

11 April 2018

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held in the Training Room at **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB on **TUESDAY next 17 APRIL 2018 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 20 March 2018 (Copy attached)
2. **YOUTH COMMITTEE** held on 10 April 2018 (Copy attached)

4. INFORMATION FROM THE MINUTES:

1. **Minute 138.3 Internal Audit** – Clerk to provide an update
2. **Minute 138.7 General Data Protection Regulation (GDPR)** – Clerk to provide an update
3. **Minute 143.12 Llangollen Musical Eisteddfod** – Clerk to report on correspondence received

5. COMMUNITY POLICING MATTERS:

To receive the Monthly Policing and Operations Report from the Acton Community Police Officers in attendance at the meeting.

6. PROCEDURAL MATTERS

SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS CASUAL COUNCILLOR VACANCIES To consider any Expressions of Interest submitted, receive short presentations from Candidates in attendance and proceed to fill the Borrass Park and Little Acton Ward casual vacancies by Co-option in accordance with Section 116 of the Local Government (Wales) Measure 2011. Report from the Clerk attached.

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:** The following consultation papers have been received since the last meeting and Members are requested to consider whether to make any comments:
- 1. LOCAL GREEN PAPER 'STRENGTHENING LOCAL GOVERNMENT: DELIVERING FOR PEOPLE':** The Cabinet Secretary for Local Government and Public Services has launched a Green Paper consultation 'Strengthening Local Government: Delivering for People'. This can be accessed via the Welsh Government website by [clicking here](#). The closing date for receipt of comments on the various option is 12 June 2018
 - 2. UK GOVERNMENT CALL FOR EVIDENCE TO EXAMINE HOW CHARGES OR CHANGES TO THE TAX SYSTEM COULD TACKLE THE PROBLEMS ASSOCIATED WITH SINGLE-USE PLASTIC WASTE:** The call for evidence looks across the lifecycle of single-use plastics to examine how the tax system or charges could reduce waste. The document is available to view by [clicking here](#): The deadline for responses to this call for evidence is **18 May 2018** and they should be sent to ETTanswers@hmtreasury.gsi.gov.uk.
 - 3. WREXHAM LOCAL DEVELOPMENT PLAN (2013 - 2028)** – The Deposit Plan Consultation will be available to view and comment on from 9 April 2018 and 5:00pm on 31 May 2018. The deposit documents can be viewed by [clicking here](#)
- 9. ANNUAL ACCOUNTS 2017/18:** To consider and approve the Statement of Accounts for the Year ended 31 March 2018. The accounts will be submitted to the Council's Internal Auditor on 26 April 2018. (Copy to follow) and to note that the External Auditor Grant Thornton, appointed by the Welsh Assembly Government, has yet to give Notice of when 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/2018/0238 61 Borrass Park Road Wrexham	Erection Of Replacement Fencing To Rear And Side Of Property (In Retrospect)	
2.P/2018/0264 79 Holt Road Wrexham	Change Of Use From Mixed Use Of Restaurant / Cafe (A3) And Residential (C3) To A Sui Generis 12 Bed Single Occupancy House In Multiple Occupation (HMO)	

**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 20 March 2018 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	P Lloyd (Chair)	Councillor	R Hardy (Vice Chair) *
"	W Baldwin	"	D Picken
"	M Davies	"	B Pritchard
"	Mrs A Evans	"	Kevin Roberts
"	Ms S Hope	"	Mrs D Wallice
"	P D Jones	"	Ms A Waters *
"	G Lowe	"	Ms L Williams
			2 Vacancies

* Absent

Also Present:

PCSOs Michael Bell and Jessica Nunn

Press & Public: Reg Herbert, Ian Griffiths, Noel Hughes & Sharon Jones

Mrs Carole Roberts, Clerk to the Council

135 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors R Hardy, and Ms A Waters.

136 DECLARATION OF INTERESTS

Declarations of Interest were made at this stage of the proceedings as follows:-

- Agenda Item 9.1 – Financial Assistance Application** from the Wrexham Allotment and Leisure Gardeners Association. Councillor Philip Lloyd declared a personal and prejudicial interest in this item being an Allotment Holder at Prices Lane, Wrexham
- Agenda item 12- Planning Applications** Councillor Paul Jones declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

137 CONFIRMATION OF MINUTES

RESOLVED – that *the Minutes of the Meeting of the Community Council held on 20 February 2018 be received and confirmed as a correct record.*

138 INFORMATION FROM THE MINUTES

- Minute 122.1 - Costings and Viability of Providing a CCTV Camera in areas where Anti-Social Behaviour takes place in the Acton Community:** Councillor Paul Jones confirmed that discussions are still ongoing and he will report outcomes to a subsequent meeting.
- Minute 125.1 – Casual Councillor Vacancies in Borrass Park and Little Acton Wards:** It was noted that the relevant Public issued on 14 March 2018 have a closing date of 16 April at 12 noon for receipt of application forms. The next meeting of the Community Council will consider any applications received.
- Minute 125.2 – Internal Auditor:** The Clerk reported arrangements for the Internal Audit date were being made and notification is awaited from Grant Thornton as to when the External Audit date is set for.
- Minute 128.2.1 – Engagement event with Independent Review Panel 7 March 2018:** The Chair and Clerk reported on their attendance at this event and in particular on the impact new duties and

requirements were having on capacity in the sector. The Independent Panel was to hold another engagement event before publishing its final report and recommendations.

5. **Minute 128.6 – Wrexham Play Sufficiency Grants Programme:** The Clerk reported that two Grants totalling £1,020 had been awarded under this Programme, the details of which were set out in the Clerk's Report under Agenda Item 10. Payment of the Grants was expected before 31 March 2018.
6. **Minute 133 – Youth Committee Recommendations:** The Clerk confirmed the two Service Level Agreements for the 8-13year olds and the Pilot scheme for 14 – 18 year olds had been signed off. The updated Assessment Proposal incorporating the changes proposed in this minute has been requested from the Play Development Team at Wrexham CBC so that this too can be signed off by Chair and Clerk.

RESOLVED to endorse the action taken to ensure the two Youth Work Projects' Service Level Agreements are in place for 1 April 2018.

7. **Minute 134 General Data Protection Regulation (GDPR)** – The Clerk confirmed that Mr David Bridge had confirmed he has capacity to work with the Community Council with preparations to ensure compliance with the new GDPR requirements when they come into force from 25 May 2018. The Clerk will now arrange for Mr Bridge to visit and make an assessment of the work required and will report back to the Council in due course. The Clerk indicated that she would work paid hours in excess of her part-time contractual hours to ensure the Community Council is GDPR compliant.

RESOLVED – that

i) Mr David Bridge of GDBR be appointed as the Community Council's General Data Protection Officer and the Clerk proceed to arrange for Mr Bridge to carry out the necessary assessments to ensure compliance with the General Data Protection Regulations from 25 May 2018 and report thereon in due course; and ii) the Council subscribe to Mr Bridge's GDBR Premium Subscription Service to provide advice and assurance in Information Governance and Records Management at a cost of £200pa + £25 hourly rate.

139 COMMUNITY POLICING MATTERS

The Council received an update from the Community Police Officers present in respect of the Monthly Policing Report previously circulated on the five ward Crime Figures together with further information by ward and exception of crime trends and the outcome of a particularly successful policing operation. The following matters were also raised with the Police representatives:

- Policing Operations in the Acton Community; It was noted there were four new PCSOs expected to be in place in May 2018 and PC Kerry Evans will be fully operational by the summer in the Acton and Rhosddu Community Areas; and
- Information about who had laid cables to gage speed on Jeffrey's Road, Holt Road and Borrass Road
- The Acton Police Team were invited to drop by the Friday Coffee mornings at the Little Acton Community Centre whenever they were passing.

The Chair again requested PCSO Nunn to ascertain from Inspector Paul Wycherley when the next quarterly meeting with the four Town Community Councils is to be held. The Chair then thanked the Police Community Support Officers for their attendance and they left the meeting.

140 KEY ACTON ISSUES

Members received and noted the following updates from Wrexham County Borough Council Members on any new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton:

1. **Bus Services**– Wrexham CBC had arranged a presentation for all of its members to update on the situation. A working Group was looking at longer term solutions. In respect of the Maesydre/ Little Acton two year bus Service it was important that local residents use the Bus transport or risk losing the service altogether
2. **Ty Pawb** – the official opening will take place on 2 April 2018
3. **Local Development Plan** – a Public Consultation exercise would commence shortly

4. **New developments** – The Ty Nos development would now go ahead following receipt of planning permission; It had been confirmed that Techniquest will be opening in the former T J Hughes premises and an enterprise hub was planned for the former Iceland Store on Queens square
5. **Proposed Welsh School at Borras Park** – the Executive Board will shortly consider the Consultation responses and a feasibility study and highways/ parking issues will be considered as part of the process

141 PROCEDURAL MATTERS: SERVICE LEVEL AGREEMENT REPORTING - ACTON COMMUNITY RESOURCE CENTRE

A report setting out the agreed outputs and outcomes for the Service as set out in the ten year Service Level Agreement and as submitted to the Acton Community Resource Centre Management Committee meetings on 15 January 2018 was received.

RESOLVED - that the information be accepted.

142 CONSULTATIONS & OTHER STATUTORY GUIDANCE FROM THE WELSH GOVERNMENT:

Members considered whether to make any comments on the following consultation papers received since the last meeting:

1.ANNUAL REPORT – FEBRUARY 2018: 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. It was also noted that the Community Council will be placed into Group B for the purposes of the report. There was a provision in Paragraph 13.10 of the Report for any individual member to make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the Council. A key new feature is the decision for Councils in Groups A & B being advised they must make available a payment to each of their members of £150 pa for telephone usage. Information technology, consumables etc. Members discussed the process for when and how the payments should be made.

RESOLVED –

1. to receive and accept the Annual Report – February 2018 of the Independent Remuneration Panel and reaffirm the decisions of the Special Community Council Meeting on 7 November 2017 in respect of the range and maximum Allowances payable for the Financial Year 2018/19 (subject to the inclusion as set out below of the additional Determinations contained in the Final report):-

1) Determination 44: To adopt the requirement for Community and Town Councils in Groups A and B to make available a payment to each of their members of £150 pa for telephone usage, Information technology, consumables etc.

2) Determination 45: This provision applies to Group C Councils only

3) Determination 46: This provision applies to Group A Councils only

4) Determination 47: Community and Town Councils in Groups A and B being given authorisation to make an annual payment of £500 each to up to five members in recognition of specific responsibilities 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: Authorisation to pay financial loss compensation to each of the Council's members where such loss has actually occurred for attending approved duties - Not to adopt this provision**

8) **Determination 51: Care Allowance – to adopt this requirement for all Community and Town Councils 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.**

9) **Determination 52: Civic Payment of up to £1500 to the mayor/chair of the Council to undertake the functions of that office – Not to adopt this provision**

10) **Determination 53: Civic Payment of up to £500 to the deputy mayor/ deputy chair of the Council to undertake the functions of that office – Not to adopt this provision**

2. The Clerk be requested having regard to sector best practice to devise a procedure and pro-forma for Members to complete in respect of the new provision under determination 44 to enable them to claim or opt out of receiving this allowance and once devised it be submitted to the Council for adoption.

2. **CONSULTATION ON THE DRAFT AUTISM (WALES) BILL:** The Assembly member for Preseli Pembrokeshire is sharing a [Consultation](#) on the text of the draft Autism (Wales) Bill. Any comments should be submitted by 17 April 2018

RESOLVED -that Members respond individually to the Consultation.

3. **GUIDANCE FOR PRINCIPAL COUNCILS ON THE REVIEW OF COMMUNITIES:** The Local Democracy and Boundary Commission for Wales (the Commission) has published the guidance in its final form on the manner in which community reviews are conducted and is available [by clicking here](#). The Commission is aware that in the *Reforming Local Government: Resilient and Renewed* White Paper the Cabinet Secretary for Finance and Local Government commissioned a comprehensive review of the community and town council sector. The review will take around a year and any recommended changes following the review will be implemented after due consideration. This guidance is an important document for officers of principal councils and interested parties in the intervening period.

RESOLVED -that the Guidance document be noted.

4. **FINANCIAL MANAGEMENT AND GOVERNANCE IN LOCAL COUNCILS 2016/17:** The Wales Audit Office has requested that this report information be shared with members of the Council and to contact **Derryck Evans** at the Wales Audit Office, if there are any queries about the report which can be viewed by [clicking here](#).

RESOLVED -that the information report be received and noted.

5. **CONSULTATION ON EDITION 10 OF PLANNING POLICY WALES:** The Welsh Government proposed revision of Planning Policy Wales (PPW) in light of the Well-being of Future Generations (Wales) Act 2015 has been restructured into policy themes around the well-being goals and updated to reflect new Welsh Government strategies and policies. The historic environment chapter has been rewritten to focus solely on providing national planning policy for our historic environment. A public consultation on edition 10 of PPW, found by [clicking here](#) invites views by 18 May 2018.

RESOLVED -that Members respond individually to the Consultation.

(Councillor Bill Baldwin left the meeting at this stage of the proceedings)

143 FINANCIAL ASSISTANCE

1. **Applications for Financial Assistance received since the last quarterly meeting:** 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 £2,500.00 had already been made during 2017/18. Members 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. During the debate reference was made to the current policy that had been in place since 2009, and the current austerity financial climate which is resulting in greater demands for financial support being made from various deserving organisations to the Community Council. During the debate Members considered it would be timely to review the Council's Financial Assistance Policy, Application Form, the amount of budget provision required and to establish a hierarchical set of grant criteria and priorities

RESOLVED – that

i. the following Financial Assistance grants be made:–

Organisation	Details	Decision
8. Family Friends for 5's to 11's	Financial support towards the cost of continuing to provide support to disadvantaged families and their children in the Acton Community	£150.00
9. K2 Explorer Scout Unit	Financial Assistance to support the Group's expedition to Hungary in the summer of 2018	£100.00
10 Little Acton Walking Football Group	Financial support to purchase equipment and assist with the costs of hiring pitches at Queensway Sports Centre	£150.00
11. Eisteddfod Genedlaethol Urdd Gobaith Cymru	Financial assistance to support the costs of staging the 2018 Urdd National Eisteddfod to be held in Brecknock and Radnor	£50.00
12.Llangollen International Musical Eisteddfod	Financial assistance to support the costs of staging the 2018 Eisteddfod in July 2018.	£100.00
13. Wales Air Ambulance	Financial Assistance to purchase vital equipment to be used in conjunction with on-board ventilators	£150.00
14.Wrexham Allotment and Leisure Gardeners Association	Donation to sponsor a group of classes at the 2018 Annual Flower and Vegetable Show	£50.00
Total		£750.00

ii) A Task and Finish Group be established as soon as possible comprising of the Chair, Councillors Anne Evans, Sian Hope, Paul Jones and Lynn Williams to review the Community Council's existing Policy, criteria and priorities for awarding Grants and the current Grant Application form circulated to local Organisations be updated to meet the requirements of the General Data Protection Regulations

2. Become a Friend of Shop Mobility: The Council considered an appeal letter dated 22 February 2018 from John Gallanders, AVOW suggesting various levels of financial support the Community Council can choose to give to the Shop mobility Scheme.

RESOLVED – that the appeal letter from AVOW be noted and the Clerk invite AVOW to submit a Section 137 Application form in accordance with the Council's established Policy for consideration at the next quarterly meeting dealing with Financial Assistance.

(Councillor Mike Davies left the meeting at this stage of the proceedings)

144 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.Prof. Roy J Thomas Chief Executive	Walk for Life Series : Letter dated 22 February 2018 inviting the Council to organise a walk for life in its area between April and June 2018 to raise vital funds needed to open a wellness centre in Wales Information noted

<p>2.Lesley Jones Chief Executive Keep Wales Tidy</p>	<p>Working with Keep Wales Tidy: Email 27 February 2018 indicating a wish to continue its collaborative approach to support local communities improve health and well-being and protect the environment and the option for Councils to use section 137 and Wellbeing Grants to support volunteer groups working with Project Officers from Keep Wales Tidy in the Council's area. Information noted</p>
<p>3. Secretariat to Independent Remuneration Panel for Wales</p>	<p>Round Table Discussion event on Remuneration Framework: Letter dated March 2018 inviting Clerks of Community and Town Councils to attend this event on 9 May 2018 at Llandudno from 10:30am to 12:30pm to give their views to inform the Future framework so that it reflects the work of Town and Community Councillors. The invitation is restricted to Clerks in recognition of the role of Clerks in implementing the Panel's determinations. RESOLVED – that the Clerk be authorised to attend this event and the travel costs and additional hours incurred by the Clerk attending this event be paid</p>
<p>4.Joan Lockett, Local Government Partnerships Welsh Government</p>	<p>Funding Support Availability in 2018-19: Email dated 1 March 2018 enclosing a guidance note and form in respect of Welsh Government support for the setting up of joint arrangements around three core themes of community engagement, increasing citizen participation and engagement in local democracy and clustering. The closing date for the submission of applications is 20 April 2018 . Information noted</p>
<p>5.Wrexham CBC</p>	<p>1. Youth Service Strategy Revenue Grant 2017/2018: Email dated 17 January 2018 advising of a successful £500 Grant Application outcome for the Ffordd Garmonydd Play area goal posts. Since the original quote in 2016, the cost of the Goal Post had increased by £60, with the additional cost eligible to be met from the £100 residue of the 2017 Play Sufficiency Grant monies. The remaining 2017 Grant monies will be used to hold an official opening to celebrate the completion of this scheme in due course RESOLVED – to approve the proposed course of action and the Clerk be authorised to complete the required Grant Evaluation Forms</p> <p>2.Wrexham Play Sufficiency Innovation Grant 2018: Email dated 6 March 2018 confirming a successful outcome based on the applications the Community Council submitted to Wrexham's Play Sufficiency Grant Program 2018 and the award of £1020 for the Community Council's projects. This includes £520 for the 'children playing' signs and £500 to complete the Ffordd Garmonydd play area. RESOLVED – that the Clerk and Chair liaise with the Play Development Team and involvement of the Youth Club Workers to finalise the sign's design and location</p>
<p>5.Wrexham CBC</p>	<p>3. Wrexham Town and Community Council Forum – Thursday 22 March 2018 at 4:00pm: Email dated 1 March inviting the Council to send representatives to this meeting at the Guildhall, Wrexham. RESOLVED – that the Chair attend the meeting on behalf of the Council</p>
<p>6.Wales Audit Office</p>	<p>Wales Audit Office Survey of all Welsh Town and Community Councils: Email dated 8 March 2018 indicating the Wales Audit Office is reviewing how local government bodies deliver services in rural communities in Wales. The survey closes midnight on 6 April 2018. Information noted</p>
<p>7.One Voice Wales</p>	<p>Community Asset Transfer Conferences: Email dated 9 March 2018 advising of a series of welsh Conferences to examine and debate Asset Transfers. The closest event is on 26 March 2018 at the Glasdir Conference Centre, Llanrwst. Information noted</p>

8.Sandra Anderson, AVOW BME Skills Project Officer	<p>BME Skills Project: Email dated 13 March 2018 asking if the Project can be promoted to Community Council members or if the Project Officer can come and speak at one of the Community Council’s meetings. The Project Officer works with groups who have BME members and offers them support through matching them with community mentors through an organisation assessment.</p> <p>RESOLVED - that the offer to speak at a Community Council meeting be accepted and the Clerk liaise with AVOW to arrange a suitable meeting date.</p>
9.Society of Local Council Clerks	<p>1.Joint Wales Conference: Email dated 14 March 2018 inviting the Clerk to attend the 6th Annual SLCC & OVW Conference to be held at the Metropole Hotel Llandrindod Wells on 16 May 2018 at a cost of £75 (+vat)</p> <p>RESOLVED – that the Clerk be authorised to attend this event as part of her continued professional training and the delegate’s fee, travel costs and additional hours incurred by the Clerk preparing for and attending this Conference be paid</p> <p>2. Practitioners Conference – February 2018: The Clerk gave a report at the meeting highlighting the various presentations she had attended at this conference.</p> <p>RESOLVED – that the Clerk’s report on her attendance at this Conference be noted.</p>

During the meeting and the consideration of the Clerk’s report, Members were mindful of the additional workload being placed on all Community Councils as evidenced by the Chair’s report on the debate at the North East Wales Consultation event conducted by the Town and Community Council Independent Review Panel’s Consultation event on 7 March 2018. In particular reference was made regarding the capacity, capability, expertise and ability of Community Councils to meet and continue to absorb new obligations such as those resulting from the General Data Protection Regulations. The Council considered it was timely to review its ability to be ready and have capacity to meet the new and existing challenges within the sector.

RESOLVED – that the Staffing Committee be convened at an early date to discuss additional resources to support the Clerk and in the meantime the Clerk be authorised to be paid for any additional hours in excess of her part time contracted hours incurred as a result of expanding work load and in particular the preparation for implementing the requirements of the General Data Protection Regulations which come into force on 25 May 2018.

145 ACCOUNTS 2017/18

The Clerk provided details of payments received, known and projected payments to the year end and the need to transfer of monies between the Council’s Bank Accounts to meet those requirements. The Clerk requested authorisation for any outstanding debtor or other payments. It was noted that a HMRC Repayment of VAT for £2,476.18 and HSBC Deposit Account interest of £31.29 had been received. Further Grant payments were expected before 31 March 2018 as follows: -

- £500 - Youth Service Strategy Revenue Grant 17/18 – Ffordd Garmonydd Goal Post
- £1, 020.00 Wrexham Play Sufficiency Innovation Grant 2018 (the split being £520 for “Children Playing Signs” at ACRC and £500 towards the revised cost of £1,060 for the purchase and installation of the Ffordd Garmonydd Goal Posts the additional £60 cost be met from the £100 underspend on 2017 grant)

It was noted that due to time capacity the earmarking of balances will be reviewed after the year end once the full invoices and receipts for 2017/18 have been received.

RESOLVED – that the following payments be approved: -

VOUCHER NO & PAYEE	DETAIL,	AMOUNT
77 Wrexham CBC	Q3 Costs for Little Acton Community Centre	£1,004.33 (no

Cheque No 201832	S19 Local Government (Miscellaneous Provisions) Act 1976	vat)
78. Wrexham CBC Cheque No 201833	SLA Q3 Payments for School Crossing Patrols x 3 in Acton Community S137 Local Government Act 1972 (as amended)	£2,964.00 (no vat)
79 Vision ICT Cheque No 201834	Website hosting and Backup support for May 2018 to April 2019 S55 Local Government (Democracy)(Wales) Act 2013	£318.00 (VAT £53.00)
80 Vision ICT Cheque No 201835	Biennial fee for gov.uk domain renewal May 2018 to April 2020 S55 Local Government (Democracy)(Wales) Act 2013	£66.00 (VAT £11.00)
81. Wrexham County Borough Council Cheque No 201836	SLA 2 nd Instalment to 31 March 2018 for Acton Community Resource Centre Section 19 Local Government (Miscellaneous Provisions) Act 1976	£15,000.00
82. Carole Roberts, Clerk to the Council Cheque No 201837	Clerks Expenses/ travel Costs for March 2018 Section 112 Local Government Act 1972 (as amended)	£227.19 (VAT= £ 15.08)
83. Family Friends for 5's to 11's Cheque No 201838	Financial support towards the costs of providing support to disadvantaged families and their children in the Acton Community S137 Local Government Act 1972	£150.00
84. K2 Explorer Scout Unit Cheque No 201839	Financial Assistance to support the Group's expedition to Hungary in the summer of 2018 S137 Local Government Act 1972	£100.00
85 Little Acton Walking Football Group Cheque No 201840	Financial support to purchase equipment and assist with the costs of hiring pitches at Queensway Sports Centre S137 Local Government Act 1972	£150.00
86. Eisteddfod Genedlaethol Urdd Gobaith Cymru Cheque No 201841	Financial assistance supporting the costs of staging the 2018 Urdd National Eisteddfod to be held in Brecknock and Radnor S137 Local Government Act 1972	£50.00
87. Llangollen International Musical Eisteddfod Cheque No 201842	Financial assistance to support the costs of staging the 2018 Eisteddfod in July 2018. S137 Local Government Act 1972	£100.00
88. Wales Air Ambulance Cheque No 201843	Financial Assistance to purchase vital equipment to be used in conjunction with on-board ventilators S137 Local Government Act 1972	£150.00
89. Wrexham Allotment and Leisure Gardeners Association Cheque No 201844	Financial donation towards the costs of the Annual Open Flower, Vegetable and Home Produce show S137 Local Government Act 1972	£50.00
90 Shropshire County Council Cheque No 201845	Clerks Salary and office expenses for February 2018 paid by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 to include SLA Payment of £35 +Pension Contributions direct to the Clwyd LGPS Section 112 Local Government Act 1972 (as amended)	NJC Rates
91. Wrexham CBC Cheque No 201846	SLA Q4 Payments for School Crossing Patrols x 3 in Acton Community S137 Local Government Act 1972 (as amended)	£2,964.00 (no vat)
92 Wrexham CBC Cheque No 201847	Q4 Costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions) Act 1976	£1,004.33 (no vat)

(Councillor Geoff Lowe left the meeting at this stage of the proceedings).

146 PLANNING APPLICATIONS

The Council considered any comments it wished 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 as set out below:

Case Number/ Address Proposed Development	Decision
1.P/2018/0141 32 Friars Close Wrexham Single-Storey Side/ rear Extension	No observations to make on this application
2.P/2018/0157 26 Little Acton Drive Wrexham Rear Extension	No observations to make on this application
3.P/2018/0208 21 Richmond Road Acton Wrexham Alterations and extensions to rear of property	No observations to make on this application

(Councillor Paul Jones having previously declared a personal and prejudicial interest in this item a member of Wrexham County Borough Council's Planning Committee left the meeting taking no part in the discussion or voting on this item.)

Signed as a correct record this 17th day of April 2018

Chair

**CYNGOR
CYMUNED**

ACTON

**COMMUNITY
COUNCIL**

**Minutes of the YOUTH COMMITTEE held on Tuesday 10 April 2018 at Little Acton Community Centre,
The Green, Little Acton, Wrexham**

Present:	Councillor	Mrs Anne Evans
	“	Ralph Hardy
	“	Sian Hope
	“	Philip Lloyd
	“	Darren Picken *
	“	Kevin Roberts
	“	Aimi Waters *

* Absent

Also Present: Mr Jon Stumpp, Caia Park Partnership
Ms Julie Jones , Youth Club Senior Worker
Mrs Carole Roberts, Clerk to the Council

27 PRESIDING CHAIR

In the absence of the Chair, the Vice Chair Councillor Ralph Hardy presided over the meeting
(Councillor Ralph Hardy in the Chair)

28 APOLOGIES FOR ABSENCE

Apologies for absence were given on behalf of Councillors Darren Picken and Aimi Waters.

29 DECLARATION OF INTERESTS

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

30 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.

31 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Youth Committee meeting held on 9 January 2018 (as submitted and endorsed at the Community Council meeting on 20 February 2018) be received and confirmed as a correct record.

32 INFORMATION FROM THE MINUTES

- Minute 25 SERVICE LEVEL AGREEMENTS – PILOT & YOUTH WORK PROJECTS:** It was noted that Both Service Level Agreements have now been signed off and updates on future arrangements for the two Youth Clubs will be given under Agenda item 7
- Minute 26 - Borrás Park Ward Local Play Sufficiency assessment Proposal:** It was noted that the Agreement process is progressing slowly due to time commitments over the Easter period but is expected to be completed shortly and the Agreement will then be signed off by the Clerk and Chair of the Council before the work can commence. The present position was noted

33 RE-ADMISSION OF THE PRESS AND PUBLIC

RESOLVED - that the press and public be re-admitted for the remainder of the meeting

34 TERMS OF REFERENCE

The Youth Committee noted its terms of reference as amended, endorsed and approved at the Community Council meeting held on 18 July 2017. Consideration was given to proposing small amendments to update the Terms to reflect the current Service Level Agreements and role of the Youth Committee position.

RESOLVED – that the Council be recommended to update the Youth Committee’s Terms of Reference when it is re-appointed at the Annual Meeting on 15 May 2018, as follows: -

- 1. To review and develop options from **2018/19** onwards to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;*
- 2. To receive and monitor from **existing and any future Service providers**, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;*
- 3. To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide a **Pilot Youth Work Projects for 14-18 year olds until 30 September 2018 (subject to review by the Youth Committee) and a Youth Work Projects for 8 – 13 year olds until 31 March 2019 for one session of Youth Work per Project per week at the Acton Community Resource Centre.***
- 4. To bring any concerns about the performance or effectiveness of any future Provider or Project immediately to the attention of the full Council.*

35 SERVICE LEVEL AGREEMENTS – PILOT PROJECTS

The Committee received and considered the detailed reports provided by the Caia Park Partnership Youth Team providing information and updates in respect of the following matters:

1. YOUTH WORK PROJECT –ANNUAL REPORT YOUTH CLUB FOR 8-13 AGE GROUP DURING 2017/18

The Year-end performance monitoring report to 31 March 2018 was received. It detailed the operation of this Service Level Agreement which commenced on 1 May 2017 with the Caia Park Partnership to provide a Youth Work Pilot Project until 31 March 2018 for one session per week focussed on working with 8-13 year olds at the Acton Community Resource Centre. The Project had hit its targets and was well appreciated by the young people attending.

During consideration of the Annual Report the following matters were discussed: -

- Youth Club Figures for 2017/18, including the residing ward of individuals and explanations for other attendees not in Acton Community Wards, the number of individual members by gender and age, learning and accredited outcomes
- Areas of work identified by the young people themselves including communication, group work skills, planning and budgeting, Increased participation as per Article 12 of the United Nations Convention on the Rights of the Child and understanding Democracy
- Success of the Tuck Shop and development of interpersonal skills, communication, customer service, team work and budgeting and profit margins
- Team Games and activities and Science in an informal setting
- Participation and development of a Grant funding application, and rewards for regular involvement and attendance
- Value of developing positive relationships with local PCSOs and external agencies that have visited the youth club and engaged and interacted with the Young People
- the Caia Park Partnership were congratulated on assisting and enabling the Community Council to bring its plans for Young People to fruition in developing a sense of community and place and providing a central hub and focus in the Community.

RESOLVED – that The Caia Park Partnership be thanked and congratulated for the continuing successful operation and outcomes of this 8-13 Service Level Agreement and the Annual report now submitted in accordance with the Service Level Agreement, be accepted.

2. NEW YOUTH WORK PILOT PROJECT FOR 2018/19 – YOUTH CLUB 14-18 AGE GROUP

Further to Minute 25.2 January 2018, Members were pleased to note that following focussed Detached Youth Work in the Acton Community by the Caia Park Partnership, this Pilot Service Level Agreement is now in place. Members noted the two Caia Park Partnership led Youth Work Projects are being held on a Wednesday evening at the Acton Community Resource Centre. Posters advertising the Projects had been circulated and a Facebook book page was planned for Youth Work in the Acton Community. Members discussed other forms of local new sites, advertising and publicity to raise awareness of the Projects' availability.

RESOLVED:

- i) to thank the Caia Park Partnership Officers for their update on progress of this Pilot Project at the meeting***
- ii) The performance and monitoring report, at the end of the first quarter on the Pilot Project - Youth Club 14-18 age group should be submitted to the Youth Committee anticipated to be scheduled for Tuesday 10 July 2018 in order to inform the Youth Committee when deciding whether to recommend to the Council that the Service Level Agreement should be extended to 31 March 2018.***

Councillor Ralph Hardy
Presiding Chair

REPORT FROM THE CLERK TO THE COUNCIL

SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS

INTRODUCTION

Further to Minute 125.1 February 2018, the Community Council currently has two casual vacancies in the Borrass Park and Little Acton wards which the Council must fill by co-option. The necessary steps to fill the vacancies together with the appropriate Public Notices have been on display since 14 March 2018 in accordance with Section 116 of the Local (Wales) Measure 2011

PURPOSE OF REPORT

To enable Members to consider any expressions of interest submitted to the Clerk to the Council by noon on 16 April 2018 in accordance with Section 116 of the Local (Wales) Measure 2011. Any expressions of interest received will be circulated after the deadline and the Candidates will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

DECISION REQUIRED

To consider the Expressions of Interest received and if appropriate, to proceed to fill the casual vacancies in the Borrass Park and Little Acton Wards by Co-option in accordance with the requirements of Section 116 of the Local Government (Wales) Measure 2011.

INFORMATION

Members must give consideration to any expressions of Interest received by noon on 16 April 2018 and to assist with the filling of the vacancy by co-option at the Meeting, listen to the supporting statement given by any Candidates. If there are any vacancies remaining after consideration of this report, the Clerk should be authorised to re-advertise the vacancies in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

CO-OPTION PROCEDURES – (ADVICE GIVEN BY THE RETURNING OFFICER)

The Returning Officer has given the following advice in respect of the Co-option Procedure:

- 1 “A person must be qualified, and not disqualified, to serve as a councillor in order to be co-opted. The person co-opted must receive an absolute majority vote of the councillors present and voting. The council may have Standing Orders which relate to the co-option of Members. Where there are more than two candidates for the vacancy, it would be best practice, for example, to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.
- 2 The usual rules on voting apply. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. The person presiding over the meeting may vote, and if there is an equality of votes he may exercise his casting vote. Members must vote by show of hands unless the council has standing orders that provide otherwise.
- 3 The Council’s debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.”

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	Organisation	Details	Comments
1.	Civic Support Officer Wrexham County Borough Council	Mayor's Charity Evening Friday, 18 May 2018 at 7.30 p.m.at The Ramada Plaza Hotel, Ellice Way, Wrexham, LL13 7YH: Letter dated 23 March 2018 inviting representatives of the Community Council to attend a 60's themed Charity Evening Tickets are priced at £22.00 each, which includes a buffet, disco and live entertainment. The dress code for the evening will be smart casual. Responses are required by Friday 27 April at the latest	
2.	Chief Executive , Nightingale House	AGM – 26 April 2018 at 6:00pm: Letter dated 4 April 2018 inviting representatives of the Community Council to attend this meeting at the Hospice. Responses have been requested by no later than 20 April 2018	
3.	Wrexham Area Civic Society	Newsletter Issue 46 Spring 2018: A copy of this document will be available at the meeting for members' perusal.	
4.	Friends of Acton Park	Nature Report: A copy of this document will be available for members' perusal at the meeting.	