

13 April 2016

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held in the Crèche Room at **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB on **TUESDAY next 19 APRIL 2016 at 6:30pm**.

Yours Sincerely

Carole Roberts

Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATION OF INTERESTS:

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

3. CONFIRMATION OF MINUTES:

To confirm the Minutes of the Meeting of the Council held on 16 February 2016 (Copy attached)

4. INFORMATION FROM THE MINUTES:

1. **Minute 129.3: Allotments at Prices Lane:** To consider the attached letter received in response to the representations submitted to Wrexham County Borough Council

2. **Minute 142.1 – Wrexham Local Development Plan (2013-2028) Preferred Strategy Consultation:** To note the Council's response was submitted by 1 April 2016

3. **Minute 142.5 Local Authorities (Model Code of Conduct) (WALES) (Amendment) Order 2016:** Clerk to give an update.

4. **Minute 144.9 – Llangollen International Musical Eisteddfod:** Clerk to give an update.

5. COMMUNITY POLICING MATTERS:

To receive the Monthly Policing and Operations Report from the Acton Community Police Officers.

6. COMMUNITY AGENT INITIATIVE AND VIEWPOINT:

Further to Minute 130.2 February 2016, Members are reminded that Acton Community Council has been asked again to consider having a Community Agent now that the Pilot Scheme is being extended. Initially, Acton Community Council tried to take part in the Pilot Scheme but despite going out to advert, no applications were received for the Pilot Post. In response to the latest invitation, the Community Council has invited one of the pilot Community Agents for their view on the value and success of the Pilot scheme. Ms Dilys Bates who is the Community Agent for Glyn Ceiriog has kindly agreed to attend the meeting to give her views.

Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or
E-Mail: clerk@actoncommunitycouncil.gov.uk with any apologies or requests for further information.

7. KEY ACTON ISSUES: Wrexham CBC Members to report verbally on new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)

8. CONSULTATIONS & OTHER STATUTORY GUIDANCE

1. **Planning Policy Wales Chapter 6:** Email dated 22 March 2016 from the Planning Directorate and One Voice Wales seeking views on proposed changes to Planning Policy Wales Chapter 6, which sets out national planning policy for consideration of the historic environment through the planning system. This [weblink will direct](#) to further information on the consultation, including the relevant documentation and how to submit responses by the consultation closing date of 13 June 2016

2. **Wrexham CBC Local Flood Risk Management Plan Consultation:** Email dated 7 April 2016 from Wrexham County Borough Council inviting the Council to consider and formulate comments and opinions on the draft flood risk management plan and associated objectives, measures and actions. The draft plan document and associated survey questionnaire can be found on the Council’s consultation website via the following link: <http://www.yourvoicewrexham.net> This consultation will close on **Thursday 12th May 2016**.

9. ANNUAL ACCOUNTS 2015/16: To consider and approve the Statement of Accounts for the Year ended 31 March 2016. The accounts will be submitted to the Council’s Internal Auditor on 21 April 2016. (Copy to follow) and to note that the new External Auditor appointed by the Welsh Assembly Government has yet to give notice of the date that they will undertake the Annual Return and Basic Audit.

10. REPORT FROM CLERK: Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.

11. PAYMENT OF ACCOUNTS: To note details of any payments received and authorise any outstanding debtor or other payments.

12. PLANNING APPLICATIONS: To consider any comments the Council may wish to make on applications that have been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address	Proposed Development	Decision
1.P/2016/0206 23 Windermere Road Wrexham	Rear garden room extension to existing bungalow and rear store extension to existing garage	
2.P/2016/0268 2 Richmond Road Acton Wrexham	Erection of fence (to replace existing hedge) (partly in retrospect)	
3.P/2016/0271 – Borras Park Infant School, Borras Park Road, Wrexham	Single storey extension to provide teaching space and storage	
P/2016/0277 43 Elm Grove, Wrexham	First Floor side extension over existing garage and single storey rear extension	
P/2016/0280 11 Wellswood Road Wrexham	New pitched roof, porch extension installation of bay window and internal alterations	
P/2016/0285 87 Jeffreys Road Wrexham	Two storey side extension and alterations to existing entrance porch/garage	

P/2016/0313 10 Windermere Road Wrexham	Change of use to house in multiple occupation for 11 no occupants (an increase from 6 occupants)	
P/2016/0337 Former Ebeneser Chapel 2 Chester Street Wrexham	Demolition Of Former Chapel, Erection Of 23 No. Apartments Over Four Floors With Associated Parking, External Works And Access	
P/2016/0342 - Public Convenience Wrexham Maelor Borough Council Car Park Bodhyfryd Wrexham:	Notification of demolition works	

**the plans and documents for planning applications can be viewed online [by clicking here](#) and selecting the Community of Acton for the search. The Clerk to the Council requests an extension of the 21 day consultation period where appropriate.*

Minutes of a Meeting of Acton Community Council held on Tuesday 15 March 2016 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	L Closs	(Chair)	Councillor	W Baldwin	(Vice Chair)
"	E Boylin *		"	Mrs C O'Toole	
"	Mrs A Evans		"	G Pearce *	
"	R Hardy		"	T Pierce	
"	J A Kelly		"	J Richards	
"	P Lloyd		"	K Roberts *	
"	G Lowe		"	Mrs B Smith *	
"	Mrs A O'Neill		"	Mrs S Stanford	

* Absent

Also Present:

PC Kerry Evans and PCSO John Richards , North Wales Police

Fred Czulowski, Julie Francis and Howard Jones, Wrexham county Borough Council

Mrs Carole Roberts, Clerk to the Council

135 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Edmund Boylin, Gareth Pearce, Kevin Roberts and Mrs Barbara Smith.

136 DECLARATION OF INTERESTS

Councillor Carole O'Toole declared a personal and prejudicial interest in respect of Agenda Item 8.8: Annual Report February 2016 Independent Remuneration Panel.

The Clerk to the Council advised that she had a personal interest in respect of Agenda Item 10.10: Application for Financial Assistance from K2 Explorer Scout Unit – Rhosnesni.

There were no other Declarations of Interest made at this stage of the proceedings.

137 CONFIRMATION OF MINUTES

The Minutes of the Meeting of the Council held on 16 February 2016 were received.

RESOLVED – that the Minutes of the meeting of the Community Council held on 16 February 2016 be received and confirmed as a correct record.

138 INFORMATION FROM THE MINUTES:

1. **Minute 124.1 Lower Park Farm Cooperative – Anaerobic Digester plant:** it was noted that the Council's website had been updated with this item in its news section.
2. **Minute 126 Dementia Friendly Communities:** The Clerk reported receipt of the notes from the first Steering Group Meeting on 7 March 2016 and volunteers were now being sought to become members of the Steering Group.
3. **Minute 128 Procedural matters Appointment of Internal Auditor:** It was noted that the letter of appointment had been sent to JDH Business Services Limited
4. **Minute 129.1 Environmental Day for Maesydre:** It was noted that the cost of hiring the skip will be £160.

RESOLVED - that the monies to pay this £160 contribution from the 2015/16 Streetscene budget be carried forward to 2016/17.

5. **Minute 129.2 – Honouring Our Veterans Preserving their Memories:** A photo-call and press release will be shared with the local media on Monday 21 March 2016, at the Guildhall. No members of the Council were available to attend the photo-call, details of which were noted.
6. **Minute 130.2 – Community Agent:** It was noted that enquiries had been made to ascertain if any of the Pilot Community Agents were available to attend and speak to the Council. A response was awaited.
7. **Minute 132 – Application for grant of a premises Licence under the Licensing Act 2003 – Grove Guesthouse 36 Chester Road Wrexham:** The Clerk reported receipt of confirmation that this application would be heard by the Licensing Committee and if granted the permission would be for Guest House residents only.

139 COMMUNITY POLICING MATTERS

The Chair welcomed PC Kerry Evans who was in attendance. She introduced PCSO John Richards who will be working in the Maesydre Ward of the Acton Community. PC Evans gave a short update on the Monthly crime figures and other activities of the Police in the Acton Community area. PC Evans indicated that she intended in future months to circulate this information to the Clerk to the Council in advance of the meeting so that Members will have time to read it and ask questions at the Council meeting. In particular the following matters were highlighted:

- The monthly report tabled at the meeting had been aligned to the calendar month and the report submitted was for the Month of February 2016 and indicated a quite large reduction in the incidence of crimes during the month;
- Speeding priority – extra patrols have been put in place in areas where Councillors have highlighted incidences of excess speed;
- Burglary other than Dwelling – work was continuing and target hardening equipment was being issued; and
- Cold Calling – this Operation was ongoing through the delivery of cold calling packs, advice and reassurance to residents in the Borrass area. The recent visits had also enabled Officers to carry out home security checks.

Members then raised concerns about the ability of older residents to access the online OWL warning System and asked if there were other means of alerting them and encouraging newspapers to print the warnings.

Members thanked PC Evans and her team for the encouraging work undertaken and for a job well done in extending the message that crime doesn't pay and the resulting benefits for the good of the whole Community.

RESOLVED- that PC Evans' update report be received and noted.

140 ACCOMMODATION FOR TENANTS WITH CHALLENGING BEHAVIOUR

Further to Minute 62 October 2015, the Chair welcomed Fred Czulowski, Julie Francis, Housing Tenancies Manager, and Howard Jones, Tenancy Enforcement Officer from Wrexham County Borough Council who were attending the meeting to discuss the issue of housing difficult and anti-social individuals in areas accommodating a high proportion of elderly and vulnerable residents and to enable Wrexham County Borough Council to provide its view and response to this sensitive and far from straightforward issue.

Members discussed the general issue of ensuring the wellbeing of existing tenants in a community whilst addressing the housing needs of persons with challenging behaviour. It was noted that the Tenancy Enforcement Team workload was difficult but they did seek to be helpful in dealing with difficult and challenging tenants. The use of the Tenancy Agreement process was also referred to by officers as a means to prevent disruptive new residents from becoming secure tenants. An explanation was also given of the constraints and statutory obligations when allocating vacant properties to those on the Housing Waiting list and prejudging applicants. Members indicated there was demand by for first floor flats by older people. Whilst it was possible to make a specific allocation of properties for persons over 50, this is a short term solution. Members sought information on the Risk assessments made before allocating a property. They noted the high demand by single persons for one bedroom properties exceeded the

supply. Wrexham CBC was under an obligation to house single and vulnerable persons through the homeless route. Officers also recognised the need to balance the needs of older persons with those of the younger generation so that they are not excluded. The Officers undertook to consider the concerns now expressed when reviewing the mix and designation of Council Properties to older people.

RESOLVED - that the Officers be thanked for their attendance and listening to the concerns of the Community Council.

141 KEY ACTON ISSUES

There were no new matters to report on recently considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):

142 CONSULTATIONS & OTHER STATUTORY GUIDANCE FROM THE WELSH GOVERNMENT

1. **Wrexham Local Development Plan (2013-2028) – Preferred Strategy Consultation 12 February to 1 April 2016:** Further to Minute 130.6, February 2016, the Strategy Documents relating to the Acton Community and adjoining land were received and considered. Members proceeded to determine the views that the Council wishes to submit on the following 23 candidate site summaries by 1 April 2016:

1. WRO7CS - Part of Tyn Twll Farm Holt Road Wrexham
2. WRO8CS Part of Tyn Twll Farm Holt Road Wrexham (Summary sheet refers to land at Barkers Lane in the Holt Ward)
3. WRO9CS - Part of Tyn Twll Farm Holt Road Wrexham
4. WR10CS - Part of Tyn Twll Farm Holt Road Wrexham
5. WR11CS - Land Adjoining Fairways, Off Holt Road Wrexham
6. WR14CS - Land to east of Dean Road and north of Holt Road Wrexham
7. WR16CS - Rhosnesni and Llwyn Knottia Farm Cefn Road Wrexham
8. WR17CS – Wrexham Police Station Bodhyfryd Wrexham
9. WR18CS – Land north of Holt Road Wrexham
10. WR19CS – Land west of Cefn Road and south of Llanypwll Roundabout, Wrexham
11. WR28CS – Erlas Centre, Bryn Estyn Road, Wrexham
12. WXT007UCS – North of Glan-y-Giber
13. WXT009UCS – Box Lane/Chester Road, Wrexham
14. WXT010UCS –The Four Dogs Pub, Box Lane, Little Acton Wrexham
15. WXT011UCS – Acton Park Junior School
16. WXT012UCS – Land off Herbert Jennings Avenue,
17. WXT013UCS – Tapley Avenue
18. WXT014UCS – Gate Hangs High Public House, Wrexham
19. WXT015UCS – The Groves, Wrexham
20. WXT016UCS – Corner of Maesydre and Park Avenue
21. WXT017UCS – Holt Road, Wrexham
22. WXT018UCS – Land to rear Hinsley Drive Goulbourne (Map for this site is wrong)
23. WXT072NUCS – Acton Park Community Centre

During the debate reference was made to the Consultation process and the lack of an exhibition venue for Acton residents to discuss the proposals for the large scale re-designation to the east of Wrexham of agricultural/ grazing land for residential and mixed use. The proposals for redevelopment of open green spaces in what is already a densely populated community was strongly opposed. Concerns were expressed about having further opportunities to discuss the proposed development sites before the Local Development Plan is approved and adopted.

RESOLVED – that the following submission be made by 1 April 2016:

“In considering the Draft Wrexham Local development Plan (2013 - 2028) Site Register dated February 2016 at its meeting on 15 March 2016 and in particular the 23 candidate site summaries within or adjacent to the Acton Community area, the Acton Community Council has determined that the following

points should be drawn to Planners' attention as part of the consultation process. Councillors are concerned that:

- ***There seems to be a danger of unrestrained housing development, without the commensurate development of the services (surgeries, schools, shops, community facilities) necessary to ensure that Wrexham's already overstretched public amenities are not completely overwhelmed. This is particularly, but not exclusively, a danger with the huge site development to the East of the town.***
- ***The site register as a whole depends too much on the possible development of Greenfield sites. In the view of the Council, Wrexham's green belt should be preserved and brownfield sites used for development wherever possible***
- ***The site register identifies too many playing field spaces, including in some cases those currently attached to schools. Playing fields are an essential amenity which should not be sacrificed to development***
- ***Local green spaces in current, high density housing areas are valued and should be preserved.***
- ***The latest Open Space Survey identified a deficit of Open Space provision in the Acton Community area and the development of all existing open spaces is opposed."***

2. **Green Paper: "Our Health, Our Health Service":** It was noted that a Summary of Responses to this Paper was published on 22 February 2016. The Green Paper consultation summary report was available [online](#).

RESOLVED – that the information be noted.

3. **Reshaping Programme 1b- Education Enrichment and intervention:** Members noted there were proposals for a new service delivery model consisting of the Youth Service, Play Service, Education Social Work Service, Youth Justice Service, Schools Youth Work Team, DoE, Participation and Health and Wellbeing Services. From 1 March 2016 the Service will include Sports Development. Members had been notified of a Consultation event held on 8 March 2016 and Wrexham County Borough Council's Executive Board will be determining this matter on 12 April 2016.

RESOLVED – that the information be noted.

4. **Shared Purpose: Shared Future – Statutory Guidance for the Wellbeing of Future Generations (Wales) Act 2015:** Members received a letter dated 1 March 2016 from Leighton Andrews AM Minister for Public Services setting out details of recently published statutory Guidance specifically aimed at Town and Community Councils who will have an important role to play in improving the wellbeing of their area and encouraging active engagement in the work of Public Service Boards and local objectives. The Guidance information was [available online](#).

RESOLVED – that the information be noted.

5. **Local Government Ethical Framework:** A letter was received dated 2 March from the Local Government Democracy Division informing of the following Statutory Instruments which come into force on 1 April 2016:

- The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016; and
- The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

Members noted Local Councils are required to take action by 26 July 2016 in respect of Adoption of a revised Model Code of Conduct to reflect the amendments and in accordance with Section 51 of the Local Government Act 2000.

RESOLVED – that in the first instance Mr Trevor Coxon, the Monitoring Officer for Wrexham County Borough Council be contacted to ascertain whether he was planning a training or briefing event for Wrexham Town and Community Councils in respect of the amendments to the Model Code of Conduct that become effective from 1 April 2016, and in the light of Mr Coxon's response to proceed as required by the 2016 Order to adopt by 26 July 2016 a revised Code of Conduct.

6. **The Planning Wales Act 2015:** A letter dated 3 March 2016 was received from the Planning Inspectorate advising of a new type of development, "Developments of National Significance" that will be determined by the Welsh Government. It was noted that the Council now has the opportunity to register to be consulted on any Developments of National Significance applications in its area.

RESOLVED – that the Community Council register to be consulted on any Developments of National Significance applications in its area.

7. **Principles of Good Administration and Good Records Management:** Members noted that the Local Government Ombudsman had published this guidance in February 2016 and the document was available online.

8. **Annual Report – February 2016 of the Independent Remuneration Panel:** Members were advised of the final recommendations contained in this Annual Report setting the range and maximum level of allowances payable for the financial year 2016-17. Members were reminded that the Community Council at its special meeting on 28 October 2015 (Minute 78.2.i refers) had considered in detail the draft Annual Report of the Panel and each of the determinations contained within Section 10.

It had resolved that the decision set out in Minute 78.2.i will apply to all Members of the Community Council from 1 April 2016 and is confirmed as being the Community Council's determination in respect of the permissive powers contained in the Independent Remuneration Panel's Draft report for 2016/17 which will become effective from 1 April 2016 and a relevant budget provision and heading of "Members Remuneration" should be included in the General Administration Section of the 2016/17 Budget.

RESOLVED – to receive and accept the Annual Report – February 2016 of the Independent Remuneration Panel and reaffirm the decision of the Community Council at its Special Meeting on 28 October 2015 in respect of the range and maximum Allowances payable for the Financial Year 2016/17 as follows:-

- 1) **Determination 45: Expenses and Costs up to £100 per member - Not to adopt this provision**
- 2) **Determination 46: Senior Role Salaries – Not to adopt this provision**
- 3) **Determination 47: Civic Allowance – Not to adopt this provision**
- 4) **Determination 48: Reimbursement of Travel and Subsistence when undertaking approved duties: To adopt this provision subject to payments being the actual costs of travel by public transport or the HMRC mileage allowances as below:**
 - **45p per mile up to 10,000 miles in the year.**
 - **25p per mile over 10,000 miles.**
 - **5p per passenger per mile – passenger supplement.**
 - **24p per mile for private motor cycles.**
 - **20p per mile for bicycles.**
- 5) **Determination 49: Reimbursement of subsistence expenses for attending approved duties outside the area of the Council – to adopt this provision and pay the maximum rates set out below on the basis of receipted claims:**
 - **£28 per day allowance for meals, including breakfast where not provided.**
 - **£200 – London overnight.**
 - **£95 – elsewhere overnight.**
 - **£30 – staying with friends and/or family overnight.**
- 6) **Determination 50: Attendance Allowance – Not to adopt this provision**
- 7) **Determination 51: Financial loss Allowance – Not to adopt this provision**
- 8) **Determination 52: Care Allowance – to adopt this provision to provide for reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.**

(Councillor Carole O'Toole having a member of her family sit on the Independent Remuneration Panel declared a personal and prejudicial interest in this item. She left the meeting taking no part in the consideration, discussion or voting on this matter.)

143 SERVICE LEVEL AGREEMENTS

1. Wrexham Citizens Advice Bureau – Acton Outreach Service: Members received the Annual Report of the Wrexham CAB submitted in accordance with the 2015/16 Service Level Agreement. In particular the summary of the client cases and variety of issues dealt with by the Acton Outreach Service on a Wednesday morning at the Acton Community Resource Centre was noted.

RESOLVED - that the Annual Report of the Wrexham Citizens Advice Bureau be received and noted.

2. Acton Play areas: Further to Minute 96.1 December 2015, Members received an update on the actions of the Clerk in consultation with the Chair in arranging for the minor works identified in the last Annual Inspections to be carried out at the Aran Road and Ffordd Garmonydd play Areas by Wrexham County Borough Council in accordance with the Service Level Agreement. The following costs were noted:

- Painting works to the gates, fencing and equipment at the two play areas -£2,400.
- Wet pour work cost at Aran Road - £2,580.
- replacement swing chains seat and handholds at the two play areas - £680.63

RESOLVED – that the update from the Clerk and the costs of the works be approved and noted.

144 FINANCIAL ASSISTANCE

The Clerk submitted a report detailing five applications for financial assistance received since the December 2015 meeting. The Council's Policy was to apportion its annual £3,250.00 budget equally between each of the quarterly meetings. A further sum of £1,500.00 from within the 2014/15 Financial Assistance budget has been carried forward for allocation into the 2015/16 financial year. This equates to £1187.50 per quarter for 2015/16. It was noted that to date grants totalling £ 1,870.00 had been made during 2015/16. A sum of £2,880.00 remained in the budget. Members then proceeded to consider the applications and whether the Council wished to make any grant to the applicants under the provisions of Section 137 of the Local Government Act 1972.

RESOLVED – that the following Financial Assistance grants be made:–

Organisation	Details	Decision
9. Llangollen International Musical Eisteddfod	Financial assistance to support the costs of staging the 2015 Urdd National Eisteddfod to be held in Caerphilly.	£100.00
10. K2 Explorer Scout Unit	Financial assistance towards the costs of youngsters from the Acton Community area participating on the Group's Expedition to the Czech Republic in the summer of 2016	£250.00
11. Wrexham Allotment and Leisure gardeners Association	Request for £50 donation to sponsor a group of classes at the Annual Flower and Vegetable Show	£50.00
12. Home Start County Borough of Wrexham	Assistance towards supporting new and existing vulnerable young families and their volunteers living in the Acton area of the County.	£500.00
13. Eisteddfod Gendlaethol Cymru	Financial assistance to support the costs of staging the 2015 Urdd National Eisteddfod to be held in Caerphilly.	£50.00

(The Clerk to the Council declared a personal interest in the application submitted by the K2 Explorer Scout Unit as her son was a participant. She left the meeting during consideration and determination of this application.)

145 REPORT FROM CLERK

The Clerk reported on correspondence and other information received since the last meeting as follows:

Organisation	Details
1.Lesley Griffiths AM & Ian Lucas MP	<p>General Practitioners and Blood Testing Appointments:</p> <p>1.Letter dated 22 February 2016 thanking the Council for copying her into the Council's correspondence with the Betsi Cadwaladr Health Board and advising that she has raised both these issues with the Health Board and will share further information in due course</p> <p>2. Letter dated 14 March 2016 advising of representations he had made on the Council's behalf with the Health Board about this issue.</p> <p style="text-align: right;"><i>Correspondence noted</i></p>
2.Area manager Post Office	<p>Queens Park Post office: Letter dated 24 February 2016 informing of changes to modernise this Post office branch into a main style branch. The post office will close for refurbishment on 14 March 2016 and will reopen on 24 March 2016 at 13:00pm.</p> <p style="text-align: right;"><i>Correspondence noted</i></p>
3.Wendy Huggett One Voice Wales	<p>April 2016 Training List: Email dated 3 march 2016 enclosing details of various training courses being arranged for April 2016</p> <p style="text-align: right;"><i>Correspondence noted</i></p>
4.Shane Hughes Keep Wales Tidy	<p>Create Your Space Project – Opportunity for Wrexham: Email dated 8 March 2016 advising Keep Wales Tidy is one of a group of organisations in the County Borough of Wrexham preparing an application for a significant amount of funding from the Big lottery Fund under the “Create Your Space” scheme. This is in line with The Wellbeing of Future Generations (Wales Act) 2015. Further information was available online.. The closing date for applications is the end of March 2016 and the email sought a letter of support from the Council and people who will benefit from the project.</p> <p><i>RESOLVED – that a letter of support from the Community Council be provided for this Project</i></p>
5.Tower mint Limited	<p>Sales Flyer received inviting the Council to purchase commemorative medals for Schools or the Council to mark HM Queen Elizabeth II 90th Birthday at a cost of £1.99 excluding carriage and vat.</p> <p><i>RESOLVED – to note the Flyer and request the Clerk to forward details to local schools for information.</i></p>
6. Eryl Roberts Secretary of Cunliffe Bowling Club	<p>Enabling Grant: Further to Minute 64 October 2015, the Clerk referred to a letter dated 15 March 2016 from the Secretary of the Cunliffe Bowling Club advising of the receipt in January 2016 of a £4,690.00 Enabling grant from Wrexham County Borough Council. The letter confirmed that the Enabling Grant, the Community Council's grant and the Club's own reserves had been used to purchase the equipment to enable the Club to maintain the grounds and Cunliffe Bowling Club as a strong community asset for the foreseeable future. Members were satisfied the terms of the Enabling Grant had been met and there was no need for further monitoring.</p> <p><i>RESOLVED – to accept the Club's letter as evidence that the Enabling Grant has been expended appropriately and to write to Wrexham County Borough Council confirming the Community Council is satisfied the terms of the Enabling Grant have been met.</i></p>
7.Carole Roberts, Clerk to the Council	<p>SLCC Practitioners Conference – 24/25 February 2016: The Clerk reported on her attendance at this Conference held in Stratford Upon Avon. She referred to the sessions she had attended which included “Hot Topics for Clerks in Wales”; People Power and the Power of People; Effective Time Management; Has the Government Abandoned Rural Communities?; Case Study – Organising Global events on a Limited Budget; the implications of devolution on Parishes; and a Case Study – “Preparing for the Unthinkable”.</p> <p>The Clerk advised she had also used a legal advice session to discuss the Licence agreement for the Maesydre Power House and the SLA for the Acton Community Resource Centre.</p> <p><i>RESOLVED – that the Clerk be thanked for her attendance and her report be</i></p>

Organisation	Details
	<i>noted.</i>

146 PAYMENT OF ACCOUNTS

Members noted that an interest payment of £28.66 had been received on the Council's HSBC Deposit Account and considered the outstanding debtor and other payments together with the anticipated outstanding payments for goods and services to 31 March 2016.

The Clerk reported that £11,815 will shortly be transferred from the Council's HSBC Deposit Account to its HSBC Money Market Call Account to provide a total of £83,000 for the following earmarked monies held in that account to the end of the 2015/16 Financial Year:

1. £18,958 – Ring Fenced reserve for Acton Community Resource Centre
2. £13,330 – Earmarked reserve fund for future repairs and Building Revaluations for the Maesydre Power House
3. £23,000 – Smoothing allocation towards the cost of full Council Elections in May 2017
4. £27,712 – Earmarked reserve fund for the replacement of Playground Equipment at Aran Road and Ffordd Garmonydd (and the Acton Park Junior Playground when the current WREN funding expires in 2023)

RESOLVED – that the following payments be approved and a sum of £30,000 be transferred from the Council's HSBC Deposit Account to its HSBC Current Account to ensure sufficient funds are available to meet anticipated payments: -

VOUCHER NO & PAYEE	DETAILS	AMOUNT
53 Vision ICT	Biennial Fee for Gov.uk May 2016 to April 2018 S55 Local Government (Democracy)(Wales) Act 2013	£66.00 (VAT £11.00)
54 Vision ICT	Website hosting and Backup support for May 2016 to April 2017 S55 Local Government (Democracy)(Wales) Act 2013	£300.00 (VAT £50.00)
55. Wrexham County Borough Council	Final 3 rd Quarter instalment for terminated SLA 2015/16: Acton Detached Youth Service Provision S19 Local Government (Miscellaneous Provisions) Act 1976	£5,422.50 (VAT £9.00)
56 Carole Roberts Clerk to the Council	Clerks Expenses for March 2016 Section 112 Local Government Act 1972	£ 176.46
57 Llangollen International Musical Eisteddfod	Financial assistance to support the costs of staging the 2016 Llangollen International Musical Eisteddfod. S137 Local Government Act 1972	£100.00
58 K2 Explorer Scout Unit - Rhosnesni	Financial assistance to support the Group's expedition to the Czech Republic in Summer 2016. S137 Local Government Act 1972	£250.00
59 Wrexham Allotment and Leisure gardeners Association	Request for £50 donation to sponsor a group of classes at the Annual Flower and Vegetable Show S137 Local Government Act 1972	£50.00
60 Home Start County Borough of Wrexham	Assistance towards supporting new and existing vulnerable young families and their volunteers living in the Acton area of the County. S137 Local Government Act 1972	£500.00
61 Eisteddfod Genedlaethol Cymru	Assistance to support the costs of staging the 2016 Eisteddfod Genedlaethol Cymru being held in Monmouthshire S137 Local Government Act 1972	£50.00
62 Wrexham County	Wet Pour Work and New surfacing at Aran Road Playground	£2,580.00

Borough Council	Section 19 Local Government (Miscellaneous Provisions) Act 1976	(VAT £430.00)
63 Wrexham County Borough Council	Little Acton Community Centre – contribution to running costs for October 2015 to February 2016 Section 19 Local Government (Miscellaneous Provisions) Act 1976	£907.13
64 Wrexham County Borough Council	SLA Quarter 4 payments for School crossing Patrols at Acton School, Borrass Park Schools and Dean Road Wrexham Section 137 Local Government Act 1972	£2,771.25
65 Wrexham County Borough Council	Clerks Salary and office expenses for January 2015 paid by the Council's Agent: Wrexham County Borough Council in accordance with Minute 99.1 December 2009 Section 112 Local Government Act 1972	NJC Rates
66 Wrexham County Borough Council	SLA Annual Payment for Acton Community Resource Centre for 2015/16 Section 19 Local Government (Miscellaneous Provisions) Act 1976	£22,701.00
67 Wrexham County Borough Council	Supply and fit chains/swing seats and new hand holds at Aran Road and Ffordd Garmonydd Playgrounds Section 19 Local Government (Miscellaneous Provisions) Act 1976	£680.63 (VAT £113.44)

147 PLANNING APPLICATIONS

Consideration was given to any comments the Council may wish to make on the following applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

RESOLVED - that the following observations be made on the applications set out below:-

CASE NUMBER/ ADDRESS & PROPOSED DEVELOPMENT	DECISION
P/2015/0239 -57 Frances Avenue, Wrexham Two Storey Extension – amended plans	No observations
P/2016/0122 -19 Kensington Grove Box Lane Wrexham T17 Common Beech - Crown Raise Lower Branches To Approximately 6 Meters To Suitable Growing Points, Tip Prune Selected Lower Branches Growing Towards House By Approximately 1.5 - 2 Meters To Suitable Pruning Points (Tpo Wmbc No 167)	The Community Council has no objection to the proposed tree works provided that they are carried out under the direction, supervision and to the satisfaction of the Council's Arboriculture Officer
P/2016/0136 -138 Borrass Road Wrexham Erection of detached Double garage	No Objections
P/2016/0187 - 3 Lower Minster Wrexham Single Storey Extension to rear of Bungalow	No Objections
P/2016/0196 - 40 Ffordd Alun Wrexham Conversion of 1 No Room to Hair Dressing Salon	No Observations

148 URGENT ITEMS

The Chairman considered that the following items of business should be dealt with as a matter of urgency as they would be unnecessarily delayed if held over to the next meeting.

1. Service Level Agreement – Payroll Services for 2016/17

The Clerk reported receipt of this Agreement that now required signing on behalf of the Community Council. It was noted there had been no amendments from last year and the additional work to process the Council's Pension payments had not incurred any additional cost.

RESOLVED – that the Clerk and Chair of the Council sign this Service Level Agreement on behalf of the Council before 31 March 2016.

2. Service Level Agreement 2015/16 Performance Report in respect of Acton Community Resource Centre

A letter dated 14 March 2016 received from the Head of Community Wellbeing and Development was circulated and considered at the meeting. The letter set out a summary of the projected expenditure and income at Acton Community Resource Centre for the financial year 2015/16. The net position of £20,701.00 is less than the amount originally allocated within the Service Level Agreement (SLA). Attention was drawn to the terms within the SLA that provide for "the funding to remain for the use of the Centre and not be re-allocated to any other general leisure or community centre budgets".

The Acton Community Resource Centre was shortly to be included in a move to a Culture Trust and this raises questions about future Management Arrangements and the role and involvement of the Community Council from a Management Committee view point. Members were concerned that the Centre's Management Committee had not met recently or on a frequent basis. In addition it was noted that the second two year review of the current ten year Service Level Agreement was due to take place in the autumn of 2016 and it may be timely to bring this review forward.

RESOLVED –

- 1. the £20,701.00 reduced Service Level Agreement net sum amount for 2015/16 be noted and approved for payment; and**
- 2. not to proceed with consideration of the requested two year extension of the Service Level Agreement until further details of the proposed move to a Culture Trust are provided and an understanding of the Community Council's future role, scope and funding in respect of the Acton Community Resource Centre has been gained. The Community Council requests that there be an immediate early two year review of the Service Level Agreement with Wrexham County Borough Council and a meeting of the Acton Community Resource Centre Management Committee be convened as soon as possible to receive details of the proposed move to a Culture Trust; and**
- 3. in the meantime the Community Council requests its Acton Community Resource Centre Committee to conduct a concurrent early root and branch review within its terms of reference to ascertain and make recommendations in respect of the concerns now raised and on the potential for the Community Council's support and funding to be safeguarded and continue via an updated Service Level Agreement for the Acton Community Resource Centre.**

149 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED - that the press and public be excluded from the Meeting during consideration of the following items of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

150 CLERK TO THE COUNCIL – PERFORMANCE REVIEW AND APPRAISAL & PENSION AUTOMATIC ENROLMENT

The Chair gave a verbal report on the agreements and outcome of the Clerk's Appraisal and Performance Review held on 1 March 2016 and on information received from the Clwyd Pension Fund Actuaries on the costs and contribution rates to join the Clwyd Pension fund with effect from 1 April 2016 which will ensure that the Community Council's automatic enrolment obligations as advised by the Pensions Regulator will be met. (Minute 71 October 2015 refers)

RESOLVED – that:

- i. The Chair and Councillor James Richards the former Chair for 2014/15, be thanked for their hard work in completing and reporting on the Clerk's Performance Review and Appraisal;**

- ii. **With effect from 1 April 2016, the Clerk to the Council be placed on SCP 30;**
- iii. **The lump sum payment now reported for additional time worked be paid in the Clerk's April 2016 salary;**
- iv. **During 2016/17 time additional to the Clerk's contracted hours be agreed on a project by project basis and remunerated separately and additionally to main contracted time with each additional project being formally scheduled, budgeted and approved by the Council in advance;**
- v. **The current model of effective CPD and training for the Clerk by updating through Conference attendance etc. is most effective and the Council will not seek to require the Clerk to obtain further professional qualifications; and**
- vi. **The Clerk's Annual Appraisal be carried out by the past and current Chair in December/January each year.**
- vii. **To accept the Clwyd Pension Scheme's Actuaries quote for the Community Council to join the Clwyd Pension Fund on 1 April 2016 at an Employers and Employees Contribution rate of 20% and 5.8% respectively to be reviewed in April 2016 with any revaluation becoming effective from April 2017 and to pay costs of approximately £1,000 to the Clwyd Pension Fund actuaries for providing the quote.**
- viii. **The necessary action now be taken to ensure any relevant documents and forms to join the Clwyd Pension Fund on 1 April 2016 are completed and signed by the Clerk to the Council and Chair on behalf of the Council.**

Signed as a correct record this 19th day of April 2016

Chair

Head of Housing, Public Protection and Environment
Pennaeth Tai, Gwarchod y Cyhoedd a'r Amgylchedd
Andy Lewis

Housing, Public Protection and Environment Department, Abbey Road South,
Wrexham Industrial Estate, Wrexham LL13 9PW
Adran Tai, Gwarchod y Cyhoedd a'r Amgylchedd, De Ffordd yr Abaty,
Ystad Ddiwydiannol Wrecsam, Wrecsam LL13 9PW
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Carole Roberts
Clerk to Acton Community Council
Acton Community resource centre
Overton way
Acton
Wrexham
LL12 7LB

Your Ref/Eich Cyf
Our Ref/Ein Cyf
Date/Dyddiad 17th
March 2016
Ask for/Gofynner am
Martin Howorth
Direct Dial/Rhif Union
01978 729630
E-mail/E-bost
martin.howarth@wrexham.gov.uk

Dear Mrs Roberts

Thank you for your letter on behalf of Acton Community Council regarding the increase in allotment fees in Wrexham County Borough Council allotments.

Consultation over the allotment price increase was undertaken as part of Wrexham County Borough Council Difficult Decisions Consultation process, across the Autumn of 2015. There was strong support from the public consultation for an increase in the allotment fees. Officers and the Lead Member for Environment and Transport have subsequently met representatives of the Allotment Association and discussed the charges and the reasons why the Council has had to increase charges for many services.

As a Council we have adopted a Cost Recovery Policy and allotment costs incurred by Wrexham County Borough Council will in the future need to be recovered. This hasn't happened in the past.

The allotment charges still represent good value for money, with a quarter plot costing £30 for the year, half plot £56 and a full plot, £96. There are no concessions available for the allotment holders, but they do receive the free use of the compost/recycling areas and water as part of the allotment charge.

Yours sincerely

Martin Howorth
Parks, Countryside and Rights of Way Manager



Each financial year the Council is required under the Accounts and Audit (Wales) Regulations 2014, issued under the Public Audit (Wales) Act 2004, the purpose of this report is to enable the Council to consider and approve a Statement of the Accounts for the year ended 31 March 2016. This information is included in the section in the annual return which summarises the financial results of the Council.

PURPOSE OF REPORT

To enable Members to consider the annual income and expenditure account, statement of balances or record of receipts and payments and Annual Risk assessment that the Community Council is required to prepare in accordance with, and in the form specified in, any annual return required by proper practices in relation to accounts.

DECISIONS REQUIRED

- i) To consider and if appropriate approve the Statement of Accounts for the Year ended 31 March 2016 together with the Supporting Statement and the Annual Risk Assessment required under the Audit and Accounts Regulations;
- ii) That consideration of the report as contained in Appendix 3 be accepted as the formal Risk Assessment for 2016;
- iii) That in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes; and
- iv) That the arrangements highlighted in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls.

INFORMATION

1. It is the responsibility of small bodies such as this Community Council to put in place proper arrangements to ensure the proper conduct of their financial affairs, and to monitor the adequacy and effectiveness of those arrangements in practice. The Community Council is required to maintain proper accounting records and control systems and to maintain an adequate system of internal audit of those accounting records and control systems. The Community Council meets these responsibilities by preparing and publishing, and providing the auditor with the accounts prepared for the financial year, together with such additional information and explanation as is necessary to provide sufficient evidence that it has maintained adequate systems of internal control and internal audit throughout the financial year.
2. The Council's appointed Internal Auditor JDH business Services will now undertake the Internal Audit on 21 April 2016. The notice from the new External Auditor, Grant Thornton has yet to be received, but for the purposes of this report it has been assumed that there will be a similar arrangement as last year and that they will undertake determination of the Annual Return and Basic Audit on 31 May 2016. On this basis it is anticipated that the relevant Public notice advertising Local Government Electors' right to Inspect and ask the Auditor questions about the accounts will be placed on display between 25 April 2016 and 30 May 2016.
3. The Summary of receipts and payments for the year ended 31 March 2016 is attached at Appendix 1 to this report. The Supporting statement for the accounts for the year ended 31 March 2016 is attached at Appendix 2 to this report and the formal Risk Assessment for 2016 is attached at Appendix 3.

ACTON COMMUNITY COUNCIL
Summary of Receipts and Payments for the year ended 31st March 2016

£	RECEIPTS	£
2014/15		2015/16
£		£
125,000.00	Precept	125,000.00
177.17	Interest on Investments	226.16
0	VAT Repayment	821.88
30.00	Wales Audit Office–redistribution of reserves	0.00
<hr/>		<hr/>
125,207.17	Total Receipts	126,048.04
<hr/>		<hr/>
	PAYMENTS	
18,593.84	General Administration	21,495.54
147.00	Annual Subscriptions	167.00
1,117.42	Insurances	976.29
0.00	Elections	0.00
647.04	Audit Fees	652.56
1,785.00	S137 Grants & Donations	2,820.00
282.00	Conference Fees/expenses	487.00
0	Advertising/ Publicity	0
553.60	Training	356.00
300.00	Website - Design etc.	366.00
0	Acton Community Resource Centre (Revenue)	31,743.00
21,691.00	Detached Youth Work	16,268.00
3,301.58	Seasonal Ranger – Acton Park	5,066.35
6,146.15	Community Advice Service (CAB)	6,269.07
0	Maesydre Power House	0
0	Little Acton Community Centre Contribution	12,996.91
468.41	Community Streetscene	0.00
3,114.00	Acton Play Provision	7,236.23
9,845.00	School Crossing Patrols	8,313.75
0.00	Chairman’s Charity Account – Internal Transfer	250.00
<hr/>		<hr/>
£67,992.05	TOTAL PAYMENTS	£115,463.70

RECEIPTS AND PAYMENTS SUMMARY

Balance Brought Forward 1 April 2015	£167,230.36
Add total receipts (as above)	£126,048.04
Less Total Payments (as above)	£115,463.70

Balance Carried Forward	£177,814.70
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These cumulative funds are represented by:

Current Account balance	£43,210.38
Deposit Account	£74,491.80
Money Market account	£83,001.05

£200,703.23

Less un-presented cheques no 201667	£1,506.90
201668	£20,701.00
201669	£ 680.63

£177,814.70

Approved by the Council this 19th day of April 2016:

Chairman

Responsible Financial Officer

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016
SUPPORTING STATEMENT

Assets

- (a) No assets were disposed of
(b) As at 31 March 2016, the following Assets were held:-

2014/15	Community Assets Values	2015/16
£ 121,021.00	Maesydre Power House	£ 137,000.00
£ 520.45	Chain of Office/Pendant/Case	£ 526.54
£ 1,163.59	Office Equipment	£ 1,166.99
£ 1,925.21	4 Metal Park seats	£ 1,930.84
£ 124,630.25		£ 140,624.37

The basis of valuation of these Assets is the replacement value.

*Maesydre Power House was re-valued in March 2016 by a table top review value that reflects the total rebuild costs excluding VAT. The other Asset valuations reflect the index linked uplift used to provide continuing Insurance cover for them

BORROWINGS

At the close of business on 31 March 2016, there were no outstanding loans

LEASES

At 31 March 2016, there were no leases in operation

INTEREST ON INVESTMENTS

The Council approved its Annual Investment Strategy in December 2015 taking account of the current economic situation and continued low interest rates.

DEBTS OUTSTANDING

At 31 March 2016, there is a refund of £2,519.69 due in respect of VAT paid during 2015/16 from H M Revenue and Customs. The claim for this refund will shortly be submitted. The next claim will be made once the minimum level for reclaiming VAT is reached or in twelve months whichever is the sooner.

There are two outstanding invoices for the £2,400 cost of painting work being carried out by Wrexham County Borough Council on the Community Council's behalf to the Play Areas at Aran Road and Ffordd Garmonydd, Wrexham (Minute 143.2 March 2016 refers) and for the estimated £1,000 cost of the Clwyd Pension Fund Actuaries providing a quote for the Community Council to be admitted to the Pension Fund on 1 April 2016 thus meeting its Automatic Pension Enrolment obligations. (Minutes 71 October 2015 and 150 March 2016 refers)

A total of up to £ 3,400.00 may be invoiced retrospectively.

TENANCIES

At 31 March 2016, no tenancies have been entered into either as a tenant or a landlord

GENERAL ADMINISTRATION

The Clerk's salary costs, office expenses and Real Time PAYE Payments (RTI) and returns to HMRC are administered through a Service Level Agreement with Wrexham County Borough Council's Payroll Department. The increase in expenditure during 2015/16 is as a result of regrading the Clerk in February 2015 (Minute 137 refers) and the additional training hours worked by the Clerk during 2015/16.

ANNUAL SUBSCRIPTIONS

The payment is for the Clerk's Membership of the Society of Local Council Clerks. The increase is due to the uplift in the Clerk's Subscription following a regrading. Payments to other Organisations such as One Voice Wales would be included under this heading.

INSURANCES

The Community Council conducted a review of its Insurance cover arrangements during 2012/13. Following the review it entered into a three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services for period from 1 June 2012 with an option to extend for a further two years (Minute 21 May 2012 refers). The insurance cover for the Maesydre Powerhouse was transferred over at renewal to Zurich Municipal Insurance. (Minutes 59.8 and 63.23 September 2012 refers). The Council is satisfied with its Insurance provider, and on renewal in May 2015 it took out the option to extend its cover with Zurich Municipal Insurance Company for a further two years until May 2017 (Minute 15.7 May 2015 refers). This extension has resulted in a budget saving.

ELECTIONS

The last Full Council Elections were held in May 2012, with only the Maesydre ward being contested. There were two casual vacancies during 2015/16 which were filled through Co-option and there were no other Election expenses incurred during the year. Having regard to the next full Council elections, any underspend on this budget is added to Earmarked monies to smooth out the costs that may be incurred if all five wards are contested at the next full Council elections.

AUDIT FEES

There was a reduction during 2014/15 due to revision of External Audit fees for the 2013/14 Audit work and the Wales Audit Office Reserve review. No further fees were incurred for additional audit work for the 2014/15 accounts.

S137 PAYMENTS

Under Section 137(4) of the Local Government Act 1972, Community Councils in 2014/15 were able to spend up to the product of £7.20 per head of the electorate for the benefit of people in the area on activities or projects not specifically covered or authorised by other powers. This figure increased to £7.36 per head in 2015/16. The Community Council has used its Section 137 Powers during 2015/16 to continue to fund and ensure continued provision of the three School Crossing Patrols in the Acton Community as the specific powers in respect of this provision lie with the Principal Authority. The Community Council's current budget provision for financial assistance is £3,250 and the underspend of £1,500 in 2014/15 was carried forward to 2015/16. The following S137 payments were also made during 2015/16:-

Name	Detail	Amount £
1. Gate Hangs High Bowling Club	Assistance towards the Club's running costs and unexpected repairs to the mowing machine.	£400.00
2. Friends of Acton Park	Assistance towards the purchase of secure storage units for the Group's equipment	£120.00
3. North Wales Police	Assistance with cost of planning, organising and delivering a Haunted Walk in Acton Park in October 2015.	£100.00
4. Royal British Legion	Poppy Wreath & Donation S137 Local Government Act 1972	£100.00
5. Cunliffe Bowling Club	Assistance towards the purchase of new mowing equipment	£400.00
6. Family Friends for 5's to 11's	Assistance with cost providing this Volunteer service to families in the Acton Community area	£500.00
7. Rhosnesni Residents Association	Assistance towards the Association's festive activities for its seniors and children.	£150.00
8. Wrexham County Borough Council – Crowd funding	Assistance towards the project to Honour our Veterans and Preserve their memories	£100.00
14. Llangollen International Musical Eisteddfod	Financial assistance to support the costs of staging the 2015 Urdd National Eisteddfod to be held in Caerphilly.	£100.00
15. K2 Explorer Scout Unit	Financial assistance towards the cost of youngsters from the Acton Community area participating on the Group's Expedition to the Czech Republic in the summer of 2016	£250.00

16. Wrexham Allotment and Leisure gardeners Association	Request for £50 donation to sponsor a group of classes at the Annual Flower and Vegetable Show	£50.00
17. Home Start County Borough of Wrexham	Assistance towards supporting new and existing vulnerable young families and their volunteers living in the Acton area of the County.	£500.00
18. Eisteddfod Gendlaethol Cymru	Financial assistance to support the costs of staging the 2015 Urdd National Eisteddfod to be held in Caerphilly.	£50.00
		Sub total £ 2,820.00
	SLA School Crossing Patrols	<u>£ 8,313.75</u>
		Total <u>£11,133.75</u>

CONFERENCE FEES

During 2015/16 the Clerk attended the SLCC Annual Conference and the One Voice Wales Larger Council's Conference. This provision is for the Clerk and Councillors to attend Conferences.

ADVERTISING AND PUBLICITY

During the year the Council incurred no expenditure on advertising or publicity.

TRAINING

During 2015/16 the Council did not arrange any bespoke training. In 2014/15 the Council arranged for Planning Aid Wales to provide bespoke training. This provision is for the training requirements of the Clerk and Councillors.

WEBSITE - DESIGN ETC.

This budget provides for the Community Council's associated costs with its website to ensure compliance with sections 55-57 of the Local Government (Democracy) (Wales) Act 2013. The Vision ICT package offered to Acton Community Council provides a real time daily data backup option that include disaster recovery and business continuity. During 2015/16 the Community Council was billed for the two year .gov.uk domain registration fee.

ACTON COMMUNITY RESOURCE CENTRE –REVENUE CONTRIBUTIONS

This budget heading is for the revenue running costs of the Acton Community Resource Centre as set out in the ten year Service Level Agreement entered into from April 2013. It provides up to a £30,000 Revenue funding commitment to the Acton Community Resource Centre, subject to review every two years with the aim of the Centre eventually becoming self-funding. The 2014/15 payment request for £11,042 was submitted after the year end and approved in June 2015 with the £18,958 saving being earmarked in reserves for the Acton Community Resource Centre for future years to ensure the viability of the Centre (Minute 115 ii January 2015 refers). The 2015/16 Payment breakdown for £ 20,701 was reported as an urgent item to the March 2016 meeting and approved for payment (Minute 112.43 refers).

The total calls on this budget during 2015/16 reflect the spending on this SLA for 2014/15 and 2015/16.

DETACHED YOUTH WORK

This budget provides for the operation of an annual Service Level Agreement. The Community Council's Youth Committee has met during 2015 and 2016 to consider revisions to the operation and closely monitor the performance of this Service Level Agreement. The Youth Committee subsequently recommended to the Council to terminate the 2015/16 Agreement with effect from 31 December 2016. The underspend on this budget reflects that decision (Minute 76 October 2015 refers)

SEASONAL RANGER – ACTON PARK

This budget heading reflects the Council's decision in December 2009 (Minute 97 refers) to provide funding for a Seasonal Park Ranger. The Community Council each year enters into a Memorandum of Agreement

with Wrexham County Borough Council and pays the actual costs retrospectively for this temporary summer post. Over the years of operation, this seasonal post has engaged with Park users and proved to be effective and popular. The final 2014/15 expenditure was reduced due to delays in appointing the Ranger as a result of the Community Council giving consideration to the feasibility of using this budget to provide for additional grass cutting at Acton Park. This proposal was not progressed.

During the summer of 2015 the Seasonal Park Ranger post was provided over a longer time period but for fewer days per week. Following a review by Wrexham County Borough Council, from 2015 onwards Vat is being charged for this service.

COMMUNITY ADVICE SERVICE

The full budget provision to meet the Service Level Agreement requirements with the Citizens Advice Bureau to provide an outreach worker within the Acton Community was used in 2014/15 and 2015/16. The cost of this Service has increased to reflect additional costs incurred by the Service provider.

MAESYDRE POWER HOUSE

This budget provision is made for general repairs to and repainting of the building and a three to five year revaluation of the building. The building was last repaired and repainted in October 2010. A detailed surveyor report was obtained from Legat Owen during 2011/12. The building was re-valued free of charge by the same Valuer in March 2016 via a table top review. Its current valuation reflects the total rebuild costs excluding VAT.

The annual budget provides for earmarking of an apportionment of the expected peaks in expenditure. Such payments may include repair works or legal costs for the preparation or renewal of the Licence that was entered into on 21 March 2012 to enable the first floor space in the building to be used by North Wales Police as a Police Lookout post. The Licence period will run until 30 November 2016.

COMMUNITY CENTRE CONTRIBUTION

For Little Acton Community Centre, the full year operational costs were increased for 2013/14 in line with the request made in November 2012 by Mr. Lawrence Istead, Wrexham CBC (Minute 94i refers). There was budget provision in 2014/15 of £7,254.00 for the full year operational costs this Community Centre. However the invoice for payment of this sum from Wrexham County Borough Council was not received by 31 March 2015 and the entire budget was intact at year end.

The Community Council reviewed this provision as part of its budget setting process for 2016/17 and expects the Community Group to take over responsibility from 31 March 2017 at the latest (Minute 102.2.6 December 2015 refers)

The total calls on this budget during 2015/16 reflect the spending on this SLA for 2014/15 of £8,401.26 and for 1 April 2015 to 29 February 2016 of £4,595.65.

COMMUNITY STREETSCENE

This budget was increased in 2013/14 and redesignated as Community Streetscene to enable greater flexibility in using these monies. During 2014/15 the budget was been used to hire a Skip for a Community Environment Day and expenses incurred from running the Council's Dog Fouling Campaign. (Minute 105 December 2015 refers). During 2015/16 no monies have been spent but approval was made in February 2016 and March 2016 for £160 to be carried forward from this budget to make a contribution to the costs of the Environment Day held for Maesydre residents on 13 April 2016 (Minutes 129.1 and 138.4 refers)

ACTON PLAY PROVISION

The Council has entered into a service level agreement with Wrexham County Borough Council to provide Community Facilities funding and to ensure the Children's Playgrounds at Aran Road and Heol Llewelyn are retained and receive regular inspections and maintenance. Funding for the Junior Play area in Acton Park will also be provided once the third party funding ceases. During the 2015 Annual inspection of the two playgrounds minor remedial works were identified. To ensure the Playgrounds remain safe the Community Council instructed Wrexham County Borough Council under the terms of the agreement to carry out the necessary repairs, replacement of swing chains etc. and painting to remedy the items highlighted in the inspection report. The additional expenditure during 2015/16 reflects this action (Minutes 96.1 December 2015 and 143.2 March 2016 refers) An invoice of £2,400 is still outstanding for the painting works to the

gates fencing and equipment at the two play areas as the work was delayed due to inclement weather and has been completed during April 2016.

SCHOOL CROSSING PATROLS

This budget reflects the Community Council entering into a Service Level Agreement with Wrexham County Borough Council to continue to provide three School Crossing patrols at Dean Road, Box Lane and Borrass Park Infants and junior Schools. The £655 underspend in 2015/16 is due to a vacancy from 31 January 2015 for the School Crossing Patrol at Borrass Park Infants and Junior School.

AGENCY WORK

During the year the Council undertook no Agency Work.

CONTINGENCY LIABILITIES

There are no contingency liabilities for which provision has not been made in the accounts.

GENERAL FUND BALANCE

The 2015/16 level of balances provided for a year marked £83,000 reserve and for un-year marked projects identified in the annual estimates (Minute 102.3 December 2015 refers). The specific year marked monies have been ring-fenced and placed in a separate Bank Account. The following amounts were held at the end of 2015/16 in the year marked account to smooth out known future peaks in expenditure:

- | | |
|--|-------------|
| 1. Reserve Acton Community Resource Centre to ensure the viability of the Centre (Minutes 115 ii January 2015 & Minute 146.1 March 2016 refers) | £18,958 00 |
| 2. Maes y Dre Power House: Repairs/Maintenance/ Revaluation/Legal fees (Minute 146.2 March 2016 refers) | £13,330.00 |
| 3. Smoothing Allocation towards the cost of full Council elections in 2017 (Minute 146.3 March 2016 refers) | £23,000.00 |
| 4. Replacement Playground equipment at Aran Road, Ffordd Garmonydd (& Acton Park Junior Playground when the WREN funding expires in 2023) (Minute 146.4 March 2016 refers) | £ 27,712.00 |

Total year marked budget **£83,000.00**

For un-year marked General Fund Balances, taking the un-billed 2015/16 payments of up to £3,400 into account, the current level of balances is within the scale required under accounting good practice. Provision for General Fund balances was made during 2015/16 and will continue if necessary in subsequent years to increase balances from within the Community Council's precepting requirements to ensure good practice is maintained.

PENSIONS

The Council was not required to make any contributions to its employee's pension during 2015/16, as there is no contractual requirement to make such contributions. However the Pensions Act 2011 and Workplace Pensions Regulations will have an impact from 2016/17 due to the requirement for all eligible employees to be enrolled in a pension scheme by the Council's staging date of 1 July 2016.

The Community Council considered notification from the Pensions Regulator in October 2015 (Minute 71 refers) and resolved to join a Pension scheme by 1 April 2016 and to approve expenditure of approximately £1,250 to meet obligations and apply to the administrators of the Clwyd Local Government Pension Scheme to receive a quote and contribution rate and other short and long term costs of joining this scheme.

In March 2016 (Minutes 150 vii & viii refer) the Council considered and accepted the quotes from the Actuaries. There is currently a 20% Employers contribution rate which will impact on the Council's Pension liabilities from 2016/17. However there are no such liabilities in 2015/16.

End of supporting statement to the Accounts for 2015/16

Carole Roberts, Clerk to the Council

19 April 2016

REPORT OF RESPONSIBLE FINANCIAL OFFICER
FORMAL RISK ASSESSMENT – APRIL 2016

Introduction

1. The Community Council is required to carry out a formal Risk Assessment annually which should be recorded in its minutes. The Assessment should identify the key risks that the Community Council is facing, evaluate the consequences of an identified risk taking place and decide on the appropriate action the Community Council should take to reduce or control the risk. The latter is addressed partly by review of insurance, including fidelity, public liability and property. It has been past practice for the Council to consider a report prepared by the Clerk and Chief Financial Officer to meet the requirements of the recommendation. The report is appended below.
2. The Practitioners Guide issued by the National Association of Local Councils and Society of Local Council Clerks that has been referred to previously by the Internal Auditor, has sections relating to risk assessment that are broken down into three parts, namely; areas where there may be scope to use Insurance to Manage Risk; areas where there may be scope to work with others to help manage risk and areas where there may be a need to self-manage risk.

Areas where there may be scope to use Insurance to Manage Risk;

3. The Community Council owns one building, the Maesydre Power House. The fabric and roof of the building was repaired and repainted in October 2010 and a new security door and frame installed to the ground floor main entrance used to access the upstairs room. The Council entered into a Licence agreement with North Wales Police on 21 March 2012 for their use of the first floor of the Building as a Police Look-out Post. This arrangement will continue until 30 November 2016. Responsibility for public liability insurance to use the property and common parts of the building lies with North Wales Police who are now responsible for security to the internal part of the building. The Community Council retains responsibility for the external part of the building and is building a contingency within its budget for any urgent repairs to the roof etc. The buildings insurance cover during 2015/16 was included within the Local Council Policy schedule with Zurich Municipal. The building was assessed and revalued in Revalued in March 2016 and the insurance cover is being increased to reflect the current total rebuild cost valuation of £137,000. This valuation will be reviewed during 2019/20. Each year until the revaluation the property sum insured will be uplifted by the appropriate index linking percentages for each year.
4. The Council's Local Council Policy with Zurich Municipal provides a long term agreement that is active until 1 June 2016 renewable each year with an option to extend for a further two years. The single policy provides cover for the protection of physical assets owned by the Council such as the Maesydre Power House, and any bus shelters, street furniture (including public seats and litter bins) through the Property Schedule for material damage, whilst the Office equipment and the Chairman's Badge of Office is covered by All Risks. The Policy includes £250,000 cover each for Officials Indemnity, Libel and Slander, money and a fidelity guarantee together with £10million mandatory cover in relation to public liability and employers' liability. There is also cover for personal accident to the Clerk and Members of the Council up to 90 years of age and legal expenses. As the Community Council does not engage in any trading activities, the risk of business interruption with consequential loss of income or the need to provide essential services is negligible and does not apply. In respect of a Fidelity guarantee, the Community Council has cover in place for £250,000.
5. In relation to the internal controls specified in the Practitioners Guide, the following comments are made:-
 - 5.1. An up to date register of assets is prepared annually and increased in line with insurance recommendations. Other than the three Bank accounts with HSBC there are no further investments held by the Council that would require recording in a register.
 - 5.2. The level of insurance cover for the various sections is reported to the Council annually by the Responsible Financial Officer as part of a review of risk and to ensure adequacy of cover.

5.3. Zurich Insurance Group was established in 1874 and has since 1993 been providing a dedicated Municipal risk and insurance service for Parish, Town and Community Councils in England and Wales and is one of the main providers for Parish, Town and Community Councils.

Areas where there may be scope to work with others to help manage the risk

6. There is little the Community Council need to assess in relation to this section as they have no amenities, war memorials or equipment that requires security or maintenance. They do not provide services under any agency or partnership agreements. There is no borrowing or lending in relation to banking arrangements nor ad-hoc provision of amenities/facilities for events of local groups. The Community Council has no markets management, vehicle or equipment lease or hire or trading units. In relation to professional services, the Community Council agrees annually the appointment of an Internal Auditor to comply with the Public Audit (Wales) Act 2013.
7. In relation to internal controls, the Community Council has adopted the Standing Orders Model prepared by the National Association of Local Councils and in relation to contracts. The Council's Standing Orders now require review to incorporate recent legislative changes arising from the Local Government (Wales) Measure 2011, repeal of Section 150(4) of the Local Government Act and the requirement for two signatories on cheques payments. The other aspects included in the Practitioners' Guide are not applicable to the Community Councils own particular circumstances. As Responsible Financial Officer I carry out regular bank reconciliation and report on a quarter end basis to the Council, which is independently reviewed by the Internal Auditor.

The Council during 2014/15 reviewed the arrangements for accounting and bank reconciliation as part of its budget setting process. Whilst the present system of using spreadsheets and a cash book is considered adequate and acceptable, it was recognised that if the Clerk was absent for an extended period, it would be difficult to update and maintain the Budget Spreadsheets. Accordingly the Clerk has made arrangements to purchase from Rialtas the Alpha Financial Management Software for use from the 2015/16 Financial Year onwards. In the first instance this software has been run concurrently with the established spreadsheets and cash book. The Package provides ongoing annual support and maintenance and options for either an Income and Expenditure and Receipts and Payments systems; Single entry through a simple cash book updates all reports; VAT reclaim compiled in a form acceptable to HM Revenue & Customs; All payments automatically marked off against estimates; Ability to set up next year estimates during the current year; All year-end accounts guaranteed acceptable to audit. There are training modules available to use this package fully and further assistance is required to fully establish the Council's accounts on this system.

Areas where there may be a need to Self-manage Risk

8. As the Responsible Financial Officer, I use a Receipts and Payments Register to enter all income and expenditure. Additionally to ensure adequate working papers are available and to assist in the preparation of estimates of income and expenditure, an electronic workbook is also being kept. As the Clerk to the Council, I ensure that any activities undertaken by the Community Council are within the legal powers applicable, including employment law, Inland Revenue requirements and custom and exercise regulations. To contain any risks in respect of payroll, the service is outsourced through a Service Level Agreement to Wrexham County Borough Council's payroll department ensuring probity, timely and correct submission of real time and year-end returns to HMRC. The Council last reviewed the Clerk's contractual and actual hours of work in June 2013 and increased her Contractual hours to ensure the current workload is dealt with in a timely fashion. The Clerk's hours of work are kept under review in consultation with the Chairman to ensure that workload demands and future needs can be met. The implementation of a yearly review for the Clerk enables any changes to be included as part of the budget setting process and ensure that adequate provision is made within the estimates of income and expenditure.
9. To ensure that current and best practice is being used by the Council, the Clerk has previously attended training by the SLCC on Financial Management which reviewed the Public Accountability Framework, Yearend Statement of Accounts and ensured proper financial practices. The Clerk also attends the quarterly Clwyd Branch meetings of the Society and has participated in Regional, Annual and Practitioners

conferences of the Society and jointly with One Voice Wales to keep abreast of changes within the Sector.

10. The Community Council does not undertake any borrowings, and the determination of the annual precept is generally the subject of a detailed estimates report to the November or December meeting of the Council. During 2015/16 a special meeting of the Council was held on 28 October 2016 to review its priorities, spending powers and current budget headings to inform the budget setting process. The Council considered current and known new expenditure requirements together with the various Service Level Agreements, the draft report of the Independent Remuneration Panel for 2016/17 and Automatic enrolment requirements under the Pensions Act 2008. The Council has no Partnership Agreements, and therefore no monitoring requirements. The Council does monitor each of the Service Level Agreements that the Community Council has entered into through reporting and measurement requirements that monitor the effectiveness of the funding commitment and ensure that it represents good value for money.
11. The procedure and process for dealing with applications for financial assistance under Section 137 of the Local Government Act 1972 was reviewed in September 2009. All applications are submitted on the approved application form to ensure that all the information required to make a decision is received in a uniform and consistent format. Applications are considered on a quarterly basis with the annual £3,250 budget apportioned equally each quarter to allow the Community Council to be more focused and equitable when determining financial assistance applications. The emphasis and focus of financial assistance from the Community Council is on providing pump priming to help local community groups to become self-financing rather than providing a regular guaranteed grant income year on year that may preclude other new local groups from being established to the benefit of the community. All applicants are required to give an undertaking that if successful, they would be prepared to give a report to the Community Council on how the grant monies were spent and what benefit there had been to the community of Acton.
12. During 2015/16, a continuing Service Level agreement was entered into for the supply of detached Youth Work in the Acton area by the Wrexham County Borough Council (WCBC) Youth Service. All the workers are employed and trained by WCBC who will have carried out a risk assessment for the work to be undertaken. The Community Council receives quarterly monitoring reports and during 2015/16 the Youth Committee considered the operation of the Service Level Agreement and failed to be satisfied that it presents good value for money. The Youth Committee's recommendation to terminate the Agreement with effect from 31 December 2015 was endorsed by the Council.
13. During 2015/16 a further Memorandum of Agreement with WCBC for the provision and management of a seasonal ranger for Acton Park for an 8 week period from 24 May to 6 September 2015 working three days a week during this time was entered into. The Community Council's role under this Agreement is to provide the agreed finance to support the employment costs of the Acton Park Seasonal Ranger. Wrexham County Borough Council is responsible for the selection and training /induction of the Seasonal Ranger. The Community Council has made adequate provision within its estimates to meet this expenditure. The money is claimed by Wrexham CBC retrospectively once the costs have been incurred. The agreement is terminated at the end of the period or at a time agreed in writing by the partner organisations. The Community Council receives a full report on the operation of this agreement, and together with commendations received from local user groups in the Park is very satisfied with the work completed by the Ranger.
14. During 2015/16 the Community Council entered into a one year Service Level agreement with the Wrexham Citizens Advice Bureau to provide a Community Advice Service within the Acton Community for one half day per week. The Service Level Agreement is subject to annual reporting and the funding for this Service Level Agreement to continue until March 2017 has been agreed.
15. During 2013/14, a ten year Service Level Agreement was entered into with Wrexham County Borough Council (WCBC) to provide revenue funding towards the operational management of the Acton Community Resource Centre. The Agreement period runs from April 2013 to March 2023 across ten

financial years to provide up to £30,000 per annum from Acton Community Council with an aspiration for the Acton Community Resource Centre to become self-funding as per the Business and Financial Action Plan for the Centre. The Agreement provides for a review every two years to ensure that progress towards the Resource Centre becoming self-financing is being achieved. The Community Council has received statistical usage and running costs reports at its March 2016 Meeting (Minute 148.2 refers). However the Council maintains a close watching brief on the staffing provision at the Resource Centre, reporting to the Centre's Management Committee and implications of its potential inclusion in a move to a Culture Trust from 1 January 2017. The Community Council intends to conduct a root and branch review of the Agreement to safeguard its financial and other support to this Resource Centre

16. In respect of Community Facilities, the Community Council has agreed to provide funding to Wrexham County Borough Council to enable these facilities to be retained in respect of the three School Crossing Patrols at Dean Road, Box Lane and Borrás Park infants and Junior Schools together with the two playgrounds at Aran Road and Ffordd Llewellyn within the Acton Community. The Council receives regular reports in respect of the playground inspections, repair and maintenance and has undertaken minor repairs and equipment replacements and painting works as identified in the 2015 Annual Inspection to minimise risk.
17. All deliberations and decisions at a Council meeting are recorded in the minutes, with those minutes then being reported to the next ordinary meeting for confirmation as a correct record and signing by the Chairman. The minutes are numbered consecutively from the Annual meeting each May. Electors are free to attend any Council meeting, for which public notice is given, and a copy of the minutes is available. If in attendance at a meeting, the public are given a copy of the agenda and associated papers. They are also afforded the rights of inspecting the accounts and associated papers in accordance with statutory requirements at the time of external audit. All agenda, minutes and Public Notices in relation to the availability of Annual Accounts for Inspection are published on the Council's website.
18. In respect of the Council's electronic computer records a real time daily data back-up service has been purchased from Vision ICT as part of the package to provide the Council's website to comply with the provisions of Sections 55-57 of the Local Government (Democracy) (Wales) Act 2013.
19. Consultations whether statutory or optional from other organisations are reported to the Community Council in a timely fashion to enable consideration of a response within the Consultation timeframe. Such organisations can include the National Assembly of Wales, WCBC, the Audit Commission, Local Government Ombudsman for Wales and the Post Office.
20. In relation to internal controls, the following comments are made:-
 - 20.1. Financial records are subject to both independent internal and external audit – the Council's Internal Auditor was re-appointed with a specific and detailed remit as set out in the letter of engagement approved at the Council meeting in February 2016 (Minute 128 refers); all expenditure is approved by the Council beforehand wherever possible or where appropriate by the Chairman and Vice-Chairman using agreed delegated powers, i.e. August recess arrangements and reported to the Council at the next meeting for record purposes.
 - 20.2. All expenditure, be it accounts for payment, applications for financial assistance or any other items, are properly recorded in the minutes together with the relevant power to make such expenditure. The Clerk advises the Council when Section 137 powers have to be utilised, such as with applications for financial assistance or supporting the costs of School crossing Patrols and of options to use the general power of wellbeing.
 - 20.3. There is only one member of paid staff subject to a contract of employment; The annual returns for 2015/16 are being completed by the HM Revenue and Customs deadline as part of the outsourcing agreement with Wrexham County Borough Council's Payroll section who act on the Community Council's behalf in respect of all return liabilities for Tax and National Insurance.
 - 20.4. Generally there is a relatively small amount of VAT to be claimed by the Community Council. This is generally completed on an annual basis by the Clerk as the Responsible Financial Officer at the end

of the financial year. However, where if it is apparent earlier in the year that there will be a larger than normal amount of VAT to be reclaimed, it will be done as quickly as possible but at least on a half yearly basis or when there is VAT over £100 to reclaim.

- 20.5. There is a detailed timely report submitted to either the November or December meeting of the Community Council setting out the progress of income and expenditure against the current year's budget and indicating the estimated expenditure requirements for the next financial year based on the decisions the Community Council has made. Following consideration of this report, the Council is able to determine the level of its precept for the next financial year and notify its precept requirements to WCBC Finance Department within the time limits of its own Budget process.
- 20.6. The Council has no formal external Performance Measurement requirements but does measure the Clerk's Performance each year through an appraisal by the Chair and the former Chair that is reported and considered by the full Council.
- 20.7. The Community Council does not apply for any grant or loans but if any arise in the future, a procedure would have to be developed and adopted and incorporated into Standing orders and Financial Regulations if appropriate.
- 20.8. All Minutes are properly and sequentially numbered and signed as a correct record by the Chairman at the next subsequent meeting.
- 20.9. Any letters, emails or telephone calls received by the Clerk from the public are responded to and if the matters are required to be reported to the Community Council for a decision, a full response is given within seven days or as soon as practicable thereafter.
- 20.10. All requests for comments and consultation are reported to the Community Council to enable it to determine a response or to the Chairman and Vice-Chairman in the event of the response time being before the next available meeting and reported to the subsequent meeting of the Community Council.
- 20.11. The quality of the Community Council's status issue is not yet applicable but the Clerk undertakes effective CPD and Training by updating through Conference attendance. The Clerk is not currently required to be working towards the recognised Quality Clerk qualification.
- 20.12. The Clerk is responsible for the receipt of any correspondence, arranging circulation to specified Members or the Community Council as appropriate, as soon as practicable, responding to the issues raised on the Council's behalf and ensuring that the enquiry and response are placed in an appropriate paper or electronic file for future record purposes.
- 20.13. The Council have adopted the Code of Conduct contained in the Local Government Act 2000 and have signed the appropriate declarations within the Statutory Timetable and also have a Code of Conduct in relation to the Clerk to the Council issued by the National Assembly for Wales. Each time a Member declares an interest the relevant form is completed and the declaration recorded in the minutes of the meeting where the declaration is made. A summary of each Members annual attendance at meetings and declarations of interest is published on the Community Council's website in anticipation of Section 58 of the Local Government (Democracy) (Wales) Act 2013 and the 2013 Act's (Commencement No. 2) Order 2015. The Gifts and Hospitality Register is also updated whenever such matters arise. The Council will by 26 July 2016 take action in respect of adoption of a revised Model Code of Conduct to reflect the amendments in accordance with section 51 of the Local Government Act 2000. (Minute 142.5 March 2015 refers)
- 20.14. The Council considers the reports from its Internal Auditor and responds to the action issues highlighted in it. The last report overall was a clean report. The Community Council and its Internal Auditor appears to be satisfied that current arrangements for Internal Audit work well with a good critical friend dialogue. (Minute 128 February 2016 refers)

RECOMMENDATIONS

- i) that consideration of this report as contained in Appendix 3 be accepted as the formal Risk Assessment for 2016***
- ii) that in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes;***
- iii) the arrangements highlighted in paragraph 5.1 to 5.3 and paragraph 20.1 to 20.14 in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls'***

Carole Roberts, Clerk to the Council and Responsible Financial Officer

19 April 2016

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	Organisation	Details	Comments
1.	National Library of Wales Aberystwyth	UK Web Archive: Email dated 2 March 2016 inviting the Council to participate in the UK Web Archive by archiving its web site (http://www.actoncommunitycouncil.gov.uk/). The UK Web Archive is a partnership between the National Library of Wales, the British Library, and the National Library of Scotland, to preserve website for future users. We have identified this web site as an important part of Wales’ documentary heritage and would like it to remain available to researchers in the future. The archived copy of your web site will form part of our permanent collections.	
2.	One Voice Wales	<p>1. Community Asset Transfer Guide - Revised Edition: Email dated 22 March 2016 advising of the publication of this Guide which can be viewed online here</p> <p>2. Planning Policy Wales Chapter 6: Email dated 22 March 2016 advising of the publication of this Guide which can be viewed online here.</p> <p>3. Larger Council’s Conference – 6 July 2016:: Email dated 19 April 2016 advising of this Conference to be held at Hafod a Hendre Royal Welsh Showground that will include a range of speakers, information on work programmes of relevance to larger councils and workshops on innovative practice being carried out by Councils across Wales. The cost for non Members is £60.</p>	
3.	North Wales Community Health Council	<p>1. Health Watchdog seeks views about the District Nursing Service in North Wales: Email dated 31 March 2016 advising that throughout April 2016, District Nursing staff will be handing out questionnaires when visiting patients and their families, All questionnaires can be completed in confidence and then returned to the NWCHC who will analyse the results independently. It will then work with the Health Board to make sure that what people are telling us is taken into account</p> <p>2. Health Watchdog Wrexham: Chair and Vice-Chair 2016-2017: Email dated 31 March 2016 attaching a press release about the re-appointment of Councillor Arfon Jones as the Chair of the Wrexham Local Committee and the appointment of Mrs Siebenmann, an active NWCHC member since 2015, as Vice-Chair of the Wrexham Local Committee for 2016-17.</p>	
4.	Civic Support Officer, Wrexham CBC	Annual meeting of Wrexham County Borough Council: Letter dated 6 April 2016 inviting a representative of the Community Council to attend the Annual Meeting of the Council on Tuesday 17 May 2016 at 5:30pm in the Council chamber, Guildhall, Wrexham, when the new Mayor and Deputy Mayor will be elected and installed. Responses have been requested but no later than 4 May 2016.	

	Organisation	Details	Comments
5.	Nightingale House Hospice	Annual General Meeting _ 28 April 2016 at 6:00pm: An Invitation has been received for the Council to send a representative to attend the AGM where there will be a review of activities over the last year and plans will be put forward for the coming year. A response has been requested by 22 April 2016.	
6.	Wrexham Civic Society	In Focus Newsletter Issue 42 Spring 2016: A copy of this document will be available at the meeting for members' perusal.	
7.	Wrexham CBC for the National Offender Management Service	North Wales Prison event – 21 April 2016: Email dated 12 April 2016 inviting a representative of the Council to attend this event being held on Thursday 21 April at the Ramada Plaza, Ellice Way Wrexham, from 7.00 p.m. – 9.00 p.m where there will be the opportunity to hear the governor Russ Trent talk about the progress and the vision for the prison. In view of the urgency of this invitation, the Chair of the Council has been nominated to attend this event.	