ACTON COMMUNITY COUNCIL **AGENDA ITEM 8**
REPORT FROM CLERK ON PROCEDURAL MATTERS **20 MAY 2026**

1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCIES IN THE ACTON PARK WARD

The Council now has two casual Councillor vacancies in the Acton Park Ward.

A. VACANCY FOLLOWING THE RESIGNATION OF COUNCILLOR PHILIP LLOYD: Further to Minute 155, April 2026, the Returning officer has advised that following issue of the Notice of Vacancy in the office of Community Councillor dated 16 April 2026, the Returning officer has not received a request to fill the vacancy by election. The Community Council must now arrange to fill the vacancy by co-option.
Section 116 of the Measure introduces a new requirement of public notice where vacancies in Community Council Membership are to be filled by co-option. Section 117 refers to having regard to Guidance about giving notice of co-option by Welsh Ministers.

It is RECOMMENDED that the Council authorise the Clerk to take the necessary steps to fill this vacancy in the Acton Park Ward and arrange to issue the appropriate Public Notices and place it in accordance with Section 116 & 117 of the Local Government (Wales) Measure 2011.

B. VACANCY CREATED BY THE RESIGNATION OF COUNCILLOR BECCA MARTIN: Following the Senedd Elections on 7 May 2026, and her election as a Member of the Senedd, Councillor Martin submitted her resignation in writing to the Chair on 9 May 2026; creating a second casual Councillor vacancy for the Acton Park Ward. The Council must now take the necessary steps to advertise and fill this vacancy in accordance with the requirements of S116 of the Local Government (Wales) Measure 2011.

It is RECOMMENDED that the Clerk be requested to proceed to make the necessary arrangements to fill this casual vacancy for the Acton Park Ward by either Election or Co-option and be authorised to issue the relevant Public Notice(s).

2. ANNUAL ACCOUNTS 2025/26: The Clerk has now arranged for these Accounts to be closed down and has completed the year end bank reconciliation and the spending progress against the 2025/26 budget copies of which are attached at **APPENDIX 1**

It is recommended that the Council receives, considers and if appropriate approves the Annual Accounts for the year ended 31 March 2026

3. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUBCOMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES:

The Council has formal arrangements in place in accordance with the Local Government Act 1972 S101 arrangements for discharge of function by local authorities. The Scheme of Delegation as set out in Appendix 2 to this report formalises the situation.

The COUNCIL IS RECOMMENDED to review and confirm the adopted arrangements as set out in Appendix 2.

4. APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS:

In addition to the existing Committees, this year it has been suggested that the Council appoints a Finance Committee and a suggested Terms of Reference will need to be considered and added to the existing list of Committees etc. Members are reminded that the Council's Statutory Training Plan requires all members of the Council to undergo One Voice Wales Training in respect of the two Finance Modules

It is **RECOMMENDED** that the Council review and consider the appointment of its Committees and two Task and Finish Groups. The current memberships and proposed terms of reference apart from the proposed Finance Committee are **set out in Appendix 3 [together with minimal changes to reflect the present position].**

5. STANDING ORDER NO.5: REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER COUNCIL POLICIES

The Council's adopted Standing Orders and Financial Regulations are published on its website:
Policies and other Documents - Acton Community Council

The Council is **RECOMMENDED to review the documents at least annually**.

The current Standing orders were adopted in October 2023 and the current Financial Regulations were last reviewed in May 2023. One Voice Wales has circulated a refreshed version of Financial Regulations and the Clerk will now update the new document taking into the consideration the new Banking arrangements with Unity Trust Bank and will submit the refreshed version to the Council for adoption at a subsequent meeting.

Elsewhere on this Report in accordance with later Standing orders, there is opportunity to review the Council's other Policies and procedures. A schedule of existing adopted Policies is attached at Appendix 5.

The COUNCIL is RECOMMENDED to review and confirm the existing adopted Standing orders and Financial Regulations are fit for purpose, subject to noting that a review of the Council's Financial Regulations will be considered very shortly.

6. LEGISLATIVE REQUIREMENTS UNDER THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021

A. REVIEW OF ELIGIBILITY AND CRITERIA FOR USE OF THE GENERAL POWER OF COMPETENCE:

The freedom of GPoC is available to local councils that meet three criteria for eligibility set out in The Act 2021:Part 2:s30 that came into force in May 2022 as set out below:

Condition 1: Proportion of elected members: Criteria Not Met

The Council should reflect the democratic views of the community. Local services are best provided within a democratic framework of local accountability. People who use local services should have as much say as possible in the way they are managed and delivered. The condition is for at least two-thirds of members to be elected. This includes those elected at by-elections and those elected unopposed. This means that the minimum number of elected councillors must be a whole number equal to, 9 or higher than, two-thirds of councillors

Condition 2: Relevant clerk qualification: Criteria not met

Any council which exercises the GPoC needs to be sufficiently supported when doing so. The Certificate in Local Council Administration (CiLCA) is widely recognised by the sector as providing a broad knowledge of all aspects of the community council clerk's work, role and responsibilities,

including the law, council procedures, finance, planning and community involvement. In accordance with the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021 ('the 2021 Regulations') which came into force on 5 May 2022, the clerk to the community council must have obtained at least one of the following, at the time, or before the council passes a resolution that it meets the criteria and is an eligible community council:

- The Certificate in Local Council Administration (CiLCA)
- The Certificate of Higher Education in Community Governance
- The Certificate of Higher Education in Community Engagement and Governance
- The Certificate of Higher Education in Local Policy.

Condition 3: Audit opinions: Criteria Met

Principles of transparency, professionalism and public accountability should be followed in all financial procedures of community councils. Adherence to an appropriate audit regime and the production of an annual financial statement should be cornerstones of a council's financial management practices. To meet this condition, the council must have received two unqualified auditor's opinions for two consecutive financial years from the Auditor General for Wales (AGW) – the latest of which must have been received during the 12 months ending on which the community council's resolution is passed. Community councils which have recent qualified audits will not be eligible to exercise the GPoC.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

The COUNCIL'S INSTRUCTIONS ARE REQUESTED

B. ANNUAL REPORT FOR 2026/27

Members are advised that Section 52 of the Local Government and Elections (Wales) Act 2021 requires the Council, as soon as reasonably practicable after the end of each financial year (31 March), to prepare and publish an Annual Report about the Council's priorities, activities and achievements over the previous year. In May 2025 (Minute 8.5.2 refers) Members considered a draft of a combined Annual Report which also referenced the requirements of the Well-being of Future Generations Act (wales) 2015 to demonstrate how the Council's work contributes to the objectives of this legislation given that the Community Council's payments for the last two years and its Precept is above the £200,000 threshold.

The Annual Report for 2025/26 in the spirit of openness and transparency to residents referenced the financial/budget information and sets out key policy objectives alongside a Wellbeing matrix. The 2026/27 Annual Report is still being prepared and will be circulated separately to Members and once approved should be published on the Council's website.

The COUNCIL is RECOMMENDED to APPROVE the Annual Report for 2026/27 once prepared and presented to the Council and to INSTRUCT the Clerk to make arrangements to publish the Approved Annual Report for 2026/27 on the Council's website.

C. REVIEW AND ADOPTION OF THE COUNCIL'S TRAINING PLAN:

The Council's Annual Training Plan is published on the Council's website and can be viewed here: Attached at **Appendix 4** is a copy of the updated list of Training that has taken place during 2025/6.

The COUNCIL is RECOMMENDED to APPROVE the Updated Training Plan for 2025/26 and to INSTRUCT the Clerk to make arrangements to publish the updated Report on the Council's website.

7. APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEES:

The Council's representatives at these Centres were confirmed in May 2025 as follows:

1. **Little Acton Community Centre –** All 3 Little Acton Ward Members, Councillors Bill Baldwin, Kevin Roberts and Andy Gallanders. However it should be noted that in November 2025 the Council signed the lease for this building and the Management Committee arrangements with Wrexham County Borough Council are no longer applicable
2. **Acton Community Resource Centre –** The Council noted in May 2025 that this Management Committee had been disbanded

The COUNCIL is RECOMMENDED to note that both Management Committees are now defunct and these arrangements for representatives no longer apply.

8. COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES

The schedule below sets out details of LEA and Community Governors and their terms of office as at May 2025 for the Acton Community Schools. The Council is awaiting confirmation of any changes and clarification on issues raised at the April 2026 meeting

The COUNCIL is recommended subject to receipt of the above information to review its representatives and note the terms of office to end during the 2026/27Municipal Year.

List of School Governors as at 8 April 2025

School	Current Governors	Position	Term of Office Expiry
Acton CP School	1. Bill Baldwin **2. Phil Lloyd**	Local Authority **Community**	1. 28 June 2027 2. 2 October 2028
Alexandra CP School	1. Becca Martin **2. Holly Hewitt**	Local Authority **Community**	1. 31 October 2025 2. 19 March 2028
Barkers Lane CP School	**Ralph Hardy**	**Community**	18 November 2028
Borras Park CP School	**Tom Pierce**	**Community**	15 October 2028
Llan y Pwll School	1. Becca Martin **2. Andy Gallanders**	Local Authority **Community**	1. 4 July 2025 2. 30 June 2027
Rhosnesni High School	1. Corin Jarvis 2. Anne Evans	Local Authority Local Authority	1. 31 January 2026 2. 31 October 2025

9. REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

A copy of the Asset Register is attached to the Agenda Pack at **APPENDIX 5.**

The COUNCIL'S INSTRUCTION are requested

10. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2025

The Council's three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services ends on 31 May 2028. Reported to the May 2025 meeting were details of the insurance renewal schedule received, the level of cover and other options available to the Council by sector specific Insurance Companies. At the meeting it was agreed to enter again into a three year contract with Zurich Municipal.

The renewal quotation for Year 2 cover from 1 June 2026 has now been received and has been updated to reflect the information contained in the Asset Register referred to Appendix 5. The Clerk is preparing updated insurance requirements to reflect the values in the Asset Register and the new

Insurance requirements for Little Acton Community Centre following signing a 25 year lease on 3 November 2025

The **COUNCIL** is **RECOMMENDED to confirm its arrangements for insurance cover in respect of all insurable risks from 1 June 2026 and subject to adequate cover being provided as outlined abvove and the amended renewal fee being reasonable, The Clerk in consultation with the Chair of the Council authorise the payment of the renwal fee to ensure Insurance cover is continuous** ;

11. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES.

Provision for existing Subscriptions to One Voice Wales, AVOW and SLCC has been made in the Council's Estimates of Income and Expenditure for 2026/27.

It is **RECOMMENDED** that the Clerk arrange to pay the subscription fees as they become due throughout 2026/27 as long as they don't exceed the budget provision

12. REVIEW OF EXISTING POLICIES

The Council is asked to review the 37 Policies that it has previously adopted. A schedule of the existing Policies is attached at Appendix 6 for Members information:

Members are REQUESTED to REVIEW the Schedule of existing policies as set out in Appendix 6 and confirm them or otherwise as appropriate

13. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972

An analysis of the expenditure incurred by the Council during 2025/26 using its powers under S137 of this Act is attached at Appendix 7

The COUNCIL is RECOMMENDED to receive and note the Schedule and that the total sum of £33,634.96 has been included on the relevant additional disclosure section of the Council's Annual Return for 2025/26

14. MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2025/26

To receive and note the Schedule attached at Appendix 8 setting out the record of Members attendance at Council meetings during the 2025/26 Municipal year. Members should note that in accordance with the provisions contained in Section 85 (1), (2) of the Local Government Act 1972 (as amended), an individual Member's attendance at any of the meetings of the Community Council's Committees will count when assessing whether a Member has vacated office by failure to attend meetings.

14. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2025

The Council is required each year under Section 151 of the Local Government (Wales) Measure 2011, and successor legislation as a relevant authority to notify the Democracy and Boundary Commission Cymru and arrange for the publication within the authority area of the remuneration received by its members and co-opted members. This information must be published and provided to the Commission no later than 30 September following the end of the year to which the payments relate. The information to be provided must detail the payments made by community and town councils to named members. The return for 2025/26 is attached at Appendix 9

It is **RECOMMENDED** that in order to comply with the requirements of the Local Government (Wales) Measure 2011, the Council make its formal Declaration for the year ended 31 March 2026 and the schedule attached at **Appendix 9** be confirmed as a summary of the position for Members of the Acton Community Council during 2025/26 and the Schedule should be published on the Council's website and a copy be provided to the Democracy and Boundary Commission Cymru and Audit Wales

15. DAY AND TIME OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES

To consider and confirm whether the Council wishes to continue to hold its monthly meetings generally on the third Wednesday of each month at 6.30pm apart from August when the Council is in recess.
The Staffing Committee and Youth Committee meet quarterly and their meeting dates should be set for them to meet in the Council's Annual Diary.

It is ***RECOMMENDED*** that additional dates to be included in the Meeting Schedule and Timetable for the Staffing Committee and Youth Committee to meet on a quarterly basis. A draft Meeting schedule is attached at Appendix 10 for consideration.

The COUNCIL'S INSTRUCTIONS are requested

16. BANKING FINANCIAL REGULATIONS :BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS ETC

It is **RECOMMENDED** that the Council review the following provisions within the Council's Financial Regulations and refresh the list of persons authorised to sign all cheques and other authorisations for payment on behalf of the Council.

A REGULATION 5- COUNCIL'S BANKING MANDATE,

1. **HSBC BANK**: The current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd, and Kevin Roberts. The mandate requires that any two of the four signatories can sign cheques and authorise other electronic payments.
2. **UNITY TRUST BANK** : The current signatories are Councillors William Baldwin, Trevor Coxon, Andy Gallanders, Ralph Hardy, Philip Lloyd, and Kevin Roberts

B. THE CLERK/RFO'S DELEGATED AUTHORITY TO AUTHORISE THE PAYMENT OF ITEMS
as set out in:-
Financial Regulation 5.6 (to include consent for Contractual Payments).
Financial Regulations 6.7 (direct debit payment for Utility supplies, National Non-Domestic Rates),
Financial Regulation 6.8 (payment of Salaries) and
Financial Regulations 6.9 & 6.10 approval for use of BACS, CHAPS and internet banking transfers (renewable every two years)

Banking Mandate for Payments; Consent for Contractual BACS Payments; Review of Accounts for Earmarked Reserves. In accordance with the Council's Standing Orders and Financial Regulations it is **RECOMMENDED** that the Council gives its consent and approval for the Clerk to make prompt payments where there is a contractual commitment and report such payments to the next meeting of the Council

Carole Roberts, Clerk to the Council
19 May 2026

APPENDIX 1 -AGENDA ITEM 8.2

Circulated with Agenda documents

See Pages 16-30

ACTON COMMUNITY COUNCIL	**APPENDIX 2**
ANNUAL MEETING - 20 MAY 2026	**AGENDA ITEM 8.3**

ACTON COMMUNITY COUNCIL
SCHEME OF DELEGATION
MAY 2026

Originally Adopted in May 2024 and reviewed May 2026

THE POWER TO DELEGATE

The power to delegate functions by Local Councils is set out in the Local Government Act 1972, s101 as follows:

Local Government Act 1972 s 101 arrangements for discharge of function by local authorities:

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a Sub-Committee or an officer of the authority, or (b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made om exercising those functions

(4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applied in relation to the functions of the individual authorities

(5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

The aim of this document is to clarify the manner in which Acton Community Council has delegated its powers and the authority to spend.

DELEGATION TO OFFICERS

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision they report the matter to a Committee or the Council for a decision.

RESPONSIBLE FINANCIAL OFFICER

The Responsible Financial Officer to the Council shall be responsible for the Community Council's accounting procedures in accordance with the Accounts and Audit Regulations (Wales) and the Council's adopted Financial Regulations in force at any given time.

PROPER OFFICER

The Clerk and Responsible Financial Officer shall be the Proper Officer of the Council and as such is specifically authorised to:

- To receive Declarations of Acceptance of Office

- To receive and record notices disclosing personal and prejudicial interests
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To receive copies of by-laws made by the local authority
- To certify copies of by-laws made by the Council
- To sign summonses to attend meeting of the Council
- To arrange insurance

In addition, the Clerk and Responsible Financial Officer has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control
- Day to day supervision and control of any staff employed by the Council
- The day to day administration and oversight for organised events and activities
- Authorisation of routine expenditure with the agreed budget
- Emergency expenditure up to £5,000 outside the agreed budget (Financial Regulation 4.5)
- Matters specifically delegated by the Council or a Committee

COUNCIL

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:

- Approval of the budget (this power cannot be delegated to a Committee of the Council)
- Setting the precept
- Approval of the Annual Return and Audit of Accounts
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from Welsh Government (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Matters of principle or policy
- Appointment of Standing Committees
- Appointing Council representatives to outside bodies
- All other matter which much, by law, be reserved to the full Council

COMMITTEES

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
The Council may at any time, following resolution, revoke any delegated authority.
Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
All Committees are authorised to:

- Elect a Chair from within the Membership of that Committee
- Approve the minutes of the last meeting of the Committee
- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve
- Make recommendations on the budget requirement for the Committee for the coming Financial Year
- Delegate any of their functions to a Sub-Committee or Officer of the Council

TASK AND FINISH GROUPS

Task and Finish Groups may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.

LEGAL FRAMEWORK FOR INDIVIDUAL MEMBERS
A Scheme of Delegation is considered best practice. As set out above, the Council's statutory power to delegate its functions is laid down in Local Government Act (LGA) 1972 s101. This states that power can be delegated to A Committee, Sub-Committee, or Officer of the authority, or to another authority. This is reinforced by Standing Order No.25 Restrictions on Councillor Activities which states that unless duly authorised no Councillor shall:
i inspect any land and or premises which the Council has a right or duty to inspect: or
ii issue orders, instructions or directions.

By virtue of the absence of any provision in s101, Town and Parish Councils, **Powers cannot be delegated to an individual councillor.** However, when acting as the Chair of a meeting, a Councillor has ex officio powers to regulate conduct in the meeting.

ACTON COMMUNITY COUNCIL **APPENDIX 3**
ANNUAL MEETING - 20 MAY 2026 **AGENDA ITEM 8.4**

APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS:

It is **RECOMMENDED** that the Council consider the appointment of the following **four** Committees and **two** Task and Finish Groups. The current memberships and terms of reference are set out below.

1) PLANNING COMMITTEE

Members may wish to consider appointing one member from each Community Ward

Existing Members	**Membership Agreed at Annual Meeting 20 May 2026**
Chair of Council – Ex Officio ***Councillor Kevin Roberts***	
Vice Chair of Council – Ex Officio ***Councillor Ralph Hardy***	
Councillor Salli Edwards	
Councillor Anne Evans	
Councillor Holly Hewitt	
Councillor Corin Jarvis	
Vacancy (following resignation of Cllr P Lloyd)	

Terms of Reference:

To consider and respond to planning applications, planning appeals, any matters related to the development of the Local Plan, including consultations and surveys such as the Open Spaces Survey where there is insufficient time for the full Council to consider such matters.

2) STAFFING COMMITTEE:

Existing Membership	**Membership Agreed at Annual Meeting 20 May 2026**
Chair of Council – Ex Officio Councillor Kevin Roberts (Vice Chair of the Committee)	
Vice Chair of Council – Ex Officio Councillor Ralph Hardy (Chair of the Committee)	
Councillor Trevor Coxon	
Councillor Mike Davies	
Councillor Anne Evans	
Vacancy (following resignation of Cllr B Martin)	

(In the event of a member of the Committee being implicated in any dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee).

TERMS OF REFERENCE:

1). To deal with all staffing matters and carry out the Council's employment duties relating to its Clerk and other staff appointed and **make recommendations to the Council.**

2). The Staffing Committee to have regard to the Civility and Respect Pledge signed by the Council in September 2022 and to the SLCC/OVW Finance and Governance Toolkit for Town and Community Councils issued June 2022 with particular reference to Theme B: ''Leadership and People'' which includes Staff Job Descriptions; the Model Contract of Employment; Performance Monitoring; Appraisal and Rewards for its Employees; Job Evaluation – the duties and requirements the Council requires from Employed Staff; Terms and Conditions of its Employees and that the core Employment Policies are in place (as reviewed yearly at the Annual Council Meeting).
[The Clerk to the Council has been tasked with overall day to day supervision of all other Employees and will bring any significant issues to the attention of the next Staffing Committee]
If any Disciplinary, Grievance or Dignity at Work hearings are necessary; there is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and to appoint an external note-taker.
Note: The Annual Review of the Clerk's performance and development will be undertaken in accordance with the Appraisal Scheme & Performance Review Policy adopted by the Council on 19 July 2024.

3) STAFFING APPEALS COMMITTEE: One independent person together with three members of the Community Council to be selected by the Council as and when required – they must **not** have previously investigated or taken part in the Staffing Committee decision being appealed.

Terms of Reference
The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee together with the adopted Staffing Policies of the Council particularly in respect of Disciplinary and Grievance Arrangements, Disciplinary Policy, Local Resolution Protocol for Community and Town Councils, Anti-bullying and Harassment Policy and Whistleblowing Policy. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

4) YOUTH COMMITTEE:

MEMBERSHIP:

Existing Members	**Membership Agreed at Annual Meeting 20 May 2026**
Chair of Council – Councillor Kevin Roberts Ex Officio (Chair of the Committee)	
Councillor Ralph Hardy Ex-Officio (Vice Chair of the Council)	
Councillor Trevor Coxon	
Councillor Carl Downes (Vice Chair of the Committee)	
Councillor Anne Evans	
Councillor Andy Gallanders	
Councillor Holly Hewitt	
Councillor Corin Jarvis	
Councillor Morgan Peters	

Terms of Reference:

1) To **keep under** review and develop **emerging** options to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;

2) To receive and monitor from existing and any future Service providers, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;

3) To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide Youth Work Projects for 8–18-year-olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.

4) To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.

5) To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 Borras Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its "Play Pledge";

6) In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment (WCBC) namely:-

i- To develop a program of community activities, events, and projects to be carried out in partnership with Wrexham CBC, the Acton Park Seasonal Park Ranger and established Community Groups such as the Friends of Acton Park; and

ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.

7) To receive quarterly updates and monitoring reports on the progress and success of the Acton Play Sufficiency Project from the WCBC Play Development Team.

8) The scope of the Service Level Agreement with the Caia Park Partnership can be extended to encompass any emergency Detached Youth Work in response to any Measures or similar that may be put in place to ensure continued service delivery of the Projects that may have to be held outdoors in accordance with National and Welsh Government advice and guidance and in order to react to any emerging risks in the future.

9) to consider and review parameters to receive and consider applications for funding from Acton Community Youth Organisations/Groups that will enable them to remain viable or provide financial support for special project for a set number of years (Approved by Council in September 2023)

10) To receive presentations from eligible Youth Groups based In the Acton Community each quarter and to approve Grants with longer term funding (subject to annual review) from within the £5,000 budget allocation specifically set for such purposes and as per the Criteria agreed by the Youth Committee on 25 October 2023. [Minute 16 of Youth Committee refers].

The Committee to have power to act when having given consideration and determination to Youth grant applications, it wishes to spend from the £5,000 Youth Grant budget specifically allocated to the Youth Committee.

5) TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE:

Existing Members	**Membership Agreed at Annual Meeting 20 May 2026**
Chair of Council – Ex Officio Councillor Kevin Roberts	
Councillor Bill Baldwin	

Councillor Carl Downes	
Councillor Anne Evans	
Vacancy (following resignation of Cllr P Lloyd)	
Additionally the following Councillors provide advice as and when required	
Councillor Trevor Coxon	
Councillor Andy Gallanders	
Councillor Ralph Hardy	

Terms of Reference:

1. To investigate, collate information and report its findings back to the Community Council about the issues* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself**. [suggest delete this item as Lease was signed on 3 November 2025]**

* For clarification such issues include but are not limited to the cost of replacing the flat roof of the building, the findings of the most recent structural survey, the running costs of the Centre compared to the current contribution being made by the Community Council, estimated legal costs for the asset transfer work and staffing resource implications, experience of other Community Councils in taking over responsibility for a Community Centre.

2. To develop an Action Plan and Business Case to ensure the viability and retention of the Community Centre as an important Community Asset. The Action Plan should reflect the progress that has been made to date; delayed Public Consultation due to the Coronavirus Pandemic and to examine options for the funding of improvements necessary to ensure the longer term financial viability of the Community Centre. **[suggest the Group compares and considerers Room Hire Charges for user group and present a schedule of its recommendations to the Council**

3. The Group to meet at the Little Acton Community Centre and proceed to [**suggest delete these words: conclude the Public Consultation exercise started in the Spring of 2020 and**] a **prepare** Business Case and Action Plan be drawn up as set out above and presented to the Council for consideration in due course.

4. The Group to present its findings and recommendations to the Council

6) TASK AND FINISH GROUP –ACTON COMMUNITY PLAY AREAS:

All Members of the Council are encouraged to take the opportunity to visit all three of the play areas owned by WCBC that are currently funded by the Community Council

Existing Members	**Membership Agreed at Annual Meeting 20 May 2026**
Chair of Council – Ex Officio Councillor Kevin Roberts	
Councillor Sarah Bailey	
Councillor Salli Edwards	
Councillor Andy Gallanders	
Councillor Holly Hewitt	
Vacancy (following resignation of Cllr B Martin)	
Additionally Councillor Ralph Hardy to provide advice /assistance as and when required	

Terms of Reference:

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas funded by Acton Community Council to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements.
2. To consult other inclusive high specification play areas in adjoining Community Areas for their advice.
3. To prepare a report for consideration by the Council in due course on the outcomes of its work and recommendations and options for fully upgrading the three Acton Community Play areas.
4. To meet with and report on discussions with Wrexham CBC officers in connection with the progressing the provision of a new Play area at Acton Park.

End of Committees and Task and Finish Groups list

Carole Roberts, Clerk to the Council
19 May 2026

APPENDIX 4

Agenda item 8.5.3

The Councils Training Plan is appended to its Annual Report which can be viewed by clicking on this link: Training plan . The Training Plan can be found of Page 12 of the online document. An updated schedule of the training that has taken place during 2025/26 is set out below:-

				Members			Representatives		Training Modules identified and Course Dates												Item 8.6.C Appendix 4
			Role	Planning Committee	Staffing Committee	Youth Committee	Acton Resource Centre	Little Acton Centre	Mod. No.	Date	Mod. No.	Date	Mod. No.	Date	Mod. No.	Date	Mod. No.	Date	Mod. No.	Date	Mod. No.
	Carole	Roberts	Clerk																		
	Michelle	Williams	Admin Asst						2	27/10/25											
Acton Central	Corin	Jarvis	Member	Y		Y															
Acton Central	Morgan	Peters	Member			Y			20	12/08/25											
Acton Park			Vacancy																		
Acton Park	Becca	Martin	Member		Y																
Borras Park	Carl	Downes	Member			Y		Y													
Borras Park	Sarah	Bailey	Member						NCI	12/06/25											
Borras Park	Debbie	Wallice	Member																		
Little Acton	Bill	Baldwin	Member					Y													
Little Acton	Kevin	Roberts	Chair	Y	Y	Y	Y	Y													
Little Acton	Andy	Gallanders	Member			Y		Y													
Maesydre	Holly	Hewitt	Member	Y		Y			7	25/06/25											
Maesydre	Salli	Edwards	Member	Y																	
Rhosnesni	Trevor	Coxon	Member		Y	Y															
Rhosnesni	Anne	Evans	Member	Y	Y	Y															
Rhosnesni	Ralph	Hardy	Vice Chair	Y	Y		Y														
Rhosnesni	Mike	Davies	Member		Y																

Appendix 5
Agenda item 8.9

ACTON COMMUNITY COUNCIL - ASSET REGISTER

At 24 April 2026 the following assets were held:

Item	Location	Date acquired	Purchase price	Estimated current value	Insurance Value
					£210,000 rebuild /£ 121,021 Insured Value
Maesydre Power House Building	Central Junction at Plas Gwyn and Glan Garth, Maesydre, Wrexham	17/09/1993	£35,167.00	**£121,021.00**	
LITTLE ACTON COMMUNITY CENTRE	The Green, Little Acton Wrexham LL12 8BH 25 Year repairing lease- building and contents treated as gifted with nominal value of £1	03/11/2026 *	£1.00	**£1.00**	rebuild £320,000
Chairmans Badge of Office /Ribbon Pins & Case	**Clerk's Office**	pre 2009	Not known	**£520.45**	£662.57
Metal 4 Drawer Filing Cabinet					
	Acton Community resource Centre Office (vacated by 31 August 2023)				
Office Equipment			£1,160.59		
Acer Aspire 5750 Laptop;		09/11/2011	*(£830.00)*	**£830.00**	
Epson Stylus Office BX320FW Printer/Copier/Fax (Obsolete ink no longer available)		09/11/2011	*(£330.59)*	**£330.59**	£1,160.59
Metal 4 Drawer Filing Cabinet - gifted to Council by AVOw Sunflowers group	**Little Acton Community Centre -**	30/07/2013	*(£330.59)*	**£330.59**	
DAD009 White Front Loading 41ltr Large Post Box		21/02/2024	£270.00 (net)	**£270.00**	
Bisley Tambour Cupboard Lockable with 4 Shelves steel essentials		21/02/2024	£339.00 (net)	**£339.00**	
Cyclone Outdoor Wall Mounted Notice Board size AO (16xA4 Integrated Retracting Locks		28/02/2025	£818.00 (net)	**£818.00**	
Viewsonic PA700W Projector for Hybrid Meetings	Value of £471.50 so below £500 limit for Asset register entry?	11/06/2025			
4 shelf Lockable Tambour Cupboard	Value of ££351.19 so below limit for Asset Register entry?	03/09/2025			
2 shelf Lockable Bisley 2 door cupboard	Value of £199.99 so below limit for Asset Register entry?	16/01/2026			
Fujitsu Scan Snap IX500 A4 ADF USB 30ppm/60ipmA4 Duplex ADF Touchscreen Wi-Fi	**Clerk Home**	01/07/2019	362.99 (net)	**£362.99**	
Owl Labs Meeting Owl3-360 degree Smart Video Conference Camera Microphone and Speaker x2 (£895 each)	Clerk's &Admin Officer's Homes	14/02/2023	1,790.00	**£1,790.00**	
1 x ASUS VivoBook Intel Core i5-1135G7 8GB ASUS X515J	Clerk Home	01/11/2022	£649.00 (net)	**£649.00**	
1x Peripheral - AOC 16 inch FHD USB-C Powered Portable Monitor		01/11/2022	£179.00 (net)	**£179.00**	
1x Peripheral - Brother DCP-L3510CDW A4 Colour Multi Function Laser Printer		01/11/2022	£485.00 (net)	**£485.00**	£1,465.99
	Admin Assistants Home				
1 x ASUS VivoBook Intel Core i5-1135G7 8GB X515J		01/11/2022	£649.00 (net)	**£649.00**	
1x Peripheral - AOC 16 inch FHD USB-C Powered Portable Monitor		01/11/2022	£179.00 (net)	**£179.00**	
1x Peripheral -BROTHER DCP L2510D		01/11/2022	£269.00 (net)	**£269.00**	£1,097.00
	Total Equipment			**£7,481.17**	
Community Streetscene	The Green, Little Acton LL12 8BH x 1 Lomond Seat	20/02/2018	£704.50 (net)	**£704.50**	£896.89
	Chester Road , Wrexham x 1 Greenan Bin Top Cover Lid 140 ltr	28/11/2018	£625.00 (net)	**£625.00**	£643.75
	Russell Grove Maesydre x2 Lomond Seats@£600 each	28/11/2018	£1,200.00 (net)	**£1,200.00**	£1,527.70
	RWF Memorial Site x1 WW1 Seat @ £625.50	28/11/2018	£625.50 (net)	**£625.50**	£1,680.47
	RWF Memorial Site x1 WW2 Seat @ £695.00	15/01/2019	£695.00 (net)	**£695.00**	£795.67
	Little Acton Shops , Wrexham x 1 Greenan Bin Top Cover Lid 140 ltr	15/03/2023	£864.00 (net)	**£864.00**	£864.00
	Fforddd Garmonydd Play Area, Wrexham x 1 Greenan Bin Top Cover Lid 140 ltr	15/03/2023	£864.00 (net)	**£864.00**	£864.00

	Borras Park Shops: 2x double Hearld Litter Bins with Peaked Lid @£578 each	11/02/2025	£1,156.00	net	£1,156.00	£1,156.00
	Goulbourne Estate Amenity area Litter Bin Hearld Litter Bins with Peaked Lid	13/03/2026	£464.00	net	£464.00	£464.00
	Lake View Amenity Area 1x Greenbanks Notice Board	30/03/2026	£735.00	net	£735.98	£735.00
	St Andrews Crescent Redrow Est 1x Greenbanks Notice Board	30/03/2026	£735.00	net	£735.98	£735.00
	Total Community Streetscene				£8,669.96	£10,362.48
Young People Projects	Riley 6ft 6inch folding Pool Table	10/12/2018	£448.99		£448.99	£571.60
	Carlton Performance 500 Table Tennis Table	10/12/2018	£280.00		£280.00	£356.46
	Total Young People Projects				£728.99	
Annual Report Priorities	Gazebo for Acton park Events: Rhino Hex 55 3x3 Yellow with sides & 4x 15kg Cast Weights	15/04/2025	£544.95	(net)	£544.95	
	Total Annual Report Priorities				£544.95	£928.06
Community Defibrillators (Defib Store 4000 Yellow Polycarbonate with lock & Electrics& 1x Zoll AED Plus Semi Automatic)	Acton Community Resource Centre	19/10/2021	£1,485.84		£1,485.84	
	Little Acton Community Centre	12/11/2021	£1,533.60	(net)	£1,278.00	
	Maesydre Power House	12/11/2021	£1,533.60	(net)	£1,278.00	
	Barkers Lane Community School (inc child pads)	12/11/2021	£1,533.60	(net)	£1,353.00	
	Cunliffe Public House	12/11/2021	£1,533.60	(net)	£1,278.00	
	Vic Fit Gym	18/08/2022	£1,575.84		£1,575.84	
	Spider Park Wrexham (Grant funded)	08/10/2022	£1,575.84		£1,575.84	
	Clerk's Office to be sited in Community - Memorial Hall	24/03/2026	£1,298.20	(net)	£1,298.20	
	Clerk's Office to be sited in Community	26/02/2026	£1,388.20	(net)	£1,388.20	
	Clerk's Office to be sited in Community	26/02/2026	£1,388.20	(net)	£1,388.20	
	Total Community Defibrillators				£13,899.12	£9,418.62
					£152,865.64	

* Full Repairing lease for 25 years with Wrexham County Borough Council

NB: **ASSETS are defined as land, buildings, vehicles, plant and equipment with a value in excess of £500**

Items highlighted yellow are new entries for 2025/26

Signed as an accurate reflection of the Acton Community Council Asset Register

Carole Roberts
Clerk to the Council

Councillor Kevin Roberts
Chair of the Council

Date: 6 May 2026

APPENDIX 6
Agenda item 8.12

REVIEW OF EXISTING POLICIES

A copy of existing adopted Policies will be made available to members separately and this summary details the documents for review together with the following five items previously adopted:

1. The Council's Complaints Procedure (Local Resolution)
2. The Council's Policies, Procedures And Practices In Respect Of Its Obligations Under Freedom Of Information And Data Protection Legislation
3. The Council's Policy For Dealing With The Press/Media
4. The Council's Employment Policies And Procedures
5. The Council's Reserves Policy

ADOPTED JANUARY 2019:
1. Document Retention Policy and Schedule
2. Data Protection and Information Security Policy
3. Privacy Notices – General, Website and Member/Officer
4. Internet, email and social media policy
5. Model Publication Scheme (FOI)
6. Data Breach Notification Policy
7. Subject access policy and template response letters.
8. Member Officer Protocol
9. Grievance Procedure

ADOPTED APRIL 2021
10. Disciplinary and Grievance Arrangements
11. Disciplinary Policy
12. Local Resolution Protocol for Community and Town Councils- Complaints Procedure ADOPTED MARCH 2023
13. Annual Leave Policy
14. Anti-bullying and Harassment Policy
15. Data Protection Policy
16. Equality Diversity Policy
17. Flexible Working Policy
18. Lone Working Policy
19. Maternity Leave and Pay Policy
20. Paternity Leave and Pay Policy
21. Performance Improvement Policy and Procedure
22. Sickness Absence Policy
23. Whistleblowing Policy

ADOPTED JULY 2023
24. Adoption and Paternity Policy
25. Alcohol, Drugs and Substance Misuse Policy
26. Appraisal Scheme & Performance review Policy
27. Health and Safety at Work Policy
28. Recruitment and selection Policy
29. Shared Parental Leave Policy

30. Stress Management Policy
31. Time off in Lieu Policy.

ADDITIONAL POLICY ADOPTED IN MAY 2024
32. Reserves Policy

ACTON COMMUNITY COUNCIL APPENDIX
SUMMARY OF S137 EXPENDITURE DURING THE 2025/26 FINANCIAL YEAR:-

1.Financial Assistance Grants

Organisation	Details	Decision
1. Dance Empire	Grant to assist with the purchase of costumes and equipment for Students' first ever summer showcase.	£500.00
2. Wrexham Dragons Netball Club	Grant to help upskill volunteer coaches by sending them on umpiring and coaching courses.	£500.00
3. St Giles Church Wrexham Flowerfest 25	Donation to support the Flowerfest 25 event which will run from 19 to 21 September 2025. This event aims to raise funds to assist with the upkeep of St Giles Church, Wrexham.	£500.00
4. Northern Steel Netball	Financial support to help cover costs such as court hire, equipment and coaching programs	£200.00
5. Nightingale House Hospice	Grant of £500.00 towards the purchase of 20 x 4 wheeled walkers at a cost of £149.00 per walker	£500.00
6. 1st Acton Rainbows	Grant to continue to provide new experiences for this group of girls both locally and further afield and to be able to enjoy joint activities with other Rainbows, Brownies and Guides from within Wrexham Division and the wider Clwyd County	£750.00
7. Acton Park Community Angling Club	Grant to continue to improve the water quality and oxygen levels in Acton Park lake; seeking financial assistance to purchase further pumps/batteries for the aerator in the middle of the lake.	£500.00
8. Wrexham Concert Band	Grant to support the continuing work of Wrexham Concert Band, City of Wrexham Brass Band and associated Youth Bands.	£500.00
9. Wrexham Walking Football Club	Support through this grant will enable them to pay for insurance and purchase much-needed equipment such as footballs and portable goals.	£500.00
10. Gate Hangs High Bowling Club	Grant for the fees to employ a professional lawn contractor to advise and assist in aerating, scarifying, spiking, seeding and fertilising the green to a standard enabling the Club to remain in Wrexham leagues. Club will also spend on machinery, seed, top dressing and fertilisers to keep the Green in good condition over winter and prepare it for season 2026.	£500.00
11. Eisteddfod yr Urdd Ynys Mon 2026	Financial assistance to aid the running of the local regional, and national rounds of the competitions. To include paying for local and regional adjudicators and accompanists, printing of programmes & building rent. The grant will help children and young people of Acton to connect with the Welsh language and enjoy	£200.00

	the experience of performing and competing at local and regional levels and enjoy a day at the festival site.	
12. The Venture	Funding support to maintain services, in particular the main open access adventure playground and its associated services.	£250.00
13. MS Wrexham CIC	Funding to help support people living with Multiple Sclerosis (MS) in the Wrexham area, including the Acton community. Many of the people they work with struggle to attend social events due to mobility and transport challenges, which can lead to extreme isolation. This grant will help cover the cost of accessible transport, such as taxis or Chariots, and go towards venue hire and refreshments.	£500.00
14. Wrexham City Radio (formerly Wrexham Premier Radio)	Donation to add to the equipment offering in their two Studios and a podcasting suite. They would like to add further additions to their outside broadcast equipment.	£250.00
15. Marie Curie Daffodil Appeal 2026	Grant to support Marie Curie's Hospice at Home nursing service in Acton and the surrounding area (the Hospice at Home team and Companion service)	£1,000.00
16. Acton Park Community Angling Club	Due to ongoing cost pressures, financial assistance with operating costs this year, particularly an increase in the licence cost by nearly 30% together with timber and feed costs increasing by 10-15%.	£1,000.00
17. Wrexham Sounds	Financial Assistance to deliver three, one-hour 'Music and Moments' workshops for older residents aged 60+ living in the Acton ward. The total cost of delivering these sessions is £180 per workshop (£540 total), and Wrexham Sounds will subsidise the remaining costs. 'Music and Moments' is a community programme designed to bring older people together through relaxed, inclusive music activities that support wellbeing and reduce loneliness.	£540.00
18. 1st Acton Rainbows	Financial Assistance in 2026 to provide new challenges and experiences for the girls to participate in as a group with their peers, rather than with their families. The grant will enable them to provide a really full and fun programme for all the girls without asking their families for more money.	£1,000.00
19. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials.	£2810.00
	Total Financial assistance using S137 Powers for 2025/26	**£12,500.00**
2.Other additional spending using Section 137 Powers		
20. Defib Store	2x Zoll CPR-D Padz; 1xZoll Pedi-Padz; 1 x Zoll AED Plus batteries	£459.60
21. Poppy Shop	Purchase of 60 Large Lamp post Poppies	£242.25

22. Poppy Shop	Purchase of 40 Large Lamp post Poppies	£190.00
23. Poppy Shop	20x Replacement Street Lamp Poppies	£100.00
24. Defib Store	2x Cabinets and Zoll AED Plus Semi Automatic Defibrillators and 2x Pedi Pads	£3,139.68
25. Defib Store	1xZoll AED Plus Semi Automatic Defibrillator+ Yellow Lockable Cabinet for Memorial Hall, Wrexham	£1,575.84
Total other spending using S137 Powers during 2025/26		**£5,923.37**

3.Service Level Agreement spending using Section 137 Powers during 2025/26:-

26. Wrexham County Borough Council	Q1 SLA Costs for 2025/26 School Crossing Patrols x3	£4,803.66
27. Wrexham County Borough Council	Q2 SLA Costs for 2025/26 School Crossing Patrols x3	£4,003.05
28. Wrexham County Borough Council	Q3 SLA Costs for 2025/26 School Crossing Patrols x3	£3,202.44
29. Wrexham County Borough Council	Q4 SLA Costs for 2025/26 School Crossing Patrols x2	£3,202.44
Total Service Level Agreement Spending using S137 powers for 2025/26		**£15,211.59**

Note:
The Council notes the limit permitted by Section 137(4) (a) of the Local Government Act 1972. For Parish and Town Councils in England and Wales, an amount of £11.10 per person of the Community Councils' population was permissible for 2025/26. The total number of Acton Community electors at 1 January 2025 was 10,343. These powers enable the Community Council to incur expenditure of up to £114,807.30 in 2025/26 which in their opinion is in the interests of, and will bring direct benefit to their area or any part of it or all or some of its inhabitants. These are a power of last resort and the powers cannot be used to give a Grant or Financial Assistance to any one individual person.

The Council has not resolved to declare itself to be a Competent Council, therefore there is nothing to be included for such spending under Section 137 Powers and limits during 2025/26.

Total Spending using Section 137 Powers in 2025/26 = £33,634.96

~Statement prepared by Mrs C Roberts, Clerk and Responsible Financial Officer on 5 May 2026~

Agenda item 8.14 Appendix 8

ACTON COMMUNITY COUNCIL MEMBERS ATTENDANCE AT COUNCIL MEETINGS during 2025/26

COUNCILLOR	21 May 2025	18 June 2025	16 July 2025	17 September 2025	15 October 2025	19 November 2025	17 December 2025	21 January 2026	18 February 2026	18 March 2026	15 April 2026	TOTALS		
												Actual (to date)	Possible (to date)	% Attendance (to date)
S Bailey	✗	✓	✗	✓	✗	✗	✓	✓	✓	✓	✓	7	11	63.6%
W Baldwin	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	9	11	81.8%
T Coxon	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	10	11	90.9%
M Davies	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓	9	11	81.8%
C Downes Co-opted 21 May 2025		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10	10	100%
Ms S Edwards	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	9	11	81.8%
Mrs A Evans	✓	✗	✗	✓	✗	✓	✓	✓	✓	✓	✓	8	11	72.7%
A Gallanders	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	9	11	81.8%
R Hardy (Vice Chair)	✓	✗	✓	✓	✓	✓	✓	✓	✗	✓	✓	9	11	81.8%
Ms H Hewitt	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	9	11	81.8%
Ms C Jarvis	✓	✗	✓	✓	✓	✗	✓	✓	✗	✓	✓	8	11	72.7%
P Lloyd Resigned 18 March 2026	✓	✗	✓	✓	✓	✗	✗	✗	✓	✓		6	10	60%
Ms B Martin	✓	✓	✗	✓	✓	✓	✓	✗	✗	✓	✓	8	11	72.7%
M Peters Co-opted 16 July 2025				✓	✗	✓	✗	✓	✓	✓	✗	5	8	62.5%
K Roberts (Chair)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	11	11	100%
Mrs D Wallice	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	9	11	81.8%

DECLARATIONS OF INTEREST FOR THE MUNICIPAL YEAR 2025/26

***Community Councillors may also have attended Meetings of the Community Council's Committees where they have membership**
The grey shaded areas above signifies that the Councillor was unable to attend remote meetings due to technological capabilities
The green shaded areas against a particular Councillor's attendance in the table above signifies that a declaration of interest has been made by that Councillor and recorded in the Minutes of that meeting. A copy of the Register of Members Interests is set out below:-

ACTON COMMUNITY COUNCIL

Register of Members' Declarations of Interest made during the MUNICIPAL YEAR 2025/26

MEETING DATE	COUNCILLOR'S NAME	Agenda item and topic	Minute number	Nature of personal interest	Not Prejudicial and took part in discussion	Prejudicial and left the meeting	Prejudicial can claim exemption	Prejudicial but have a dispensation
21 May 2025	**M Davies**	9.1 Wrexham & District CAB Quarterly Report	**9.1**	Member of Board of Wrexham CAB	✓			
18 June 2025	**T Coxon**	14 Planning Application	**28**	Lives in close proximity to this development	✓			
16 July 2025	**T Coxon**	13.1 Planning Application	**41.1**	Lives in close proximity to this development	✓			
17 September 2025	**K Roberts**	9 Financial Assistance	**53**	Member of the Walking Football Club		✓		
17 December 2025	**C Jarvis**	10 Financial Assistance	**100**	Trustee of The Venture		✓		
11 February 2026	**H Hewitt**	Youth Committee 8 Financial Assistance	**27**	Trustee of 1st Rhosnesni Scouts		✓		

***Community Councillors may also have attended Meetings of the Community Council's Committees where they have membership**
The grey shaded areas above signifies that the Councillor was unable to attend remote meetings due to technological capabilities
The green shaded areas against a particular Councillor's attendance in the table above signifies that a declaration of interest has been made by that Councillor and recorded in the Minutes of that meeting. A copy of the Register of Members Interests is set out below:-

STATEMENT OF PAYMENTS MADE TO MEMBERS OF ACTON COMMUNITY COUNCIL

FOR THE FINANCIAL YEAR APRIL 2025 TO MARCH 2026

Council Name ACTON COMMUNITY COUNCIL Local Authority area (County) WREXHAM Date return submitted to DBCC Group - 1 to 5 (state number) 2	Total cost of allowances paid to councillors each in receipt of £156 payment To recognise councillors incur costs to do their role.	Total cost of allowances paid to councillors in receipt of £52 payment To enable members to claim full reimbursement for the cost of their office consumables.	Responsibility Payment Up to £500 to be paid to a maximum of 5 members For their extra work.	Chair or Mayor's Personal Payment This excludes any Civic Budget For their extra work.	Deputy Chair or Mayor's Personal Payment This excludes any Civic Budget For their extra work.	Financial Loss Allowance	Travel and Subsistence expenses	Contribution to Costs of Care and Personal Assistance (CPA) Total reimbursed in the year and NOT payment to each member.	Attendance Allowance	Other	Total number of Councillors declined £156 allowance - for costs incurred in respect of working from home	Total number of Councillors declined £52 allowance - for costs incurred in respect of telephone, broadband etc.
	£1,872.00	**£624.00**	**£0.00**	**£500.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**£0.00**	**4**	**4**

Section 151 of the Local Government Measure 2011, requires Community and Town Councils to publish, within their authority area, the remuneration received by their members by 30 September following the end of the previous financial year. This information must also be sent to the Democracy and Boundary Commission Cymru at remuneration@dbcc.gov.wales by the same date. Nil returns are also required. Please see Annex 4 of the Independent Remuneration Panel for Wales' annual report 2022 to 2023 and Determination 8 of the Panel's annual report 2024 to 2025 for details. A copy of statement to be shared with Audit Wales at info@audit.wales to ensure compliance.

CYNGOR CYMUNED ACTON COMMUNITY COUNCIL

2026 / 2027 Municipal Year Meeting Dates (Subject to confirmation)

All meetings of the Community Council will generally be held on the **third Wednesday** of each month **at 6.30pm *unless shown different below.** The Council will have a recess in August each year**.** The Agenda for each meeting will be available for inspection by contacting the Clerk (contact details below) from three clear working days before the date of the meeting or by looking on the Council's website: www.actoncommunitycouncil.gov.uk

1. COUNCIL MEETING DATES

- 17 June 2026
- 15 July 2026
- August 2025 <No Meeting - Council in recess>
- 16 September 2026
- 21 October 2026
- 18 November 2026
- 16 December 2026
- 20 January 2027
- 17 February 2027
- 17 March 2027
- 21 April 2027
- 19 May 2027 (Annual Meeting)

2. **YOUTH COMMITTEE MEETING DATES**: To be held as a Hybrid meeting on the second Wednesday of each quarter, *apart from July 2026 as follows: -

- 29 July 2026* NB: Brought forward due to the August Recess
- 11 November 2026
- 10 February 2027
- 12 May 2027

3. **STAFFING COMMITTEE MEETING DATES:** To be held as a Hybrid Meeting on the second Wednesday of each quarter as follows:-

- 10 June 2026
- 9 September 2026
- 9 December 2026
- 10 March 2027

All Remote Meetings will be held via Zoom and any hybrid Meetings that may be arranged [in accordance with the Local Government and Elections (Wales) Act 2021] will be held at the Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH. All persons attending any of the above meetings will be recorded.

Carole Roberts

Clerk & Responsible Financial Officer to Acton Community Council
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