Arrests	**	24 Oct 2018
I	Gambling Policy Consultation	**	25 Oct 2018
J	OWL Bulletin – Crime Watch News	**	26 Oct 2018
K	FCC – Rights of Way Plan Consultation	**	2 Nov 2018
L	Greenfield Dock Beacon Lighting	**	5 Nov 2018
M	Mr J. Edmondson – Observations Email	**	5 Nov 2018
N	Coffee Bean Art Exhibition	**	6 Nov 2018
O	Further Information – Town of Sanctuary	**	6 Nov 2018
P	Final Itinerary–WW1 Commem. Event	**	7 Nov 2018
Q	Woodland Mgt Works – Greenfield Valley	**	8 Nov 2018

10. POLICY REVIEWS

Members to ratify the latest batch of council policy updates, following their approval by the Audit Sub-Committee:

- Welsh Language Scheme
- Document Retention Policy
- Grievance Policy
- Social Media Policy

11. REPRESENTATIVES' REPORTS

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

12. COUNTY COUNCILLOR REPORTS

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

NOTE:

The official Minutes of meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell-town.gov.uk. Copies are also available at the Council's Bank Place Offices (entrance from the Tesco car park - door 13) during normal office opening hours. Contact telephone number (01352) 711757.

HOLYWELL TOWN COUNCIL**CYNGOR TREF TREFFYNNON**

Minutes of the **Meeting of Holywell Town Council** held in St Winefride's Catholic Primary School, Whitford Street, Holywell on Tuesday, 16 October 2018 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

Councillors: M. Brooke, L.A. Carter, J.M. Johnson, P.A. Johnson, S. Johnson, E.B. Palmer, B. Scragg and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors A. Coleman, K. Davies, P.J. McGarry, M.D. Phelan, K. Roberts and S.E. Wallbanks.

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

58. **DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT**

None.

59. **ST WINEFRIDE'S SCHOOL PRESENTATION**

Members were welcomed to the school by Sian Jones-Evans, Headteacher. There then followed a tour of the school classrooms and facilities, and a very informative presentation on the activities of the school council delivered by pupils Osian Edwards and Osian Lloyd.

RESOLVED:

That the Headteacher and pupils involved be thanked for accommodating the council and delivering a very informative and interesting presentation.

60. **TOURISM PRESENTATION**

Members received a presentation from Jim Jones, Managing Director, North Wales Tourism, outlining a vision for tourism in North Wales and how this can be applied locally to benefit the Holywell community. The presentation covered the promotion of services, products and places and confirmed tourism statistics across the region. Members commented on the need to review white on brown and other signs around and leading into Holywell. Several other matters were also discussed including a tourism video, training

and the benefits of joining the Go North Wales group which was subject to an annual subscription.

RESOLVED:

That Jim Jones be thanked for attending and giving the presentation.

61. MAYOR'S REMARKS

The Mayor attended on Sunday 23rd September the Middlewich Civic Service, which was twinned with Holywell, and received a very warm welcome.

Monday 24th September, the Mayor presented Ysgol Maes y Felin with the trophy for best school as part of this year's Wales in Bloom entry.

Wednesday 26th September, the community meeting at Holywell Leisure Centre was scheduled to take place, but as we did not have the required 150 attendees, the meeting could not go ahead as planned.

Friday 28th September, the Mayor attended McMillan coffee morning in Greenfield, then in the evening also attended Councillor Wallbanks' bingo and between these events over £1,350 was raised.

Thursday 4th October, the Mayor attended the award ceremony given to Doreen Lee who over the last eight years had raised £31,638, for the Domestic Abuse Safety Unit in Flintshire. The Mayor remarked on what a fantastic achievement this was going back a number of years.

On Sunday 11th November at 7.00pm the beacon at Greenfield Dock would be lit to commemorate the 100 years since the end of World War I. Members were asked to arrive by 6.30pm if they wanted to attend. The Mayor reminded all present of the arrangements for Remembrance Sunday, the Mayor would attend the service at St. James Church, Holywell and the Deputy Mayor would attend at Holy Trinity Church, Greenfield.

The Mayor closed by looking forward to the visit of the Great British High Street Award judges on Monday 22nd October and reminded members there was also an event in Tower Gardens as part of the arrangements for the day.

62. MINUTES

62.1. General

RESOLVED:

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

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

63. PLANNING

63.1. Planning Applications

RESOLVED:

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

Application Number	Proposal Details
058931	Demolition off existing single storey structure and replacement with 3 storey apartment building comprising 8 separate apartments. Location: The Church in the Park, Post Office Lane, Holywell. Applicant: Elate Construction Ltd. NO OBJECTION subject to the overcoming of any road/parking infrastructure issues.
058960	Retrospective application for a change of use of ancillary accommodation at rear of 10 Wedgewood Heights, Holywell into a holiday let, with extra parking space. Location: Ty Cosy Rear of 10 Wedgewood Heights, Holywell. Applicant: Mr G. Carrington. NO OBJECTION.
059032	Application for approval of reserved matters following grant of outline planning permission 056263. Location: Land Rear of 2 Bryn Awel, Whitford Street, Holywell. Applicant: Mr J. Bargiel. NO OBJECTION subject to the necessary Highways consents being given.

64. ACCOUNTS

64.1. 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
7097	CHQ	Cambria Band	Attend Mayoral Civic Sunday 2/9/18	100.00	^^
7098	CHQ	Holywell Parish Church	Use of Holy Trinity Church, Civic Sunday 2/9	200.00	^^
7099	CHQ	Tom's Locksmith and Welding	2 x Electric Keys	10.00	^^
7100-7102	ONLINE	Council Staff	Staff Salaries - September 2018	3,870.99	***
7103	ONLINE	HMRC	Staff Paye/Ni Costs - September 2018	1,064.55	***
7104	ONLINE	C.S. Lowry	Travelling Costs - August 2018	4.50	***
7105	ONLINE	J. Baker	Travelling - May-Aug 2018/Keys Cut/Car Park	52.25	***
7106	ONLINE	M.G. Fearnley	Travelling Costs to July 2018	113.40	***
7107	ONLINE	Chris Baglin	Town Crier Duties - 17/9/18	50.00	^^
7108	ONLINE	Event Sound Limited	Stage Services - Well Inn Festival 1/9/18	3,000.00	^^
7109	ONLINE	The Music Mine Studios	PA Sound Services - Well Inn Festival 1/9/18	200.00	^^
7110	ONLINE	Flintshire County Council	Business Rates - Bank Place Offices 2018/19	4,947.25	****
7111	ONLINE	Thomas Fattorini Ltd	Supply Civic Pendant for Deputy Mayoress	670.93	**
7112	ONLINE	Holywell Leisure Centre	Contribution 2018/19 (2 of 3)	6,666.67	^^^
7113	ONLINE	Hampshire Flag Company	Supply Flagpole & Flags - Bank Place Offices	455.46	****
7114	ONLINE	Viking	Stationery/Equipment/Consumables	59.16	****
7115	ONLINE	Delyn Gymnastics	Financial Assistance Grant/Donation Jun18 FC	500.00	^^^
7116	ONLINE	Geoff Evans	Watering of Hanging Baskets to 15/9/18 Pmt 3	500.00	^^

7117	ONLINE	RBL Poppy Appeal	Supply 4 Tommy/Nurse Silhouette Figures	1,000.00	**
7118	DD	NPower	Electric 12-13 Bank Place - 22/5/18-1/8/18	197.69	****
7119	DD	NPower	Electric 14 Bank Place - 22/5/8-1/8/18	43.75	****
7120	DD	Nest	Staff Pension Costs - Sept 2018	92.72	****
7121	DD	Opus Energy	Gas - Bank Place Offices - Aug 2018	18.33	****
7122	DC	Amazon Business	Supply 8x4 Storage Shed	176.94	****
7123	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7124	DC	Tesco	Stationery	12.00	****
7125	DC	Tesco	Card	1.50	****
7126	DC	W Bevan	Supply combination padlock	10.00	****
7127	DC	Newydd Catering	Refreshments - Meeting	11.85	***
TOTAL				24,080.13	

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

64.2. Income Received (1/9/18 - 30/9/18)

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

65. COMMUNITY ENGAGEMENT

65.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including the Christmas lights budget, the youth council appointment process, use of the council offices by the Nat West Community Banker, the condition of High Street buildings and membership of North Wales Tourism.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That approval is given for the utilisation of the £20k budget for the Christmas Lights Switch On event, as per the breakdown provided and including the provision of new lights for Panton place.
- 3) That the Youth Council applicants are invited to a meeting to form a youth forum and appoint a Chair and Vice Chair, who would then act as the two Youth Councillor Representatives and attend meetings of the full Council.
- 4) That Greg Monks, Nat West Community Banker be given approval to use the ground floor community space for meetings on a Wednesday, subject to working around staff availability and other users. Clerk to make the necessary arrangements.
- 5) That Ian Lloyd, Queen Victoria Hotel is signposted to Chris Rees-Jones, Flintshire County Council to direct any queries in relation to the condition of shop frontages.
- 6) That the Projects & Development Officer be given approval to apply for membership of North Wales Tourism in order to build and maintain a focus on tourism in the Holywell community.

66. CORRESPONDENCE AND OTHER MATTERS

66.1. Upgrade to Play Areas 2018/19

Members had previously agreed to participate in this year's scheme. A final determination was required on the chosen play area to benefit from an upgrade this year.

RESOLVED:

That the Clerk advises Richard Roberts, Aura Leisure that the sum of £7k be allocated to improvements at Tan-y-Felin play area, giving a total of £17k for that scheme; that £3k is allocated towards a specific piece of equipment required at the Holway play area.

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

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

RESOLVED:

That Councillor P.A. Johnson be nominated to attend. Clerk to make arrangements.

66.3. Greenfield Valley Trust

Members considered the nomination of three Town Council representatives for the forthcoming partnership meeting at 6.00pm, Monday 12th November 2018.

RESOLVED:

That Councillors M. Brooke, L.A. Carter and K. Roberts be confirmed as the Town Council representatives for this group.

66.4. Dementia Session

Following a request from Helen Jones, Older Peoples Strategy Coordinator, Flintshire County Council, members considered holding a dementia session. The aim of this interactive session was to raise

awareness of how dementia affects a person and what individuals/communities/businesses can do to make a difference.

RESOLVED:

That the Clerk contacts Helen Jones to make the necessary arrangements to hold a dementia session at the Council Offices.

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

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

RESOLVED:

That members send on any comments to the Clerk to collate a response back to the IRPW.

66.6. Reports/Correspondence Received

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

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

67. REPRESENTATIVES' REPORTS

Councillor M. Brooke attended the recent meeting of the Business Group, and provided an update mainly focusing on the High Street Traffic Trial.

Councillor P.A. Johnson attended the Halkyn Mountain Joint Consultative Board meeting and was keen to re-establish links between this group and the Holywell community.

68. COUNTY COUNCILLOR REPORTS

Councillor E.B. Palmer referred to recent budget workshops following the budget settlement information from Welsh Government. Once again the County Council would be faced with an extremely challenging task to balance the budget. Councillor Palmer also provided an update on the speed limit review and stated some temporary measures were being investigated.

Councillor J.M. Johnson provided an update from the Environment Committee on fly tipping and enforcement against containers in fields.

Councillor P.A. Johnson referred to the recent meeting of the Holway Task Group at Holway Community Centre. A very positive start had been made with a number of projects including the playscheme and hunger scheme proving very successful.

RESOLVED:

That the Clerk writes to Hannah Blythyn AM outlining the Council's concerns regarding the budget settlement and referring back to previous correspondence.

69. CLOSE OF MEETING

The Mayor closed the meeting at 8.15pm.

.....
Deputy Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Special Meeting of Holywell Town Council** held in St. Peter's Church, Rosehill, Holywell on Friday, 19 October 2018 at 5.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

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

APOLOGIES FOR ABSENCE were received from Councillors K. Davies & S.E. Wallbanks.

IN ATTENDANCE: J. Baker (Clerk).

70. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

71. HOLYWELL HIGH STREET PEDESTRIANISATION ORDER

The Mayor referred to the letter from Flintshire County Council, that sought the Town Council's position in relation to Holywell High Street.

Members referred to the positive impact of the trial period of opening the street up to traffic. The recent informal consultation exercise including the drop-in session held on 12th October 2018 had clearly indicated that the majority of respondents were in favour of an open High Street.

Members paid tribute and expressed thanks to the County Council, other local councils, the businesses and the public for their support with this process and taking time to express their views one way or the other. It was confirmed the Town Council had managed this process in an open and transparent manner with involvement of the businesses at all stages of the project.

Members stated a permanent scheme should be safe for everybody, be subject to certain weight restrictions and that they would work with the County Council to ensure it works for all groups in the community.

RESOLVED:

- (1) Members voted in favour of the following motion: That the pedestrian zone in Holywell town centre be reviewed to allow free limited waiting parking places on the High Street, therefore making the street accessible to traffic.
- (2) That the Clerk writes to Steve Jones, Chief Officer of Streetscene and Transportation, Flintshire County Council, to confirm members' support for the County Council's endeavours to open up the High Street to traffic on a permanent basis.

72. CLOSE OF MEETING

The Mayor closed the meeting at 5.25pm.

.....

Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Council Offices and Communications Sub-Committee** held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Tuesday 30th October 2018 at 6.00pm.

PRESENT: Councillor M. Brooke (Chair).
Councillors: L.A. Carter and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillors K. Davies, R. Dolphin, P.J. McGarry and S.E. Wallbanks.

IN ATTENDANCE: J. Baker (Clerk).

CO11. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

CO12. OFFICE SECURITY MEASURES

Members considered the additional security measures contained in the Clerk's report. The measures were confirmed as follows:

- Office security risk assessment to be undertaken by external provider.
- Staff should not work alone for long periods and can utilise home working to carry out their work duties.
- The door to the corridor access for council meetings should remain locked during meetings.
- Obtain personal attack alarms for staff and members.
- Following evening council meetings, the clerk should be accompanied by two members/staff when locking up and securing the building.
- Members personal addresses and telephone numbers have been removed from the council's website.
- When external organisations are using the building the doors in the offices should remain closed.
- Camera fixed to intercom system/above door to number 13.
- Panic button installed/radio link to CCTV control room.
- Visitors during council meetings and groups using the ground floor community area to register in a sign in book.
- The office door at the top of the stairs to be changed to a door with a window facility. This could then remain locked as required.

RESOLVED:

- 1) That the security measures listed be supported and implemented as soon as is practical. Clerk to inform staff and make arrangements.
- 2) Where the security measure involves a financial outlay, the Clerk will obtain quotations and report back to the Chair, to consider the budgetary impact.

CO13. COMMUNICATION

Members considered proposals to develop further communication in the following areas:

- i. Newsletter – it was noted that the annual costs for the printing and household circulation of the council’s newsletter 3 times per year was in the region of £3,000. Some savings could be made by allowing adverts but there was some concern that this may take away some space and restricted the amount of community news featured in each edition.
- ii. Social Media – the Clerk explained the benefits of the “boost” feature to target specific posts to different groups of individuals. This feature had been trialled successfully for both the community meeting and Great British High Street event in the town centre. The unit cost of using this feature was circa £40.
- iii. Website – Members considered the current performance and costs associated with the council’s existing website. The Clerk reported that certain features were dated now and in need of review.

RESOLVED:

- 1) That the budget for increased circulation of the newsletter be considered by the Finance Committee in January 2019.
- 2) That members approve the use of the social media “boost” feature as required by the staff for a small number of selected posts through the year.
- 3) That the Clerk arranges to invite website development companies to the next meeting of this sub-committee to hold informal sessions, to determine the appropriate improvement work should the council wish to upgrade the existing website.

CO14. REPAIR & MAINTENANCE

Members considered the next phase of office improvement works, incorporating the Projects & Development Officer's work area and external signage. The Clerk reported some further archive work was required and the signs to the front and side of the building were in need of refurbishment. Members discussed the conversion of part of the PDO office area to facilitate a separate storage area to address the ongoing problem of space for archived files.

RESOLVED:

- 1) That the Clerk obtains a quotation to carry out refurbishment works to the external signage on both the front and side elevations.
- 2) That the Clerk obtains quotations for the redecoration of the PDO office area, and also to convert part of this space to a separate storage area. The increased scope of this work would then require consideration by the Finance Committee in January 2019 for building into next year's budget.

CO15. OTHER MATTERS

CO15.1. Provision of ID Badges

Members discussed the provision of ID Badges, for staff, members, youth councillors and visitors to the building. This would improve corporate identity and assist with office security.

RESOLVED:

That the Clerk proceeds with an order for an appropriate number of ID badges.

CO15.2. Civic Flagpole

Members discussed the annual flag flying programme now that the civic flagpole is in place. There were already a number of flags which could be utilised at certain times during the civic year.

RESOLVED:

That the Clerk produces an annual flag flying programme and manages the scheme as required with the other members of staff.

CO15.3. Christmas Holidays Office Closure

Members discussed the forthcoming Christmas 2018 holiday period and considered the office closure and call out arrangements during this period.

RESOLVED:

- 1) That the offices should close from 4pm Friday 21st December 2018 and re-open Wednesday 2nd January 2019. Staff should book annual leave where required on non-Bank Holiday days during this period.
- 2) That the Clerk purchases a mobile phone to use as an on-call contact number during the Christmas holiday period. Members to then determine the nominated person(s) to be on call. The office answering machine will refer incoming calls to this number if the message is urgent.

CO15.4. Membership of Sub-Committee

The Chair had requested an additional member to be nominated to join this sub-committee group, in an effort to ensure the meeting had a better opportunity to remain quorate.

RESOLVED:

Members to consider nominations at the next meeting of the full council.

CO16. CLOSE OF MEETING

The Chairman closed the meeting at 7.10pm.

.....
Chairman

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 6 November 2018 at 5.30pm.

PRESENT: Councillor E.B. Palmer (Chair).
Councillors: P.A. Johnson and B. Scragg.

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

IN ATTENDANCE: J. Baker (Clerk).

A10. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

A11. BANK RECONCILIATION 2018/19 – QUARTER 2

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

RESOLVED:

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

A12. MANAGEMENT ACCOUNTS 2018/19 – QUARTER 2

Members considered the Income and Expenditure Statement for the period ending 30 September 2018. Members noted expenditure was broadly in line with the budget for the period reported, which would result in balances being maintained at the end of the financial year.

RESOLVED:

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

A13. INTERIM AUDIT OF THE COUNCIL'S ACCOUNTS 2018/19

The Clerk confirmed the arrangements for the forthcoming internal audit, due to take place on Thursday 22nd November 2018. Members noted that the issues arising from the external audit report would be addressed at the interim audit, which would include a review of all outstanding internal audit recommendations to ensure they are recorded as closed out.

A14. COUNCIL POLICY REVIEWS

Members considered draft documents for the next phase of policy reviews and updates as follows:

- Welsh Language Scheme
- Document Retention Policy
- Grievance Policy
- Social Media Policy

RESOLVED:

That all the above policies are approved and published subject to ratification by full council. Clerk to amend footnote to confirm approval by full council and subject to annual review, and also allow for the signature of the Mayor/Chair of the Council.

A15. FUNDING OPTIONS

Members considered funding options for larger projects contained in the current business plan. Members confirmed the tower gardens events area was to be assigned a greater priority. The Clerk provided some sample figures for loan repayment costs which did not have a significant impact on the budget.

RESOLVED:

That the tower gardens project is progressed through the detailed design, consultation and planning stages ahead of securing the required funds, subject to ratification by full council.

A16. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minutes, A17, 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.

A17. STAFFING ISSUES

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

- i. Staff Working Hours – Further information was provided on staff working hours, both for the Clerk’s current workload and the development of the other staff members. There was an ongoing challenge in keeping to contracted hours and a requirement for further research time to be dedicated to grant funding applications aligned to the Council’s business plan.
- ii. Projects and Development Officer – The postholder had offered the provision of a subcontracted service at council managed events for children’s entertainment such as bouncy castles, etc. This was an existing established business run solely by the postholder.

RESOLVED:

- 1) That the Clerk’s hours be increased from 30 to 35 hours per week, to align to the existing workload requirements of the role, subject to ratification by full council.
- 2) That the Projects & Development Officer and Support Officer’s hours be increased from 22 to 25 hours per week, to enable further development of the roles and subject to ratification by full council. In the case of the PDO, a greater emphasis will be placed on researching grant funding opportunities and the extra hours will be through a home working arrangement.
- 3) That the Projects & Development Officer be approved to undertake subcontractor work at events under the following conditions:

- i. The commissioning of this work should not be directly by the postholder.
- ii. At least one other quotation should be sought for the work to demonstrate value for money.
- iii. The postholder cannot act as employee and subcontractor simultaneously. Therefore, the remuneration is either (but not both) of a subcontractor invoice or salary/time off in lieu depending on the role undertaken at the event.

A18. CLOSE OF MEETING

The Chairman closed the meeting at 6.30pm.

.....
Chairman

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
057006	Residential development including 15 no. new housing units and the change of use/conversion of the Hospital Infirmary wing into 14 no. apartments – former Llesty Hospital, Old Chester Road, Holywell, CH8 7SA. Applicant: WW Construction Ltd.
057043	Listed Building Consent - Change of use/conversion of the former Llesty Hospital Infirmary Wing into 14 no. residential apartments - former Llesty Hospital, Old Chester Road, Holywell, CH8 7SA. Applicant: WW Construction.
058975	Construction and operation of a Gas Fuelled Capacity Mechanism Embedded Generation Plant and associated infrastructure - Ty Coch Farm, Greenfield Road, Greenfield, Holywell, CH8 7QU. Applicant: Mr S. Batov.
059019	Retrospective application for the erection of a log cabin - Pygmalion, Crecas Lane, Carmel, Holywell, Flintshire, CH8 8NN. Applicant: Miss J. Elliott.

NOTES:

1. Full details of planning applications may also be viewed on Flintshire County Council's website www.flintshire.gov.uk or by contacting the Clerk.
2. **MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.**
3. Notices of the County Council's planning decisions may be viewed by contacting the Clerk.

SCHEDULE OF ACCOUNTS – OCTOBER 2018

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7128	CHQ	Geoff Evans	Take down Wales in Bloom Basket Displays	250.00	^^
7129	ONLINE	Tadmark Ltd	Supply 1 no. PVC Banner	24.43	^^
7130	ONLINE	Jolora	Website maintenance	1,296.00	^^
7131	ONLINE	Siân Jones Translation Services	Translate Documents	16.50	***
7132	ONLINE	Andrew Stacey	Erect steel storage shed	57.50	****
7133	ONLINE	Delyn Press	2 no. A1 notices - Community Meeting	24.00	***^^
7134	ONLINE	Newsquest Media Group	Community Meeting Advert - Leader	788.16	***^^
7135	ONLINE	Tony Davies Ltd	Construct Flag Pole Base	600.00	****
7136	ONLINE	Philip Jones Computers	ICT Support Costs - Jun to Sep 2018	356.50	****
7137	ONLINE	Viking	Stationery - Community Meeting	61.13	***^^
7138	ONLINE	NWPS Construction Ltd	Exterior Window Repairs /Redec. Bank Place Offices	3,087.62	****
7139-7141	ONLINE	Council Staff	Staff Salaries - October 2018	3,870.79	***
7142	ONLINE	HMRC	Staff Paye/Nl Costs - October 2018	1,064.75	***
7143	ONLINE	West Flintshire Comm. Enterprises	Room Rent - Oct & Nov 2018	100.00	****
7144	ONLINE	Thornccliffe	Site Fencing - Well Inn Festival Stage Area	54.00	^^
7145	ONLINE	M.L. Davies & Son	Reimbursement of 999 Day Vouchers (Replaces 7076)	53.10	^^
7146	ONLINE	Viking	Postages/Paper	27.12	***
7147	ONLINE	Delyn Press	2 no. A1 notices - Drop In Session	24.00	***^^
7148	ONLINE	Viking	Refreshments	23.39	****
7149	ONLINE	UK Vending Ltd	Refreshments - Meeting	12.96	***
7150	ONLINE	UK Vending Ltd	Refreshments - Meeting	12.96	***
7151	ONLINE	The Flag Shop Ltd	Supply of Lest We Forget Poppy Flag	7.99	^^
7152	CHQ	NW Association of Local Councils	3 x lunches for Meeting	48.00	****
7153	CHQ	Hartleys	Winter Bedding Tower Gardens Tiered Planters	170.00	^^
7154	DD	British Telecom	Phone & Broadband Costs - 13/8-10/9	138.19	****
7155	DD	Public Works Loan Board	Loan Repayment - Bank Place Offices	2,607.68	^
7156	DD	Nest	Staff Pension Costs - October 2018	92.72	***
7157	DD	Opus Energy	Gas Charges - Sept 2018	51.26	****

7158	DD	British Telecom	Phone & Broadband Costs - 11/9-10/10	150.39	****
7159	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7160	DC	C.M. Scott Jewellers	Repair Bell	7.50	^^
7161	DC	Facebook Business	Promotional Boost x2	51.00	^^
7162	DC	W Bevan	Cable Ties	3.00	****
7163	DC	Virgin Trains	Off Peak Rail Ticket Flint to	86.90	^^**
7164	DC	Virgin Trains	London - GB High St Awards	86.90	***
7165	DC	Royal Mail	Postages	40.20	***
TOTAL				15,396.83	

Agenda Item No. 7.2.

INCOME RECEIVED – OCTOBER 2018

Date	Debtor Name	Income Details	Amount £
8/10/18	Flintshire County Council	Contribution to Car Charge Point	2,450.00
TOTAL			2,450.00

Powers to Make Payments:

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



HOLLYWELL TOWN COUNCIL CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 20th November 2018

Apologies for slightly less comprehensive report but have just returned from annual leave.

1) Electric Car Charging

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

October 2018 Usage Activity Report			
Total Charging Sessions	Total Consumption	Total Charging Time	Total Revenue
0	0.00kw/hrs	0hr	£0.00

2) Active Travel

A meeting between Town and County Council officers and members was held on Weds 14th Nov. A progressive meeting was held, where Council's compromise regarding extending the proposed works into the industrial park was agreed. A proposed breakdown of phase 1 timescales, costings and detailed programme of works has been requested. Monies for phase 2 and 3 has to be applied for and it is important that members views on these phases are considered.

3) Masterplan

A sub group and follow up meeting between officers and members of both Town and County Council was held on Weds 14th Nov. A follow up meeting to be held early December where terms of reference, project headings and themes will be agreed and adopted by the group.

4) Community Transport

Various meetings have been held over the past couple of months between members and officers from both Town and County Council along with representatives from other Community Councils.

As a result, a new community bus service will be launched on the 2nd January running on a Monday, Thursday and Saturday. This will help pick up some of the routes dropped by the commercial operator alongside some additional routes and runs which have been added i.e. an afternoon service running from within Raine Road to Holywell and the Hospital. Ongoing monitoring will take place with a view to developing the service.

5) Christmas Lights and Activity

Please see attached flyer. There will also be best dressed shop window judged by the winner of last year's competition.

Re: Switch on event. Could any members confirm their availability to help out from 3.00pm on what is the busiest event of the year?

6) Youth Council

4 Applications for the positions have been received. As agreed at last Full Council, a follow up meeting will be held shortly with the applicants to form a youth forum, and agree the Chair/Vice Chair who will act as the 2 nominated Youth Council reps. This process will be supported by myself and Cllr Lynda Carter. Youth councillors to attend December meeting all being well.

7) Gateway Signage Grant Application

I submitted a **£10k match funding** grant application to Cadwyn Clwyd for the below element of the proposed gateway signage project:

- Plot suitable locations
- On site surveys of sign locations (topographic/services tracing)
- Negotiation and meetings with FCC Highways, etc
- To research key elements of the unique history and heritage of Holywell
- Develop a concept, construction and final design with suitable images.
- Script each panel
- Welsh translation
- On completion of research produce visuals and layouts for approval
- Neighbour consultation and planning application

I have been advised that I was successful with the grant application. **Members to consider the £3,000k match funding element.**

Martin Fearnley - Projects & Development Officer

Holywell

Christmas lights switch-on
plus fun fair and lots more

FRIDAY, 30th NOVEMBER, 2018

- | | |
|----------|---|
| 12 noon | Ysbyty Glan Clwyd Hospital Radio playing seasonal music. |
| 4.00p.m. | School choir singing carols. |
| 4.45p.m. | Cambria Band march and singing of the Welsh National Anthem. |
| 5.00p.m. | Switching on of the Christmas lights by children from the towns schools assisted by 'Britain's Got Talent Finalist', Welsh Opera Singer Gruffydd Wyn Roberts. |
| 5.30p.m. | 'Cookie' our well known local DJ with his loyal mascots will be entertaining the crowd. |
| 6.10p.m. | The Elf Experience - sing along and dance with Ellie and Faye, the Elves. |
| 6.30p.m. | 'Stage Gems' Musical Theatre Glee Club and Richard and Adam from 'Britain's Got Talent' will be drawing the evening to a close. |

Also don't miss the chance of meeting Santa on his Float, all the fun of the fair and Christmas Stalls and activities.

Other Christmas Entertainment during December:-

Saturday, 1st and 8th December, 10.00a.m. till 2.00p.m.

Glan Clwyd Hospital Radio playing festive music

Saturday, 15th December, 10.00a.m. **'Fancy Dress Elf Walk Experience' up Greenfield Valley ending with a visit to Santa's Floât**



Holywell
Town Council

Entertainment until 7.15p.m. in a traffic-free town centre, and also on Saturdays during December - Please visit and support our local town's shops and businesses

Programme and timings subject to change.

Tŷ Hastings
Llys Ffittsalan
Caerdydd
CF24 0BL

E-bost:

ymholiadau@ffiniau.cymru
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:

enquiries@boundaries.wales
www.ldbc.gov.wales

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



25 October 2018

Dear Sir / Madam

REVIEW OF THE ELECTORAL ARRANGEMENTS FOR THE COUNTY OF FLINTSHIRE

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

Please find enclosed a copy of my recent letter to the Chief Executive of Flintshire County Council for your information.

The Commission would welcome any comments which you may wish to make. The 12 week consultation period begins on the 1 November 2018 and closes on 23 January 2019, and any representations should be sent to me at the above address. I have also written to those on the attached list.

The Commission will carefully consider any representations made to them before they prepare their Draft Proposals.

Yours faithfully

Steve Halsall
Chief Executive



Comisiwn Ffiniau a
Democratiaeth Leol
Cymru
Local Democracy and
Boundary Commission
For Wales

Hastings House
Fitzalan Court
Cardiff
CF24 0BL

E-mail:

holiadau@ffiniau.cymru
www.cffdl.llyw.cymru

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

enquiries@boundaries.wales
www.ldbc.gov.wales

Mr Colin Everett
Chief Executive
Flintshire County Council
Shire Hall
Mold
Flintshire CH7 6NB

25 October 2018

Dear Mr Everett,

REVIEW OF ELECTORAL ARRANGEMENTS FOR THE COUNTY OF FLINTSHIRE

Following our meeting on 10 October 2018, I am writing to inform you that the Local Democracy and Boundary Commission for Wales are to review the electoral arrangements for the County of Flintshire with a view to considering and formulating proposals for future arrangements.

The review is to be carried out under Section 29 of the Local Government (Democracy) (Wales) Act 2013. In considering the electoral arrangements the Commission shall, as far as is reasonably practicable, comply with the rules set out in Section 30 of the Act. To this end the Commission has published an *Electoral Reviews: Policy and Practice* document setting out how it will conduct a review and the considerations in developing proposals. It also includes the Commission's Council Size Policy and the programme of reviews. This document, along with other information on its reviews, is available on the Commission's website: www.ldbc.gov.wales.

The Commission would welcome your Council's comments on the review before they formulate their Draft Proposals. In particular, they would like you to submit for consideration a scheme or schemes for electoral arrangements based on the existing communities and community wards. The Commission would also appreciate maps drawn to a suitable scale showing the boundaries of the suggested electoral wards.

As you are aware, I have written to your Electoral Registration Officer asking for details of the present electorate in each community and community ward and also details of the electorates of the existing electoral wards. I should be grateful if you could ensure that these details are provided to the Commission as soon as possible.

The Commission would like to give the widest possible publicity to their intention to undertake the review so that they may receive comments and submissions from everyone interested. As a first step, they would be grateful for your assistance in posting notices in locations such as libraries, community centres etc. In anticipation of your co-operation, I enclose 20 notices for this purpose. Please could you let me have a list of places at which they have been posted.

In addition, I have sent a copy of this letter to all those on the attached list (Appendix 1) from whom the Commission would also welcome any comments.

Please provide your initial observations between 1 November 2018 and 23 January 2019 at the latest. After this date the Commission will prepare Draft Proposals for the electoral arrangements for the County of Flintshire. The second stage of the review will start with the publication of these Draft Proposals. This will present a further opportunity for comments and representations to be made. The Commission will then consider these representations and prepare their Final Proposals. These will be published and submitted to the Welsh Government, who may give effect to the proposals either as submitted or with modifications.

I look forward to your Council's participation in the review.

Yours sincerely



Steve Halsall
Chief Executive

82 Willow St., Oswestry, Shropshire SY11 1AL
tel. 01691 659659 fax. 01691 656566
e-mail: oswestry@celtrowlands.com

Also at:
3 Halkyn Street, Holywell, Flintshire CH8 7TX
tel. 01352 716006 fax. 01352 716007
e-mail: holywell@celtrowlands.com

www.celtrowlands.com

25 October 2018

Mr J. Baker,
Holywell Town Council.

Dear Mr Baker,

VALUATION CERTIFICATE IN REPSECT OF HOLYWELL TOWN COUNCIL OFFICES, HOLYWELL.

Thank you for your instructions to provide you with a valuation report which will be prepared in accordance with the enclosed Terms of Engagement. Please read them carefully and if you are satisfied that they accurately reflect your instructions and the scope of the advice you require, then sign the second copy of this letter and return.

Please advise me by return if you have any queries or wish me to explain further on any aspect.

Our fee for carrying out this valuation will be £425 plus VAT.

Looking forward to hearing from you.

Yours sincerely,

S.R.J. Phillips

S.R.J. Phillips, BSc (Hons), MRICS
Celt Rowlands & Co.

Att. Terms of Engagement.

We accept these terms of engagement attached to this letter as an accurate summary of the instructions to provide a valuation.

Signed *S.R.J. Phillips*

Signed _____

For and on behalf of Celt Rowlands & Co.

For and on behalf of Client

Dated *25/10/2018*

Dated _____

TERMS OF ENGAGEMENT

CELT ROWLANDS & CO.

Valuer	Names: S.R. J. Phillips, G. C. Rowlands, D. Jones, R. Daykin-Houlbrook. Qualifications: All are qualified Chartered Surveyors and Registered Valuers. Experience and Expertise: This is wide ranging and involving valuations, agency, landlord and tenant and general professional work UK wide, but specialising in Wales, West Midlands and the North West in the main for commercial property valuations. R. Daykin-Houlbrook undertakes residential valuations within a limited area within North Wales.
Client	Name: <i>Holymwell Town Council</i> Address: <i>Town Council Offices.</i> Tel No. and Email:
Purpose of Valuation	
Property to be Valued	Address of the Property: <i>Holymwell Town Council Offices</i> Interest to be Valued: <i>?</i> Tenancies: <i>?</i> Type of Use of Property: <i>offices.</i>
Basis of Value	(Delete as appropriate. Market Value and Market Rent are included here for ease of reference. If another basis of value is to be used it should be stated with its current IVS definition taken from Red Book VPS 4.2) The following definitions of Basis of Value will be used. They are derived from the International Valuation Standards.
	Market Value: The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. Investment Value (or worth): The value of an asset to the owner, or a prospective owner for individual investment or operational objectives.
	Market Value (or Market Rent) as a fully equipped operational entity: This is for the property as a fully equipped operational entity having regard to trading potential subject to and any agreed or special assumptions which are as follows (special assumptions must be clearly set out): In the case of the subject property, the Market Value (or Market Rent) reported herein reflects that the property as a fully equipped operational entity having regard to trading potential subject to and any agreed or special assumptions which are as follows [special assumptions must be clearly set out]:
	Market Rent: The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction,

	after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. Our assumption of what are 'appropriate lease terms' for this property will be set out in our report.
Valuation Date	Date of report/date of inspection/specific other date. 7
Special Assumptions	(Special assumptions are those things which are not true but will be assumed to be true e.g. vacant possession when the property is in fact occupied, or that planning consent has been obtained or that building works are completed. For further guidance see Red Book VPS 4.3).
Assumptions and Extent of Investigations	We will make the following assumptions and undertakings, unless advised/instructed to the contrary. Structural Condition: We will not carry out a detailed condition survey. The Report and Valuation is not a building or structural survey and our Valuation is undertaken following our cursory inspection on the assumption, if not the fact, that no such defects exist. We are however instructed to comment upon the general state of repair of the property. We will not arrange for any investigation to be carried out to determine whether or not high alumina cement concrete or calcium chloride additives, or any other potentially deleterious material has been used in the construction of the buildings at the various locations, or has been so incorporated and so are therefore unable to report that the property is free from risk in this respect. For the purpose of this Valuation, we will assume that such investigation will not disclose the presence of any such material in any adverse condition. We will not test the service(s) installation(s) at the premises and it is assumed that all services are adequate for the purposes required. No allowance will be made for rights, obligations or liabilities arising under the Defective Premises Act 1972. We will not investigate whether the property complies with the requirement of the Equality Act 2010 and our valuation will be undertaken upon the assumption, if not the fact, that there are no breaches or that compliance can be undertaken without adverse cost implication such as might have an effect upon the valuation figures reported. Ground Conditions and Contamination: We will not undertake any geotechnical survey or investigation of ground conditions. We therefore assume for the purpose of our Valuation that no factors would be found of contaminative or geotechnical nature such as would require that the Valuation be reviewed for any reason. Our valuation will be provided on the assumption that there are no cost implications arising from the existence, or otherwise, of contaminants in the land, such as would give rise to pollution requiring remediation treatment, but that the existence of contamination could reduce any value reported. A Valuation Report is provided upon the basis that no liability is accepted arising as a result of the subject property (or neighbouring properties) being registered under the provisions of the Environmental

	Protection Act 1990 or any other statutory re-enactment or amendment thereof or within any other register or public record in connection with pollution or contamination. We will not make enquiry of the Local Authority nor other Governing Bodies. Flooding: Unless we can ascertain otherwise, we will assume that the property is not affected by flooding. Energy Performance Certificate: In England and Wales the Government has implemented the Energy Performance of Buildings Directive requiring energy performance certificates (EPC) to be made available for all properties, residential and commercial, when bought, sold or rented. We assume that we do not have sight of any EPC for the subject property. From April 2018, legislative changes will make it unlawful to let residential or commercial properties with an EPC rating of F or G (i.e. the lowest two grades of energy efficiency). This applies to new lettings. Existing lettings will need to comply in April 2023. If you require further information on this topic please let us know and we can recommend energy performance surveyors to advise accordingly. This does not apply to property to be sold freehold. Unless instructed otherwise we will assume that there will be no undue cost implications for compliance should it be required. Services: We will assume that the property is connected to mains water, gas, electricity and drainage, unless advised to the contrary. We will not test any of these services and will assume that all are provided in full working order and compliant with all statutory provisions. Tenure and Tenancies: Unless Title Deeds are provided, we will assume that there are not any onerous covenants, easement, third party rights or other such encumbrances affecting the property and will assume that none would be found to exist. We will also assume that good title to the property will be shown. Planning and Statutory Matters: We will assume for the purpose of our Valuation that the property and its value are unaffected by any matters that would be revealed by a local search and replies to the usual enquiries, or any statutory notice, and that neither the property nor its condition, nor its use, nor intended use is or will be unlawful. Rating Assessment: We will seek to establish the Rateable Value for the property, but will not give any warranty either as to its accuracy or whether the assessment is under appeal. Reinstatement Value: Unless specifically requested we will not provide a reinstatement value for buildings insurance and such purposes. Insurance valuation as may be required should be normally from a suitably qualified Quantity Surveyor or similarly qualified person.
Restrictions on Publication and Third Party Liability	We would advise that neither the whole nor any part of a Valuation Certificate, or any reference thereto, may be included in any document, circular or statement, nor published in any way without the prior written

	approval of the form and context in which it may appear. We would further advise that a Report is personal to the Addressee and is provided for the stated purposes and for the sole use of the Addressee. It is confidential to the Addressee and no responsibility whatsoever is accepted to any other person. No liability can be accepted by this practice arising out of any unauthorised disclosure of a Report. "A copy of the report may be provided (on a non-reliance basis) (i) where disclosure is required by applicable law or regulation, by any court of competent jurisdiction or any competent judicial, governmental, supervisory or regulatory body or in respect of legal or arbitration proceedings in connection with this report; (ii) where disclosure is required by the rules of any stock exchange, listing authority or similar body upon which an Addressee's shares or other securities are listed; (iii) to an Addressee's affiliates, officers, directors, employees, auditors and professional advisors in connection with the loan and hedging transactions under the Facility Agreement; (iv) to any financial institution or other entity in connection with the loan and hedging transactions under the Facility Agreement; (v) to any person to whom such Addressee may potentially assign to transfer all or any of its rights and obligations under any documentation relating to or under the Facility Agreement and to the professional advisors of each such person; and (vi) or otherwise with your prior written consent".
RICS Valuation Standards (and departures from those standards)	The Valuation and Report will be prepared in accordance with the RICS Valuation – Professional Standards 2014. OR: In accordance with your instructions in preparing our valuation report we will depart from the mandatory requirements of Red Book in the following regards:
Fee	Our fee will be £425 VAT is applicable. Disbursements: The above fee includes disbursements which will not be charged in addition, or disbursements will be charged and in which case these might include, although the list is not exhaustive: mileage at the rate of £0.50 per mile from our firm's nearest office, cost of internet downloading of any OS plans if sufficiently good quality ones are not provided by the clients. Invoices are payable within 7 days of invoice and we reserve the right to charge interest on any amounts which are unpaid after the expiry of 28 days. This will be charged on a daily basis at the rate of 8% per annum above minimum lending rate. Additionally and in respect of those invoices which are unpaid after the period of 28 days from the date of sending our invoice we reserve the right to recover the full amount of administrative, legal and other costs incurred in obtaining settlement of unpaid invoices. In the event of a dispute as to the amount of the fees, such sum as is not disputed shall be paid forthwith pending resolution of the dispute, irrespective of any set off or counter claim that may be alleged. Any dispute relating to fees is required to be dealt with in accordance with the complaints procedure set out in the RICS Code of Conduct and should, in the first instance, be referred to the firm's internal complaints procedure. A copy of our complaints procedure will be provided on request.

	On those instructions that are protracted by nature, we reserve the right to charge on an interim basis after two months, and further interim bills will be rendered thereafter as is appropriate.
	The firm and valuer are registered with RICS Valuer Registration. Please note that our files may be subject to monitoring under the institution's conduct and disciplinary regulations.
Other Terms of Business	