

**CYNGOR CYMUNED
TRELAWNYD & GWAENYSGOR
COMMUNITY COUNCIL**

Minutes of the **Meeting of Trelawnyd & Gwaenysgor Community Council** held at **Trelawnyd Memorial Village Hall** on Thursday, 9th June 2022 at 7.00pm.

PRESENT: Councillor D.H. Ellis (Chair).

Councillors: A.N. Jones, P. Jones, J.E. Lloyd-Ellis, I. Papworth, A. Richards, and B. Richards.

County Councillors G. Banks and G. Maddison.

APOLOGIES FOR ABSENCE none were received.

IN ATTENDANCE: J. Baker (Clerk).

20. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None were declared.

21. MINUTES & MEETINGS

21.1. Approval of Minutes

RESOLVED:

That the minutes of the following meetings be approved as a correct record.

- Annual Meeting of the Council held on Thursday 12th May 2022.

21.2. Matters Arising

- Co-option notices were completed and circulated.
- The bank mandate paperwork was outstanding and would be brought to the next meeting for signing.
- Code of Conduct training was ongoing. Clerk to check on dates for Cllrs A.N. Jones and P. Jones.
- Nigel Seaburg, Area Co-ordinator, FCC Streetscene would be invited to the next meeting in July 2022.
- Biodiversity Committee meeting to be called in the next couple of weeks before the next Council meeting in July 2022.

22. TRELAWNYD MEMORIAL VILLAGE HALL

The Clerk had sent on the next draft of the lease, which had been updated with the suggestions from the Hall Working Group. The Council considered the lease term which needed to be absolute and could not be on a flexible basis. If a 12 year lease were determined a deed of variation would be required to extend the lease, upon evidence being produced to support capital grant funding applications. There would be an additional cost to the Council if it requested a deed of variation in the region of £250.00-£500.00. The other alternative was to consider a 25 year lease.

Members discussed the 3 months' notice of termination and requested further clarification on whether this clause would affect grant funding applications.

RESOLVED:

- 1) That the lease term be set at 12 years.
Cllr I. Papworth requested that this vote be recorded.

Councillor Name	For	Against	Abstain
D.H. Ellis	✓		
A.N. Jones	✓		
P. Jones	✓		
J.E. Lloyd-Ellis	✓		
I. Papworth		✓	
A. Richards		✓	
B. Richards		✓	

- 2) That the Clerk contacts the Council's Solicitor to query if the 3 months' notice of termination would have a material effect on any future capital grant funding application.

23. CLERK'S REPORT

The Council had received its VAT refund related to the last financial year ended 31st March 2022, in the sum of £739.06, which had been credited to the Council's bank account.

The Clerk's salary was due to move up one further increment from 1st July 2022. This correlated to the agreed terms as set out in the contract of employment.

The Council would need to produce an annual report, as part of its obligations set out in the Local Government and Election (Wales) Act 2021, that covered priorities, activities, and achievements. The Clerk would work on a draft report in the next few weeks, for presenting to Council at the next meeting.

24. COUNTY COUNCILLOR'S REPORTS

Cllr G. Banks confirmed his committee allocations as Planning, Licensing and Audit. Cllr Banks had accompanied the Chair on a community walkabout and reported on the enforcement of the wall in Gwaenysgor. The Housing officers for this area were confirmed as Andrew Higginson and Lindy Brettle.

Cllr G. Maddison explained her background in local government and confirmed her committee allocations as Licensing, Constitution & Democratic Services and Education, Youth & Culture. Cllr Maddison updated members on casework with a social care matter and the footpath by the Crown PH.

25. REPRESENTATIVE / LIAISON COMMITTEE REPORTS

Cllr A.N. Jones had received an enquiry about the John Wynne Trust. This was to be sent on to the Chair for further consideration.

26. PLANNING APPLICATIONS

26.1. New Applications

There were no applications to consider this month.

26.2. Awel y Môr Offshore Wind Farm

Members considered the correspondence received on the wind farms. There was an opportunity for the Council to register an interest for the examination period expected to start around September 2022. Closing date for registration was Wednesday 6th July 2022.

RESOLVED:

That the Clerk registers the Council's interest ahead of the stated deadline.

27. ACCOUNTS FOR PAYMENT

RESOLVED:

That the following schedule of accounts be approved for payment.

SCHEDULE OF ACCOUNTS – MAY 2022

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
188	BACS	Flintshire County Council	Business Rates – TMVH May22	326.00	****
189	BACS	Scottish Power	Streetlight Electric 31/12/21 to 31/3/22	404.50	*#
190	BACS	Quad Fuels	Supply 700L Heating Oil	758.81	****
191	BACS	BHIB Insurance	Annual Insurance 2022/23 (inc. TMVH)	1,735.87	****
192	BACS	J. Baker	Reimbursement of Office Costs	47.16	****
193	BACS	HMRC	PAYE Costs May 22 Clerk & Caretaker	182.20	***
196	BACS	Gwaenysgor Village Hall	Financial Assistance	2,000.00	^^^
			Total	5,454.54	

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- **^^ Local Government Act 1972 S.13
- *^^* Local Government Act 1972 S.34
- **^^* Local Government (Misc. Provisions) Act 1953 S.4
- ^^** Local Government Act 1972 S.173, S.174
- ^^^* Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923
- #### Litter Act 1983 S.5-6
- ***** Local Government & Rating Act 1997 S.31
- *# Parish Councils Act 1957 S.3

28. CORRESPONDENCE

Members noted as received the following correspondence that had been previously circulated by the Clerk.

Ref.	Details	Circulation Date
A	One Voice Wales News & Training Updates	Various
B	Flintshire County Council Updates	Various
C	Rob Roberts MP – Letter of Congratulations to Members	11 th May 2022
D	Notice of Co-option	14 th May 2022
E	Church in Wales – St. Michael’s Church, Trelawnyd	20 th May 2022
F	Welsh Government – Disused Coal Tips	26 th May 2022
G	Cash in the Attic Promo Flyer	26 th May 2022
H	Visit Wales – An End to the Coronavirus Regulations	27 th May 2022

29. VILLAGE ACTIVE TRAVEL PLAN

The Chair handed further survey forms over to Cllr Lloyd-Ellis who would update the summary. The final analysis would be sent on to the County Council for further consideration. The volume and speed check results from the work undertaken by Highways remained outstanding.

RESOLVED:

That the Clerk follows up on the volume and speed check results with the County Council.

30. INTERNAL AUDIT REPORT

The Clerk provided a report on the findings from this year’s internal audit report, which covered the annual return and accounts for the 2021/22 financial year. The Council’s financial systems were found to be adequate for their intended purpose. There were two issues reported as follows:

- 1) *Internal controls for rental income for the village hall should be introduced immediately.* The Clerk suggested a spreadsheet is maintained for this purpose with a cross check to a photograph of the booking diary pages.
- 2) *Staff costs should include taxable benefits paid to staff.* The Clerk reported this affected the home working allowance payment and the accounts had been updated to reflect the advice given.

RESOLVED:

That members endorse the internal audit report and approve the Clerk’s actions to address the issues raised.

31. ANNUAL RETURN ACCOUNTING & GOVERNANCE STATEMENTS 2021/22
FINANCIAL YEAR

The Clerk presented the return to members and explained the entries and assertions in the governance statement. The Council's expenditure had increased due to the Trelawnyd Village Hall falling back under the Council's control, from June 2021. This had resulted in the Council's reserve balances reducing by the financial year end. The requirement to reduce balances had been mentioned previously by the external auditor.

RESOLVED:

That members approve the Annual Return for 2021/22. The Chair duly signed the return on behalf of the Council and the Clerk would arrange its dispatch to the Audit Wales.

32. NATIONAL AUDIT SURVEY ON COMMUNITY RESILIENCE

Members considered the email received and the Council's participation in the survey.

RESOLVED:

That the Vice Chair completes the survey on behalf of the Council.

33. FLVC BEST KEPT COMMUNITIES COMPETITION 2022

Members considered the Council and local community taking part in the competition. There was some concern over the time left to prepare and submit an application, with the closing date being 17th June 2022.

RESOLVED:

That the Clerk sends on the details to Cllr B. Richards to review and determine if an entry for Trelawnyd was possible, prior to the stated deadline. Cllr P. Jones would review an entry for Gwaenysgor Village Green.

34. FORMER CHURCH OF ST. MICHAEL, TRELAWNYD

Members considered the latest email correspondence received from the Church in Wales. Members discussed several issues that included the safekeeping of certain assets held in the Church and requested a further discussion with an officer representing the Church in Wales.

RESOLVED:

That the Clerk contacts the Church in Wales to request a site meeting at the Church as soon as practical.
Councillors D. H. Ellis, I. Papworth, J.E. Lloyd-Ellis, and A.N. Jones to attend and represent the Council.

35. PLAY AREA UPGRADES – MATCH FUND SCHEME 2022/23

Members considered the letter received from Aura Leisure that concerned this year's match funding scheme. It was noted that the play area in Gwaenysgor had been identified as in need of investment. Members had previously granted the sum of £2,500 towards the Trelawnyd play area upgrade, which was due for installation later this month.

RESOLVED:

That the Clerk advise Aura Leisure of the Council's intentions to participate in the match fund scheme this year, and that the sum of £2,500 be allocated towards a suitable scheme for the Gwaenysgor play area.

36. FLINTSHIRE COUNTY COUNCIL STANDARDS COMMITTEE

The Clerk advised on the email received from the County Council, who had requested nominations for the vacant town and community council position on the County Standards Committee.

RESOLVED:

That Councillor I. Papworth be nominated for the vacant position. Clerk to inform the County Council.

37. ATTENDANCE ALLOWANCE POLICY

Members considered the recommendations put forward by the Staffing Sub-Group, which would set the policy to administer and regulate the attendance allowance for the Council.

RESOLVED:

That the following policy be approved:

- 1) The payment for each qualifying event shall be £30.00.
- 2) The qualifying event must take place outside of the Trelawnyd and Gwaenysgor community ward boundaries.

- 3) The qualifying event must be attended physically in person. Events attended remotely by Zoom or other means are excluded from the scheme.
- 4) Training events are excluded from the scheme.
- 5) Site meetings, Council meetings, and meetings with outside bodies would all qualify for the scheme, provided all other conditions are met.

38. APPLICATIONS FOR FINANCIAL ASSISTANCE

Members considered a request for financial assistance from the following organisation:

- St. Kentigern's Hospice.

RESOLVED:

That a donation of £100 be paid directly to St. Kentigern's Hospice. Clerk to make the arrangements and inform the applicant.

39. CO-OPTION TO FILL THE TWO VANCANCIES ON THE COUNCIL

Members considered the three applicants D. Allen, J. Gray, and J. Whiteway for the two vacant positions in the Gwaenysgor Ward. All candidates were proposed and seconded. The Council then followed the best practice procedure for appointments provided by the County Council's Elections Office.

RESOLVED:

That the following appointments be made to the Council:

- D. Allen.
- J. Whiteway.

Clerk to advise the applicants. Declarations of acceptance of office would require signing by the successful applicants prior to the next Council meeting.

40. CLOSE OF MEETING

The Chair closed the meeting at 8.45pm.

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Chair