

5 April 2017

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held in the **LITTLE ACTON COMMUNITY CENTRE**, The Green, Little Acton, Wrexham, LL12 8BH on **TUESDAY next 11 APRIL 2017 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 following meetings:

1. **COUNCIL** held on 21 March 2017 (Copy attached)
2. **YOUTH COMMITTEE** held on 28 March 2017 (Copy attached)

### 4. INFORMATION FROM THE MINUTES:

### 5. COMMUNITY POLICING MATTERS:

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

### 6. PROCEDURAL MATTERS

1. **COMMUNITY COUNCIL ELECTIONS, UNCONTESTED SEATS AND VACANCIES:** The Clerk to report on any notifications received from the Returning Officer listing those Candidates that have been returned unopposed, the process for co-option and any other matters related to the Council elections on 4 May 2017.

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Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or  
E-Mail: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk) with any apologies or requests for further information.  
You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

## 2.SERVICE LEVEL AGREEMENT REPORTING

- i. **ACTON COMMUNITY RESOURCE CENTRE:** To receive a report setting out outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee on 5 April 2017. (To follow)
  - ii. **ACTON CITIZENS ADVICE BUREAU OUTREACH SERVICE:** To consider the attached Monitoring Statistics in respect of the number of sessions Clients, debts recorded and Maximised income from April 2016 to March 2017.
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. **ANNUAL ACCOUNTS 2016/17:** 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 27 April 2017. (Copy to follow) and to note that the External Auditor Grant Thornton, appointed by the Welsh Assembly Government, has given notice that they will undertake the Annual Return and Basic Audit on 10 July 2017.
  9. **REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.
  10. **PAYMENT OF ACCOUNTS:** To note details of any payments received and authorise any outstanding debtor or other payments.
  11. **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):

<b>Case Number/ Address</b>	<b>Proposed Development</b>	<b>Decision</b>
1. P/2017/0107 38 Goulbourne Avenue Wrexham	Single Storey Extension	
<b>General Permitted Development:</b> 2. P/20176/0221 Northbound Footpath near Junction with Plas Gwyn Borrass Road Wrexham	Application For Prior Notification Of Proposed Development By A Telecommunications Operator For The Installation Of 15M Streetpole, 3 No. Antennas, 2 No. Dishes, 3 No. Cabinets And Ancillary Equipment On The Public Footpath	
3. P/20176/0262 17 Chelston Avenue Wrexham	Two-Storey Side And Single Storey Rear Extension	
4. P/20176/0266 15 Ffordd Garmonydd Wrexham	Change Of Use Of Garage To Beauty Salon (In Retrospect)	

*\*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 the Meeting of Acton Community Council held on Tuesday 21 March 2017 at Little Acton Community Centre, The Green, Little Acton, Wrexham**

Present:

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

\* Absent

Also Present:

PCSOs Erin Shawcross and Sara Williams  
Mr Reg Herbert, Freelance Journalist  
Mrs Carole Roberts, Clerk to the Council

### 130 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Len Closs and Ralph Hardy.

### 131 DECLARATION OF INTERESTS

Declarations of interest were made at this stage of the proceedings by:

1. Councillor Carole O'Toole in respect of agenda item 8.1 Annual Report –February 2017: Independent Remuneration Panel. She declared a personal and prejudicial interest in this item as a member of her family sits on this Panel.
2. Councillors Philip Lloyd and Geoff Lowe in respect of agenda item 9.15 Application for Financial assistance from Acton Park Primary School. The Councillors both declared personal and prejudicial interests in this item being a Governor of the School.

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

### 132 CONFIRMATION OF MINUTES

**Minutes of the Acton Community Council meeting held on 21 February 2017:** The Minutes of the Meeting of the Council held on 21 February 2017 were received.

***RESOLVED – that the Minutes of the Meeting of the Community Council held on 21 February 2017 be received and confirmed as a correct record.***

### 133 INFORMATION FROM THE MINUTES

1. **Minute 119.2 Acton Ward Environmental Budget** – The Clerk advised that the Friends of Acton Park had now received the £250 grant payment and had provided a copy of an order placed by the Group to purchase the wildflower seeds to be planted in the Tapley Avenue area.  
***The present position was noted***

2. **Minute 119.3 – Youth Committee Service Level Agreements:** The Clerk reported that both Agreements had now been signed off. In respect of the Detached Youth Work Pilot Project, a report on the outcomes will be made to the Youth Committee at its meeting to be held on 28 March 2017.  
*The present position was noted*
  
3. **Minute 122 Ffordd Garmonydd Play Area:** The Clerk reported that the Play Sufficiency Grant application had been submitted and the outcome was expected before 31 March 2017.  
**RESOLVED – that in the event of a successful outcome, the Clerk in consultation with the Chair be authorised to take any action necessary to confirm the Council’s commitment to supporting the Young People from Little Acton and facilitating the expenditure of the Play Sufficiency grant to secure an improvement to the play opportunities at the Ffordd Garmonydd Play Area in the Little Acton ward.**
  
4. **Minute 123 – Community Policing Matters:** The Chair and Clerk reported they had attended a meeting with other Community Council representatives on 16 March 2017 in the Police Station with Chief Inspector Dave Jolly, Inspector Paul Wycherley and Councillor Hugh John. The meeting had given an opportunity to engage with North Wales Police and the Council following a review of Neighbourhood Teams and to discuss the new focus for the work of the PCSOs and the emerging issues in the area. The workshop was hopefully the start of a constructive dialogue with Community Councils regarding PCSO work. The present position was noted.
  
5. **Minute 124 – Procedural matters: Appointment of Internal Auditor:** It was noted that the Internal Audit was anticipated to take place during the last week in April with a report back to the Council in May 2017. The present position was noted.

#### **134 VARIATION OF AGENDA**

Having regard to there being no Police Officers in attendance, it was **RESOLVED -to vary the agenda and take the next Agenda Item 6 – Key Acton Issues at this stage in the proceedings.**

#### **135 KEY ACTON ISSUES**

It was noted that apart from the ongoing Budget consultations the following matter had recently been considered by the County Borough Council and may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers).

1. Fire authority representatives from Wrexham County Borough Council advised that the Fire Authority had deferred until after the Elections in May 2017, the decision in respect of achieving a whole North Wales 10% budget saving through the reduction of one fire pump at the Wrexham Fire Station. It was noted that Wrexham is the only station in North Wales to have three Fire pumps.

The present position was noted.

#### **136 COMMUNITY POLICING MATTERS**

The Chair welcomed PCSOs Erin Shawcross and Sara Williams who were in attendance on behalf of North Wales Police. It was reported that the Monthly Crime statistical report was not available and would be emailed to the Clerk for circulation to Members at a later date. Members agreed the speed gun trainer should make this presentation at one of the meetings to be held after the Council elections in May 2017. Reassurances were given about the Poling Operations in respect of a spate of burglaries in the area.

Members during the ensuing debate referred to speeding issues in the Acton Community area, particularly the Windermere Road, Chester Road and Borrás locations. Reference was also made to increasing incidences of cars being parked part way on the road and pavements at Westminster Drive, Ffordd Elfed, Ffordd Hooson, Ffordd Jarvis and Oak Drive. This indiscriminate is creating obstructions for wheelchair, scooter and buggy users who are not able to use the pavement to come past the obstructing cars. PCSO Shawcross indicated she would ask the traffic Police Officers to call around the areas. Members also referred to vehicles parking on double yellow lines in the vicinity of Chester Road and Glyndwr Road, It

was frustrating that PCSOs are not empowered to issue penalty tickets for these offences and a Police Officer needs to be in attendance to issue a ticket.

**RESOLVED – that the Council write to the Chief Inspector and express the Council’s concerns about this endemic problem of the parking issues now referred to in the Acton Community.**

### **137 WHITE PAPER ‘REFORMING LOCAL GOVERNMENT: RESILIENT AND RENEWED’**

In accordance with Minute 126 February 2017, this item was included on the Agenda to enable the Council to give consideration and have the opportunity to prepare a more detailed response to this important [Consultation document](#) for submission by the 11 April 2017 deadline. It was noted that Members have also had the opportunity to review a copy of the Council’s submission in response to the previous draft Local Government (Wales) Bill and various concerns were raised at the meeting regarding the possible regionalisation of local government, the potential to disempower local communities and take local democracy away from the its grass roots resulting in deep dissatisfaction from the electorate.

**RESOLVED – that the Clerk in Consultation with the Chair and Councillors Carole O’Toole and Peter Jones prepare a composite response incorporating the strong views previously expressed and the concerns raised at the meeting for submission by the Consultation deadline of 11 April 2017.**

### **138 CONSULTATIONS & OTHER STATUTORY GUIDANCE**

It was reported that the following consultation papers had been received since the last meeting and Members debated whether to make any comments:

- 1. Annual Report – February 2017: Independent Remuneration Panel:** The report was received and the requirements for the Council to publish details of payments made to individual members in an Annual Statement of Payments was noted.

**RESOLVED – to receive and accept the Annual Report – February 2017 of the Independent Remuneration Panel and reaffirm the decision of the Community Council at Precept setting Meeting on 13 December 2016 in respect of the range and maximum Allowances payable for the Financial Year 2017/18:-**

- 1) Determination 44: Expenses and Costs up to £150 per member - Not to adopt this provision**
- 2) Determination 45: Senior Role Salaries – Not to adopt this provision**
- 3) Determination 46: Civic Allowance to mayor/chair – Not to adopt this provision**
- 4) Determination 47: Civic Allowance to the deputy mayor/deputy chair – Not to adopt this provision**
- 5) 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.
- 6) 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.
- 7) Determination 50: Attendance Allowance – Not to adopt this provision**

- 8) Determination 51: 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.)*

- 2. Consultation on draft circular for the planning of Gypsy, Traveller and Show People sites:** Email dated 27 February 2017 from the Planning Directorate, Department for Natural Resources advising of the release of this consultation document and inviting comments and responses by 22 May 2017.

**RESOLVED -that Members respond individually to the Consultation.**

- 3. 2018 Review of Parliamentary Constituencies in Wales – Secondary Consultation period:** A Summary of the Responses to the initial Consultation was published on 28 February 2017. The secondary consultation period will end on 27 March 2017 and the responses can be viewed [online](#).

**RESOLVED -that Members respond individually to the proposals.**

### **139 FINANCIAL ASSISTANCE**

Members considered the Clerk’s report concerning the Council’s Policy to apportion the annual £3,250 budget equally between each of the quarterly meetings. Members were reminded that Grants totalling £2,020.00 had already been made during 2016/17. Members then proceeded to consider seven applications received during the present quarter 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:–**

<b>Organisation</b>	<b>Details</b>	<b>Decision</b>
10. Cunliffe Bowling Club	Financial assistance towards the costs of installing an environmentally friendly automatic watering system	£100.00
11. Wrexham Allotment & Leisure Gardeners’ Association	Financial donation towards the costs of the Annual Open Flower, Vegetable and Home Produce show	£50.00
12. Bobath Children’s Therapy Centre	Financial assistance to enable provision of extra therapists to treat more children across Wales who have Cerebral palsy	£100.00
13. Home Start County Borough of Wrexham	Assistance towards supporting newly referred young families who are vulnerable and disadvantaged and their volunteers who live within the Acton Community	£400.00
14. Borrass Park Albion Youth Football Club	Support sought towards the cost of youngsters from the Borrass /Acton area to go on the Club’s 37th Exchange of Football and Friendship in Germany in April 2017	£300.00
15. Acton Park Primary School	Financial Assistance towards the costs of an improvement and renovation project for the wooden building in the school grounds	No Grant – refer applicant to LEA
16. Barkers Lane Play Group	Financial assistance sought towards the cost of purchasing a range of IT resources to promote ICT development and skills for the children	£280.00

### **Declarations of Interest in respect of the Applications for Financial Assistance:**

Councillor Tom Pierce being the President of Borrass Park Albion Youth Football Club declared a personal and prejudicial interest in respect of the application for the Club. He left the meeting during consideration of this application taking no part in the debate or voting on this matter.)

Councillors Philip Lloyd having already declared a personal and prejudicial interest in respect of the application for Acton Park Primary School left the meeting during consideration of this application taking no part in the debate or voting on this matter.

Councillor Geoff Lowe having already declared a personal and prejudicial interest in respect of the application for Acton Park Primary School left the meeting during consideration of this application taking no part in the debate or voting on this matter.

Councillor William Baldwin being a Governor at Acton Park Primary School declared a personal and prejudicial interest in respect of the application for Acton Park Primary School. He vacated the Chair and left the meeting during consideration of this application taking no part in the debate or voting on this matter.

***RESOLVED - that in the absence of the Vice Chair, Councillor James Kelly take the Chair for determination of the Application submitted by Acton Park Primary School.***

*(Councillor James Kelly in the Chair)*

Following determination of the Acton Park Primary School application, Councillor William Baldwin returned in to the meeting and resumed the Chair.

*(Councillor William Baldwin in the Chair)*

Councillor James Kelly being a local member for Borrass Park declared a personal and prejudicial interest in respect of the application for Barkers Lane Play Group and left the meeting during consideration of this application taking no part in the debate or voting on this matter.

### **140 REPORT FROM CLERK**

The Clerk reported on information and general correspondence that had been received and was available for members' perusal at the meeting. Members considered and dealt with the correspondence as follows:

<b>Organisation</b>	<b>Details and action taken</b>
Lynn Williams Acton Community Resource Centre Manager	<b>Management Committee Meeting:</b> Email dated 13 March 2017 advising that this meeting will be held on Wednesday 5 April 2017 at 6:00pm in the Acton Community Resource Centre <b><i>Information noted</i></b>
Chief Planning Officer Wrexham CBC	<b>Tree Preservation Order: Wrexham County Borough Council (Community Of Acton) – TPO WCBC NO 265/2017 “The Goulbourne, Borrass Park Road, Wrexham LL12 7TF”:</b> Formal notification dated 17 February 2017 advising that Wrexham County Borough Council has made the above Tree Preservation Order to preserve the two mature oak trees that are situated on the Goulbourne site on the car park boundary with Borrass Park Community School. The Community Council was asked to make its comments prior to the Order being confirmed and made permanent. <b><i>RESOLVED to endorse the action taken by the Clerk in consulting the full Council and submitting a response by the deadline to confirm that the Community Council has no objections to this Tree Presentation Order and welcomes the protection of the mature Oak trees at this site.</i></b>

### **141 PAYMENT OF ACCOUNTS**

The Clerk provided details of payments received, known and projected payments to the year end. The Clerk also reported that Earmarked monies including those referred to at the December 2016 and

February 2017 meetings will need to be transferred to the Council's separate Money market account as set out below:

2016/17 Transfer to Earmarked Balances:

£4,750.00 Environmental Committee Budget Earmark  
 £8,931.69 Youth Committee Budget Earmark  
 £5,000.00 Elections Additional smoothing Earmark  
 £1,600.00 Maesydre Power House additional smoothing Earmark  
 £3,000.00 Replacement Play Equipment additional Earmark  
**£23,281.69** Total Earmarking for 2016/17.

**RESOLVED – that the transfer of £23,286.69 to earmarked balances be approved and the following payments be approved: -**

<b>Voucher No; Payee</b>	<b>Details</b>	<b>AMOUNT</b>
77 Vision ICT	Website hosting and Backup support for May 2017 to April 2018 S55 Local Government (Democracy)(Wales) Act 2013	£300.00 (VAT £50.00)
78 Wrexham County Borough Council	SLA Q4 Payment for 2016/17 School Crossing Patrols S137 Local Government act 1972 (as amended)	<b>£2,488.00</b>
79 Carole Roberts Clerk to the Council	Clerks Expenses for March 2017 Section 112 Local Government Act 1972	<b>£ 220.29</b> (VAT £15.00)
80.Clwyd Pension Fund	Superannuation Payments for March 2017 Section 112 Local Government Act 1972 (as amended)	As notified by Wrexham CBC Payroll section
81. Cunliffe Bowling Club	Financial assistance towards the costs of installing an environmentally friendly automatic watering system S137 Local Government Act 1972	£100.00
82. Wrexham Allotment & Leisure Gardeners' Association	Financial donation towards the costs of the Annual Open Flower, Vegetable and Home Produce show S137 Local Government Act 1972	£50.00
83. Bobath Children's Therapy Centre	Financial assistance to enable provision of extra therapists to treat more children across Wales who have Cerebral palsy S137 Local Government Act 1972	£100.00
84. Home Start County Borough of Wrexham	Assistance towards supporting newly referred young families who are vulnerable and disadvantaged and their volunteers who live within the Acton Community S137 Local Government Act 1972	£400.00
85. Borrass Park Albion Youth Football Club	Support towards the cost of youngsters from the Borrass /Acton area to go on the Club's 37th Exchange of Football and Friendship in Germany in April 2017 S137 Local Government Act 1972	£300.00
86. Barkers Lane Play Group	Financial assistance sought towards the cost of purchasing a range of IT resources to promote ICT development and skills for the children S137 Local Government Act 1972	£280.00
87. Wrexham County Borough Council	Clerks Salary and office expenses for March 2017 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

### 130 PLANNING APPLICATIONS

The Council considered whether to make any comments on the following Planning Applications for development in the Community Council's area that has been received since the last meeting or that had been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council).

**RESOLVED - that**

***i). the following observations be made on the applications as set out below:-***

<b>Application No &amp; Address</b>	<b>Details</b>	<b>Observations</b>
1.P/2017/0069 81-83 Holt Road, Wrexham	Display of 2 No Internally illuminated Fascia signs	No Objections
2.P/2017/0070 81-83 Holt Road Wrexham	Retention of Automated Teller Machine	No Objection
3.P/2017/0107 38 Goulbourne Avenue Wrexham	Single-Storey Extension	No Objection
4.P/2017/0160 31 Aston Grove Wrexham	Two-Storey Extension	No Objections
5.P/2017/0200 2 Aran Road Wrexham	Rear Orangery Extension	No objections

**Signed as a correct record this 11th day of April 2017**

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Presiding Chair

Minutes of the YOUTH COMMITTEE held on Tuesday 28 March 2017 at Little Acton Community Centre, The Green, Little Acton, Wrexham

Present:	Councillor	Mrs B Smith, Chair
	"	J Richards , Vice Chair
	"	Len Closs
	"	Mrs A Evans *
	"	Ralph Hardy
	"	Mrs C O'Toole
	"	T Pierce *

\* Absent

Also Present: Mrs Carole Roberts, Clerk to the Council

## 26 APOLOGIES FOR ABSENCE

Apologies for absence were given on behalf of Councillors Mrs Anne Evans and Tom Pierce.

## 27 DECLARATION OF INTERESTS

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

## 28 CONFIRMATION OF MINUTES

**RESOLVED – that the Minutes of the Youth Committee meeting held on 31 January 2017 (as submitted to the Community Council meeting on 21 February 2017) be received and confirmed as a correct record.**

## 29 INFORMATION FROM THE MINUTES

It was noted that all issues arising from the Minutes have been actioned.

## 30 TERMS OF REFERENCE

The Youth Committee noted its terms of reference as amended, endorsed and approved at the Community Council meeting held on 20 September 2016. Reference was made to the need to update the Terms of Reference at the 2017 Annual Council meeting to make specific reference to the monitoring requirements for the Service Level Agreement with the Caia Park Partnership to provide a Pilot Project until 30 September 2017 for one session of Youth Work per week at the Acton Community Resource Centre.

## 31 EXCLUSION OF 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.**

## 32 SERVICE LEVEL AGREEMENTS -PILOT PROJECTS:

The Committee received updates in respect of the following matters:-

1. **DETACHED YOUTH WORK TO 31 MARCH 2017:** Mr Jon Stump from the Caia Park Partnership updated the Committee on the outcomes, the quality data collected and evidence obtained from this

first Pilot Project as detailed in the Service Level Agreement for the Detached Youth Work Pilot Project and reviewed progress to date.

Members noted in particular the sessions to date had resulted in 69 contacts being made with Young People of various ages in all Acton Community wards. The main focus had been given to Acton Central to promote the upcoming centre based provision. Engagement had primarily been with the 13+ age group. However following the start of British Summer time and the lighter nights, more contact had been made with the target 8-13 year age group.

The Detached Team had mapped the area, engaged with young people, consulted local businesses and residents and promoted the upcoming centre based provision. The Team had visited areas experiencing low level nuisance behaviour and anti-social behaviour. A meeting with the Community Beat manager had been postponed due to a Policing operation. General feedback was that a service for teens would be well received, however initially the pilot provision would be for 8-13 year olds at the Resource Centre. Local businesses were positive and comments had ranged from “they need somewhere to go” and “it will be nice for them to have a safe place to meet their friends”.

The Detached Team had also contacted the parents and Young People at the Monday night Football practice in Borrass and had been well received.

Members congratulated the Detached Team on work well done in mapping and engaging with so many young people in the area. They also questioned the possibility of the Detached Pilot being extended to try and map and engage with more of the target 8-13 year old young people before commencing the second Pilot at the Acton Resource Centre from 1 May 2017 instead of 1 April 2017.

**RESOLVED –**

- i) to accept the report and thank the Caia Park Partnership Officers for the successful outcome of the first Pilot Project; and***
- ii) to extend by mutual agreement the Detached Youth Work Pilot for one further month at no extra cost to permit further engagement and consultation with the younger 8-13 year age group.***

**2. YOUTH WORK PROJECT:** Members welcomed the consultation and communication carried out in the Acton Community during the first Detached work Pilot and noted it will now continue for four more weeks to engage further with the target age group. Members recognised that the second Pilot Project will now only be of five months duration. However they accepted that the Service will be based in the Acton Community targeting mainly Acton residents. Whilst there will be occasions when friends of Acton children will also attend the Youth work sessions in the Resource Centre, these friendship circles could now be justified and should be encouraged.

A discussion also took place about room location and storage for any equipment for the weekly Youth provision and the potential for future liaison and engagement with the Police and other local groups such as the Friends of Acton Park. The merits of taking small steps to build on success were also considered to be the best way forward. It was hoped that the increased engagement with young people could be demonstrated in the next Performance and monitoring report which was expected to be presented to the new Youth Committee in May or June 2017.

**RESOLVED – that**

- i) the progress to date to be noted and welcomed and***
- ii) A further monitoring report is submitted to the Youth Committee as soon as possible after the appointment of the new Youth Committee following the full Council elections in May 2017.***

Councillor Mrs Barbara Smith  
Chair of Youth Committee

ACTON CITIZENS ADVICE BUREAU OUTREACH SERVICE: Monitoring Statistics from April 2016 to March 2017.

**ACTON STATISTICAL RECORDING April 2016 to September 2016**

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Totals
Clients seen	20	11	13	10	15	11	80
No. of sessions	4	4	5	4	5	4	22
No. of clients Repeat visits	1	2	2	3	4	2	12
Referral to Specialist in house projects	3	0	1	2	1	1	7
Debt Figures	£2,756	£1,520	£600	£956	£6,451	£6,000	£12,283.00
Assessed Gains Maximised income	£3,200	£4,123	£3,120	£2,200	£6,435	0	£19,078.00
Benefit enqs	12	4	4	3	7	3	30
Debt enqs	3	1	3	1	3	2	11
Employment	2	1	1	3	2	1	9
Consumer	2	0	4	0	0	2	6
Housing	4	1	2	2	3	1	12
Other	5	2	4	2	1	4	19

## ACTON STATISTICAL RECORDING October 2016 to March 2017

	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Totals
Clients seen	13	21	10	11	13	15	83
No. of sessions	4	5	3	3	2	5	22
No. of clients Repeat visits ongoing cases	2	0	0	5	2	5	14
Referral to Specialist in house projects	4	3	1	0	2	4	11
Debt Figures	£2,430	£8,200	£3,521	£0	£0	£11,000	£25,151.00
Assessed Gains Maximised income		£14,152	£4,140	£2,300	£21,682	£29,232	£71,506.00
Benefit enqs	5	9	3	3	4	5	29
Debt enqs	1	2		2	6	8	19
Employment		1	2	1		3	8
Consumer	1	1		1	2	0	5
Housing	1	3	1	1	2	5	13
Other		4	2	1	5	5	17

During February 2017 2 weeks sick leave were unavoidably taken as Caseworker was in Hospital as previously detailed.

Annual leave was taken as per SLA 4 weeks. We have to provide a service under the Service Level Agreement for 48 weeks of the year. Noted is that we have done 44 + 2 weeks unavoidably not carried out due to sick leave. The other two weeks were during the December period when the Resource centre was closed. We will look to monitoring this for the next financial year.

From the six months statistic above, Citizens Advice are pleased to see that the income through our work we have potentially brought into the area is over £70k. To explain how, this is through completing claim forms, doing benefit checks and advising clients they need to apply for say Council tax rebate for example.

What is again particularly pleasing is that the debt figures have declined.

Note: we held a debt information day at Action Resource Centre to promote the way we work and where the outreach is. Leaflets advertising Acton Outreach Service and the Debt Information day were circulated, over a 6 hour period by two staff members and we have map showing where the leaflets were provided should you wish to see it.

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	<b>Organisation</b>	<b>Details</b>	<b>Comments</b>
1.	Donna Dickenson Wrexham CBC	<b>Reshaping Programme:</b> Email dated 29 March 2017 enclosing an information report submitted to members of Wrexham CBC. A copy of the letter and report will be available at the meeting for members perusal	
2.			

