

9 May 2017

(Provision is being made for all elected members of the Council to sign their Declarations of Acceptance of Office prior to the Annual Meeting of the Council between 6.30pm and 7:00pm)

Dear Councillor

You are summoned to attend the **ANNUAL MEETING** of **ACTON COMMUNITY COUNCIL** to be held in the **LITTLE ACTON COMMUNITY CENTRE**, The Green, Little Acton, Wrexham, LL12 8BH on **TUESDAY next 16 MAY 2017 at 7:00pm**.

Yours Sincerely

Carole Roberts

Clerk to the Council

AGENDA

- 1. APPOINTMENT OF CHAIRMAN:** To appoint a Chairman for the Municipal Year 2017/18.
- 2. APPOINTMENT OF VICE CHAIRMAN:** To appoint a Vice Chairman for the Municipal Year 2017/18.
- 3. APOLOGIES FOR ABSENCE:**
- 4. 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.

- 5. PROCEDURAL MATTERS:** To consider the attached report concerning the following procedural matters:
 1. Declaration of Acceptance of Office
 2. Community Council vacancies following the Local Government Elections held on 4 May 2017 - Co-option of members onto the Council
 3. Day and Time of Meetings
 4. Appointment of Committees.
 5. Appointment of Community Council representatives on Community and Resource Centre Management Committees.
 6. Banking Mandate for payments
 7. Review and Adoption Standing Orders and Financial Regulation for the Council.
 8. Declaration of Remuneration to Members of the Council for the year ended 31 March 2017.
 9. Insurance Provider and Cover from 1 June 2017.

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.
You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

- 6. CONFIRMATION OF MINUTES:** To confirm the Minutes of the Meeting of the Council held on 11 April 2017 (Copy attached)
- 7. INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 11 APRIL 2017**
- 1. Minute 147.1 - Ffordd Garmonydd Play area:** The Clerk to report on the progress of this successful Play Sufficiency Grant scheme.
- 8. COMMUNITY POLICING MATTERS:** To receive the Monthly Policing and Operations Report from the Acton Community Police Officers who are in attendance at the meeting.
- 9. KEY ACTON ISSUES:** Wrexham County Borough Council 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)
- 10. AUDIT OF ACCOUNTS 2016/17:** (Details to follow once the Internal Auditor's report has been received by the Clerk).
1. To receive details of the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2017;
 2. To receive and approve the Annual Return and accounting statements set out in sections 1 and 2 for the year ended 31 March 2017; and
 3. To give approval for the Chairman to sign the Annual Return on the Council's behalf prior to initial submission to the External Auditor by 31 May 2017.
- 11. REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.
- 12. PAYMENT OF ACCOUNTS:** To note details of any payments received and to authorise any outstanding debtor or other payments.
- 13. PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on the following application(s) made under the Town and Country Planning Act 1990 & Town and Country Planning (Trees) Regulations 1999 (to be determined by Wrexham County Borough Council):

Case Number/ Address	Proposed Development	Decision
1. P/2017/0320 12 Ffordd Garmonydd Wrexham	Erection Of Cattery	
2. P/2017/0323 Asda Stores Ltd Holt Road Wrexham	Application For Consent To Display 2 No. Twin Post Signs	
3. P/2017/0328 42 Frances Avenue Wrexham	Two Storey Extension	
4. P/2017/0334 58 Ffordd Llywelyn Wrexham	Single-Storey Extension	
5. TPO 267/2017 164 Chester Road, Wrexham	The Community Council has until 5 June 2017 to make any formal objections, observations or supportive comments on this new Order made on 24 April 2017	
6. TPO 268/2017 Firgrove Corner & Huntsman Corner Wrexham	The Community Council has until 5 June 2017 to make any formal objections, observations or supportive comments on this new Order made on 24 April 2017	

**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.*

1. DECLARATION OF ACCEPTANCE OF OFFICE – In the event of any member not being able to be present or being able to make prior arrangements with Clerk to sign the declaration, the Council is **RECOMMENDED** to permit it to be done at a later date e.g. the next scheduled Council meeting. In any event Members must sign their declaration within the statutory 2 month period, (Local Government Act 1972 S83) or at this time the office becomes vacant, and a Notice of Vacancy will be required to be submitted to the Returning Officer.

2. COMMUNITY COUNCIL VACANCIES FOLLOWING THE LOCAL GOVERNMENT ELECTIONS HELD ON 4 MAY 2017 - CO-OPTION OF MEMBERS ONTO THE COUNCIL: The Returning Officer has written to advise that provided the number of newly elected members of the Council constitutes a quorum for the meeting, they may co-opt any similarly qualified person or persons to fill the unfilled vacancies. This must be done within 35 days of the date of the elections. Members are advised that there are six vacancies to be filled by co-option at this meeting in the following wards:

Acton Central – 1 vacancy
Borras Park – 2 vacancies
Little Acton – 1 vacancy
Maesydre – 2 Vacancies

The appropriate Public Notices have been placed on the Council's Notice Board in the Acton Community Resource Centre and on the Council's website. Qualified persons within the Community have been invited to submit an expression of interest form by noon on Monday 15 May 2017. Copies of any forms received by this date will be circulated to Members of the Council for consideration at the meeting.

The Council is **RECOMMENDED** to consider the co-option of suitably qualified persons for the six vacancies.

3. DAY AND TIME OF MEETINGS: To consider and confirm whether the Council wishes to continue to hold its monthly meetings generally on the third Tuesday of each month at 6:30pm apart from August when the Council is in recess. Draft schedule attached at Appendix 1.

4. APPOINTMENT OF COMMITTEES: It is **RECOMMENDED** that the Council consider the appointment of the following six Committees. The 2016/17 memberships and terms of reference are set out below. (Please note that members whose names are shown in italics have now stood down from the Council):-

1. ACTON COMMUNITY RESOURCE CENTRE COMMITTEE: *Councillors Edmund Boylin*, James Richards* and Sue Stanford** together with the five County Borough Councillors who are also members of the Community Council namely, Bill Baldwin, Mrs. Anne Evans, Jim Kelly, Geoff Lowe, and Mrs. *Carole O' Toole*.

*these Councillors were also the Community Council's nominated representatives on Wrexham County Borough Council's Acton Resource Centre Management Committee.

Terms of reference:

1. To receive and monitor the Service Level Agreement for the Operational Management of the Acton Community Resource Centre: April 2013 To March 2023 and consider performance monitoring and progress against the aims and objectives, and agreed outputs and outcomes, required under the terms of the Agreement to ensure the Resource Centre is making progress to becoming self-financing and the Agreement still represents good value for money;

2. To ensure that the current 10 year Service Level Agreement's reporting requirements are being met, are fit for purpose, reflect the requirements of the Community Council and are kept under review to ensure current best practice and each of the two year Review of the Agreement takes place as set out in the Agreement;
3. To mediate when necessary between Acton Community Council, the Acton Community Resource Centre Management Committee and /or officers of Wrexham County Borough Council in respect of any concerns or issues related to the ten year Service Level Agreement; and
4. To report and immediately bring any concerns about the performance or effectiveness of the Service Level Agreement to the attention of the full Council.

2. ACTON ENVIRONMENTAL COMMITTEE: Chair and Vice Chair of the Council together with Councillors Anne Evans, Philip Lloyd, Kevin Roberts and *Carole O'Toole*.

Terms of Reference:

Further to Minute 102.3 December 2015 setting the Community Streetscene Budget to £5,000 and extending the budget provision to provide for environmental works in each of the five wards of the Community Council, the Environmental Committee is tasked with:

- 1 Considering costed Environmental schemes up to the value of £1,000 for each of the five Acton Wards (namely - Acton, Borrass Park, Little Acton, Maesydre and Rhosnesni); and
- 2 Making recommendations to the Council on how the budget should be spent in each of the five wards.

3. PLANNING COMMITTEE: Chair or Vice Chair, together with Councillors Anne Evans, Ralph Hardy, Geoff Lowe, Philip Lloyd and *Mrs. Barbara Smith*.

Terms of Reference:

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

4. STAFFING COMMITTEE: Chair and Vice Chair of the Council together with Councillors Mrs Anne Evans, Ralph Hardy and Kevin Roberts. (In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee.)

Terms of Reference:

To deal with matters relating to the role of the Clerk or any other staff that may subsequently be appointed and make recommendations to the Council. The Committee to have regard to the advice notes prepared by the Society of Local Council Clerks in respect of:

1. The Clerk's Job Description
2. The Model Contract of Employment
3. Disciplinary Procedures
4. Grievance procedures
5. Dignity at Work/Bullying and Harassment Policy

There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

NOTE: The Annual Review of the Clerk's performance and development will continue to be undertaken by the Chair, Vice Chair and previous year's Chair to provide continuity.

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

Terms of Reference:

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

6. YOUTH COMMITTEE: Vice Chair – *Councillor Len Closs*, together with Councillors Mrs. Anne Evans, Ralph Hardy, *Mrs. Carole O’Toole*, *Tom Pierce*, *James Richards* and *Mrs. Barbara Smith*.

Terms of Reference:

1. To review and develop options for 2017/18 onwards for future Service providers to provide pilot or other Youth Projects across any of the five Acton Community Wards to ensure they are fit for purpose and reflect the requirements of the Community Council and current best practice;
2. To receive and monitor from any future Service providers reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and the Projects represent good value for money; and
3. To bring any concerns about the performance or effectiveness of any future provider or project immediately to the attention of the full Council.

5 COMMUNITY CENTRES: To review and consider the appointment of the Community Council’s representatives for:-

1 Little Acton Community Centre – All 3 Little Acton Ward Members (ie Councillors Bill Baldwin, Kevin Roberts and *Sue Stanford*)

2 Acton Community Resource Centre: Councillors *Edmund Boylin*, *James Richards* and *Sue Stanford* and to note that the five County Borough Councillors namely, Bill Baldwin, Mrs. Anne Evans, Jim Kelly, Geoff Lowe, and *Mrs. Carole O’ Toole*, are also members of the Acton Community Resource Centre Management Committee

(Please note that members whose names are shown above in italics have stood down from the Council)

6. BANKING MANDATE FOR PAYMENTS: It is **RECOMMENDED** that the Council review and refresh the list of persons authorised to sign all cheques and other authorisations for payment on behalf of the Council following the changes to the Council’s membership after the full Council elections on 4 May 2017. The current signatories are Councillors William Baldwin, *Leonard Closs*, *Edmund Boylin*, and Geoff Lowe. The mandate requires that any two of the four signatories can sign cheques.

(Please note that members whose names are shown above in italics have stood down from the Council)

7. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS – The Council’s current Standing Orders and Financial Regulations are overdue for review.

It is **RECOMMENDED** that a small working group of Members be appointed to undertake this task having regard to the latest Model Standing Orders available from One Voice Wales and report its findings and recommendations back to the Council.

8. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2017 –The Council is required each year Under Section 151 of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales requires that Relevant authorities must arrange for the publication within the authority area of the remuneration received by its members and co-opted members. This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate. The information to be provided must detail the payments made by community and town councils to named members as:

- i. Attendance Allowance.
- ii. Financial Loss Allowance.
- iii. Payments for costs incurred in respect of telephone usage, broadband etc.
- iv. Allowances made to a mayor/chair and deputy mayor/chair.

It is **RECOMMENDED** that the Council make its formal Declaration for the year ended 31 March 2017 and accepts the attached schedule attached at Appendix 2 as setting out the position as required for each of the Members of the Acton Community Council. It should be noted that Acton Community Council during the year ended 31 March 2017, did not make any payments to any of its Members in respect of Attendance Allowance, Financial Loss Allowance, Payments for costs incurred in respect of telephone usage, broadband etc. or Allowances made to a mayor/chair and deputy mayor/chair.

9. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2017 – The Council last 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 commencing 1 June 2012 with an option to extend the arrangement 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 has been 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 three years until May 2017 (Minute 15.7 May 2015 refers). This extension has resulted in an overall budget saving. A further review of the Council’s insurance provider will now be conducted before the renewal date of 1 June 2018.

The Council is **RECOMMENDED** to review and confirm its insurance provider and cover requirements before the renewal date of 1 June 2017. The Clerk will provide information about the insurance schedule and level of cover at the meeting.

2017 / 2018 Municipal Year Meeting Dates

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

COUNCIL MEETING DATES

- 16 May 2017
- 20 June 2017
- 18 July 2017
- August 2016 <No Meeting - Council in recess>
- 19 September 2017
- 17 October 2017
- 21 November 2017
- 12 December 2017 *brought forward by one week due to timing of the Christmas break
- 16 January 2018
- 20 February 2018
- 20 March 2018
- 17 April 2018
- 15 May 2018 (Annual Meeting)

Meetings will be held in either the Acton Community Resource Centre, off Overton Way, Wrexham LL12 7LB or at the Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH

Carole Roberts

Clerk to Acton Community Council
c/o Acton Community Resource Centre, off Overton Way, Wrexham, LL12 7LB
Tel: 07913 071470
WEBSITE: www.actoncommunitycouncil.gov.uk
Email: clerk@actoncommunitycouncil.gov.uk

**ACTON COMMUNITY COUNCIL
REMUNERATION TO MEMBERS OF THE COUNCIL
FOR THE YEAR ENDED 31 MARCH 2017**

In accordance with Section 151 of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales requires that: Relevant authorities must make arrangements for the publication within the authority area of the remuneration received by its members and co-opted members (including chairs of JOSCs or sub-committees of JOSCs).

This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate. The following information must be provided:

- a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
- b. **The payments made by community and town councils to named members** as:
 - i. Attendance Allowance.
 - ii. Financial Loss Allowance.
 - iii. Payments for costs incurred in respect of telephone usage, broadband etc.
 - iv. Allowances made to a mayor/chair and deputy mayor/chair.
- c. All care, travel and subsistence expenses and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
- d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely: a local health board a police and crime commissioner panel a relevant authority a body designated as a public body in an order made by the Welsh Ministers.
- e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

Declaration

The schedule overleaf sets out the position as required under item b above for each of the Members of the Acton Community Council. It should be noted that Acton Community Council during the year ended 31 March 2017, **did not make any payments to any of its Members** in respect of Attendance Allowance, Financial Loss Allowance, Payments for costs incurred in respect of telephone usage, broadband etc. or Allowances made to a mayor/chair and deputy mayor/chair.

The Community Council has also published this information in the Public Notice section of its website: www.actoncommunitycouncil.gov.uk

Signed this 16th day of May 2017

Mrs Carole Roberts Clerk and Financial Officer to Acton Community Council.

**ACTON COMMUNITY COUNCIL
DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL
FOR THE YEAR ENDED 31 MARCH 2017**

COUNCILLORS NAME	Attendance Allowance	Financial Loss Allowance	Payments for costs incurred etc.	Allowances made to Chair and Deputy Chair
E Boylin	£0.00	£0.00	£0.00	N/A
W Baldwin	£0.00	£0.00	£0.00	£0.00
L Closs	£0.00	£0.00	£0.00	£0.00
Mrs A Evans	£0.00	£0.00	£0.00	N/A
R Hardy	£0.00	£0.00	£0.00	N/A
J A Kelly KSG	£0.00	£0.00	£0.00	N/A
Philip Lloyd	£0.00	£0.00	£0.00	N/A
G Lowe	£0.00	£0.00	£0.00	N/A
Mrs A O'Neill	£0.00	£0.00	£0.00	N/A
Mrs C O'Toole	£0.00	£0.00	£0.00	N/A
T Pierce	£0.00	£0.00	£0.00	N/A
J Richards	£0.00	£0.00	£0.00	N/A
K Roberts	£0.00	£0.00	£0.00	N/A
Mrs B Smith	£0.00	£0.00	£0.00	N/A
Mrs S Stanford	£0.00	£0.00	£0.00	N/A
MEMBERS				
Co-opted during 2016/17				
Peter Jones Co-opted on 18/10/16	£0.00	£0.00	£0.00	N/A

Minutes of the Meeting of Acton Community Council held on Tuesday 11 April 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:

Mr Reg Herbert, Freelance Journalist
Mrs Carole Roberts, Clerk to the Council

143 THANKS AND BEST WISHES

The Chair referred to the forthcoming elections and thanked the Members of the Council who were standing down for all the work they had undertaken on behalf of the Acton Community and wished them well for the future. In response the retiring members present expressed their thanks for the help and consideration given to them and in particular to the efforts of the Clerk in helping to keep an even keel and providing advice and support to the Members. They extended their best wishes to the new Council.

144 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ralph Hardy, Peter Jones and James Richards.

145 DECLARATION OF INTERESTS

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

146 CONFIRMATION OF MINUTES

1. Minutes of the Acton Community Council meeting held on 21 March 2017: The Minutes of the Meeting of the Council held on 21 March 2017 were received. It was noted that Councillor Sue Stanford was marked as absent when she had been in attendance at the meeting.

RESOLVED – that subject to noting that Councillor Sue Stanford was present and in attendance, the Minutes of the Meeting of the Community Council held on 21 March 2017 be received and confirmed as a correct record.

2. Minutes of the Youth Committee meeting held on 28 March 2017: The minutes of this meeting were received. Members welcomed the progress to date and in particular the high level of engagement with Young People during the now extended Detached Youth work Pilot Project. It was requested future copies of the statistical monitoring information reported to the Youth Committee be made available to all members of the Council.

RESOLVED – that the Minutes be welcomed and accepted.

147 INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 21 MARCH 2017

- 1. Minute 133.3 - Ffordd Garmonydd Play area:** The Clerk reported that the Play Sufficiency Grant application had been successful and payment had been received with the April 2017 precept payment. The monies were required to be spent before the end of May 2017.

RESOLVED – That the Clerk in consultation with the Chair, be authorised to place an order to provide and install one of the £5,000 pieces of equipment already identified by the Young People to secure an improvement to the Play opportunities at the Ffordd Garmonydd play area in accordance with the Grant conditions.

- 2. Minute 137 – White paper “Reforming Local Government: Resilient and Renewed”:** The Clerk confirmed that the Council’s response had been submitted by 11 April 2017 deadline and a copy of the response was available at the meeting for members perusal.

The present position was noted

- 3. Minute 141 – Payment of Accounts and 2016/17 Transfer to Earmarked balances:** The Clerk confirmed that the £23,281.69 transfer to the Earmarked Balances account had been made on 24 March 2017.

The present position was noted

148 COMMUNITY POLICING MATTERS

There were no Police representatives in attendance at the meeting. The Clerk referred to an email recently received from PC Kerry Evans advising of the arrangements she had put in place to cover her forthcoming leave of absence. However it was noted that it may not be possible for the PCSOs to attend all Council meetings given operational requirements for the Officers. Circulated at the meeting was the combined Crime Statistics for the five Acton Community wards for the month of March 2017 which was noted.

RESOLVED – that the Crime statistics be noted and the Clerk arrange for the Council’s best wishes for a speedy recovery to be conveyed to PC Kerry Evans.

149 PROCEDURAL MATTERS

- 1. COMMUNITY COUNCIL ELECTIONS, UNCONTESTED SEATS AND VACANCIES:** The Clerk advised that she had received the Community Council Statement of Persons Nominated and had printed off the relevant pages for the Acton Community area, and displayed them in the Council’s area and on the Council’s website. The Clerk was still awaiting formal notification 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.

RESOLVED – that

1. the Clerk in consultation with the Chair of the Council be authorised to act upon any notifications received from the Returning Officer, particularly in respect of the advertising and the filling of any vacancies by co-option within a set time period following the Council elections on 4 May 2017; and

2. the Clerk in consultation with the Chair be authorised to Clerk to the Council in consultation with the Chair of the Community Council be authorised to deal with any urgent issues that arise during the Election Period and they report on any such actions to the Annual Meeting of the Council to be held on 16 May 2017

2. SERVICE LEVEL AGREEMENT REPORTING

- 1. ACTON COMMUNITY RESOURCE CENTRE:** In accordance with the terms of the Service Level Agreement, the Council received a performance and monitoring report setting out outputs and

outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee on 5 April 2017.

RESOLVED – that the Service Level Monitoring report be received and noted

- 2. ACTON CITIZENS ADVICE BUREAU OUTREACH SERVICE:** In accordance with the terms of the Service Level Agreement, the Council received a Monitoring Statistics in respect of the number of sessions Clients, debts recorded and maximised income from April 2016 to March 2017. It was noted in particular that the level of debts recorded was decreasing. In respect of publicising the Service there had been a debt awareness day held recently and all properties in and around the Resource Centre had been sent a leaflet advertising the service

RESOLVED – that the Service Level Monitoring report be received and noted

150 KEY ACTON ISSUES

It was noted that there were no matters that had recently been considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers).

The present position was noted.

151 ANNUAL ACCOUNTS 2016/17

The Clerk submitted a detailed report prepared in accordance with the Accounts and Audit (Wales) Regulations 2014, issued under the Public Audit (Wales) Act 2004 containing:

- the annual Statement of Accounts for the year ended 31 March 2017;
- a supporting statement highlighting significant variances;
- A Governance/ Risk assessment report for 2017.

Members were reminded that the Accounts and Audit Regulations and Capital Finance and Accounting Regulations in Wales had introduced key changes for Community and Town Councils in respect of accounts completion requirements from 2011/12 with the certification and approval process for the annual returns/accounts being earlier.

It was noted that the Accounts, books and records for the 2016/17 Financial year will now be submitted to the Internal Auditor on 27 April 2017. The Internal Auditor's report will be submitted to the next meeting. In respect of the External Audit, the External Auditor appointed by the Welsh Assembly Government (Grant Thornton) has given notice that they will undertake the Annual Return and Basic Audit on 10 July 2017. The relevant statutory notices will be placed on public display and be available on the Council's website to comply with the Statutory Notice period.

Members noted details of the variance and underspend on the 2016/17 Budgets for General Administration including meeting the requirements for Pensions Automatic Enrolment during 2016/17, Elections, Audit Fees, Grants and Donations, Conferences, Training, Community Centres, Service Level Agreements, repairs and maintenance for the Maesydre Power House, Community Streetscene, Young Persons Projects and spending in respect of the Community Facilities for Play provision and School Crossing Patrols. Members were reminded that invoices for the 2014/15 contributions revenue payments for the Acton Community Resource Centre Service Level Agreement and for contributions to the operational cost of the Little Acton Community Centre had been received and paid during 2015/16 inflating the total spend for 2015/16 against these budgets.

Members noted a £23,281.69 transfer had been made in March 2017 adding to 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 2016/17 in the year marked account as a reserve or to smooth out known future peaks in expenditure:

- | | |
|--|------------|
| 1. Reserve Acton Community Resource Centre to ensure the viability | £18,958 00 |
|--|------------|

	of the Centre (Minutes 115 ii January 2015 & Minute 146.1 March 2016 refers)	
2.	Maes y Dre Power House: Repairs/Maintenance/ Revaluation/Legal fees (Minute 146.2 March 2016 & Minute 141 March 2017 refers)	£14,930.00
3.	Smoothing Allocation towards the cost of full Council elections in 2017 (Minute 146.3 March 2016 & Minute 141 March 2017 refers)	£28,000.00
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 & Minute 141 March 2017 refers)	£ 30,712.00
5.	Environmental Committee Budget set aside as earmarked funds to be used in addition to the £5,000 budget provision in 2017/18 for Environmental works in each of the five wards. (Minute 119.2.i).4 February 2016 & Minute 141 March 2016 refers)	£ 4,750.00
6.	Youth Committee Budget set aside as earmarked funds to be used in addition to the £10,000 budget provision in 2017/18, as a contribution towards the costs of the Youth Provision Pilot Project and to provide for any equipment, storage, Information Technology or other costs associated with the Project (Minute 119.3.i).2 February 2016 & Minute 141 March 2016 refers)	£ 8,931.69
Total year marked budget		<u>£106,281.69</u>

For un-year marked General Fund Balances, the current level of balances is within the scale required under accounting good practice. Provision for General Fund balances was made during 2016/17 and will continue if necessary in subsequent years to increase balances from within the Community Council's precept.

The Clerk highlighted in particular the four Metal Park seats contained within the Community Assets Values section of the report. It was noted that despite exhaustive efforts and enquiries since July 2009, the Council's records were silent on the exact locations of these benches. Members considered this historical record should now be written out of the Council's Asset Book having regard to the work undertaken by the Clerk.

RESOLVED –

- i) To approve the Statement of Accounts for the Year ended 31 March 2017 together with the Supporting Statement and the Annual Risk Assessment required under the Audit and Accounts Regulations and the Chair and Clerk be authorised to sign off the Statement of Accounts for submission to the Internal Auditor;***
- ii) That consideration of the report as contained in Appendix 3 be accepted as the formal Risk Assessment for 2017;***
- 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;***
- iv) That to minimise risk, a review and refresh of the Council's Standing Orders and Financial Regulations be carried out as soon as practicable; and***
- v) That the arrangements highlighted in paragraphs 5.1 to 5.3 and paragraphs 21.1 to 21.14 in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls.***

152 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:

Organisation	Details and action taken
1.Donna Dickenson Wrexham CBC	Reshaping Programme: Email dated 29 March 2017 enclosing an information report submitted to members of Wrexham CBC. A copy of the letter and report was available at the meeting for members perusal Information Noted.

2.Chris Cribbin Friends of Acton Park	Wild Flower Planting at Tapley Avenue : Email dated 11 April 2017 providing details of a recent article/photos of the wildflower work posted on the group's website: http://www.friendsofaptonpark.co.uk/wildflower-gardens-at-tapley/ Information noted
3.Wrexham Civic Society	In Focus Newsletter Issue 44 Spring 2017: A copy of this document was available at the meeting for Members perusal. Information noted

153 PAYMENT OF ACCOUNTS

The Clerk provided details of payments received and requested authorisation for any outstanding debtor or other payments. It was noted that the following payments had been received:

£18.39	Interest – HSBC Business Money Manager (Deposit) account – on 1 March 2017 Bank Statement
£41,666.66	1st Precept Payment 2017/18– Wrexham CBC – 3April 2016
£5,000.00	Payment of grant for Ffordd Garmonydd Play area through WCBC/ Welsh Government – received 3 April 2017

RESOLVED – that the following payments be approved: -

VOUCHER NO & PAYEE	DETAILS	AMOUNT
1 Wrexham County Borough Council	NNDR Demand for Maesydre Power House for the period 1/4/16 to 31/3/17 – Note demand for RV of 1475 = £716.85 but as RV is below Minimum Value no payment is required S124(1)(b) Local Government Act 1972	£0.00 For information only
2 Carole Roberts Clerk to the Council	Clerk's expenses for April 2017 Section 112 Local Government Act 1972	£ 104.99 (VAT £15.00)
3..Clwyd Pension Fund	Superannuation Payments for April 2017 Section 112 Local Government Act 1972 (as amended)	As notified by Wrexham CBC Payroll section
4. Wrexham County Borough Council	Clerks Salary and office expenses for April 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

154 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 the following observations be made on the applications as set out below:-

Case Number/ Address	Proposed Development	Decision
1. P/2017/0107 38 Goulbourne Avenue Wrexham	Single Storey Extension	No Objection
General Permitted Development: 2. P/20176/0221 Northbound Footpath near Junction with Plas Gwyn Borras Road Wrexham	Application For Prior Notification Of Proposed Development By A Telecommunications Operator For The Installation Of 15M Streetpole, 3 No. Antennas, 2	To object to this proposal for the following reasons: 1. There is already a plethora of telecommunication cabinets, masts and ancillary equipment in the Maesydre ward and a mast and three cabinets and other equipment in this

	No. Dishes, 3 No. Cabinets And Ancillary Equipment On The Public Footpath	location would have an adverse effect on the area and its general streetscape and landscape. 2.The proposed development would further "crowd" what is already a congested and very busy street scene in terms of children playing, shops, traffic, foot fall, rubbish, drug and alcohol litter and discarded paraphernalia, coupled with spasmodic episodes of anti-social behaviour. 3, Any additional "street furniture" and ancillary equipment of the kind proposed in this application will not enhance the visual appeal of the area at all.
3. P/20176/0262 17 Chelston Avenue Wrexham	Two-Storey Side And Single Storey Rear Extension	No Objection
4. P/20176/0266 15 Ffordd Garmonydd Wrexham	Change Of Use Of Garage To Beauty Salon (In Retrospect)	No Objection

Signed as a correct record this 16th day of May 2017

Chairman

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	Organisation	Details	Comments
1.	One Voice Wales	<p>1 New Councillor Induction Training: Email dated 13 April 2017 advising of a series of training sessions being held between 6:30pm and 9:00pm that are taking place in North Wales at a cost of £60 per person. There are two local sessions on 18 May 2017 in Mold and 30 May 2017 at Plas Pentwyn Coedpoeth.</p> <p>2. National Development Framework (NDF) for Wales: Email dated 3 May 2017 advising of the release of a consultation on the draft integrated sustainability Appraisal Scoping Report for the NDF. The closing date for responses is 2 July 2017.</p> <p>3. Guide to taking part in 'Battle's Over - A Nation's Tribute & WWI Beacons of Light 11th November 2018': Email dated 8 May 2017 providing background information for Council's that wish to take part in this event</p> <p>4. Code of Practice on Workforce Matters (Two Tier Code) – Annual Monitoring Form: Email dated 9 May 2017 inviting all Council's to take part in this year's monitoring Exercise</p> <p>5. One Voice Wales Larger Councils and Innovative Practice Awards Conference 5 July 2017: Email dated 9 May 2017 inviting the Council to send representatives to attend this Conference being held at the Hafod a Hendre, Royal Welsh Showground. The cost per delegate for non-Members is £65.00.</p>	
2.	Anthony Barrett Assistant Auditor General	<p>Audit Fees and other matters relating to the 2015-16 Audit and the new audit approach: Letter dated 20 April 2017 setting out an explanation for all Councils that addresses general issues raised with auditor and providing an extract of the Auditor's annual report and the proposed Audit themes for the next few years. A copy of the letter and attachments will be available at the meeting for Members perusal</p>	
3.	Assistant chief Constable Richard Debicki North Wales Police	<p>North Wales Police POP (Problem Orientated Partnerships) Awards 2017: Email dated 24 April 2017 inviting local organisation to submit entries for this award that recognises a proactive approach to problem solving in a systematic and routine fashion with the prize money enabling investment back into the project. The closing date for entries is Monday 22 May 2017.</p>	
4.	Friends of Acton Park	<p>Minutes of April 2017 meeting, the recent nature report and a report about the Easter Trail event: A copy of this information was received by email on 26 April 2017. A copy can be obtained from the Group's website.</p>	

	Organisation	Details	Comments
5.	Wrexham Town Neighbourhood Policing Team, North Wales Police	<p>Drugs Dog: Email dated 26 April 2017 advising of arrangements for passive drugs dog operations in public houses over the last twelve months. However the use of Alliance Police Dogs for small operations such as this are no longer permitted. The four Town Community Councils are being asked to consider funding £125 each towards the £500 cost of arranging for the Warrington Partnership to provide four or five visits during the year.</p> <p><i>Members instructions are requested</i></p>	
6.	Nightingale House Hospice Chester Road, Wrexham	<p>Community means strength that joins our strength to do the work that needs to be done: Letter and copy of the 2016 Annual report. The Community Council has been invited to send a representative to one of six events it is holding from 5 to 10 June 2017 to celebrate and thank the Community for its support. Responses are requested by 26 May 2017.</p>	
7.	Democratic and Registration Services Manager, Wrexham County Borough Council	<p>Wrexham Town and Community Council Forum – Thursday 29 June 2017 at 4:00pm: Email dated 10 May 2017 inviting the Community Council to send 2/3 Representatives to attend the next meeting of the Forum and to submit any important items of business for inclusion on the agenda by no later than 7 June 2017.</p>	