Dear Councillor

You are summoned to attend the Meeting of ACTON COMMUNITY COUNCIL to be held in Hall 2 at ACTON COMMUNITY RESOURCE CENTRE, Overton Way, Acton, Wrexham, LL12 7LB on TUESDAY next 17 OCTOBER 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:
   1. To confirm the Minutes of the Meeting of the Council held on 19 September 2016 (Copy attached)
   2. To receive the Minutes of the Environmental Committee meeting adjourned on 12 September 2017 and reconvened on 5 October 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. Wrexham Town Inspector Paul Wycherley will be in attendance at the meeting.

6. PROCEDURAL MATTERS –
   1. CASUAL COUNCILLOR VACANCIES To consider any Expressions of Interest submitted, receive short presentations from Candidates in attendance and proceed to fill the Acton Park, Borras 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.
   2. SERVICE LEVEL AGREEMENT REPORTING:
      i) ACTON COMMUNITY RESOURCE CENTRE: To receive the attached reports setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meetings on 3 July and on 4 October 2017.
      ii) CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE: To consider the outputs and outcomes for the Service for the half year April 2017 to September 2017. (copy attached)

Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or E-Mail: actoncommunitycouncil@gmail.com 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.
7. **KEY ACTON ISSUES:** Wrexham CBC Members to report verbally on any new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)

8. **CONSULTATIONS & OTHER STATUTORY GUIDANCE:** To consider the details of the following Consultations/Statements and determine what responses if any, the Community Council wishes to submit by the relevant deadlines:

   1. **CONSULTATION: GUIDANCE FOR PRINCIPAL COUNCILS ON THE REVIEW OF COMMUNITIES**—Closing date 21 December 2017 – updated guidance on the conduct of community reviews by principal councils to support greater consistency in the manner in which community reviews are conducted.
   2. **Draft Annual Report for 2017/18 of the Independent Remuneration Panel:** Section 13 of this draft report relates specifically to Town and Community Councils – Closing date 29 November 2017. An electronic copy of the Report can be viewed online here.
   3. **Independent Review Panel to consider the future role of Community and Town Council’s - Call to Evidence** – This Review will take twelve months. More information about the initial four high level questions can be found online here.
   4. **Draft Budget | Welsh Tax Policy Report | Rates and Bands:** Alongside the draft budget 2018-19, the Finance Secretary has published the Welsh Tax Policy Report that sets out progress to date on the tax policy framework and proposes a short list of ideas for new taxes details of which can be found online here.
   5. **Public Services Ombudsman (Wales) Bill:** The Equality, Local Government and Communities Committee of the National Assembly for Wales are consulting on this Bill. More information can be found on the [Bill webpage](#).

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, progress against the budget and authorise any outstanding debtor or other payments.

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

<table>
<thead>
<tr>
<th>Case Number/ Address</th>
<th>Proposed Development</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>*P/20176/0775 212 Chester Road, Wrexham</td>
<td>Application For A Lawful Development Certificate For A Proposed Development - Single-Storey Rear Extension</td>
<td></td>
</tr>
<tr>
<td>*P/20176/0806 8 Gleneagles, Wrexham</td>
<td>Application For Works To Tree Subject To Tree Preservation Order No, Wcbc Tpo 273, 2017:- Sycamore (T6) - Trim Back Epicormic Growth Up To 4 Metres, Remove Branch Stub And Reduce Growth Over Garden By 2 Metres</td>
<td></td>
</tr>
</tbody>
</table>

*the plans and documents for these applications can be viewed online by clicking here and selecting the Community of Acton for the search. The Clerk has requested an extension of the 21 day consultation period where appropriate*

12. **EXCLUSION OF THE PRESS AND PUBLIC:** It is recommended that the press and public be excluded from the Meeting during consideration of the following item 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.

13. **MINUTES OF THE YOUTH COMMITTEE MEETING HELD ON 10 OCTOBER 2017:** To receive the minutes of this meeting. (Copy attached)
Minutes of the Meeting of Acton Community Council held on Tuesday 19 September 2017 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  “ Kevin Roberts
“ Mrs A Evans  “ Mrs D Wallice
“ P D Jones  “ Ms A Waters *
“ G Lowe  Ms L Williams

* Absent

Also Present:
PCSOs Jessica Nunn, North Wales police
Ms Sian Hope
Mrs Carole Roberts, Clerk to the Council

48 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Darren Picken and Ms Aimi Waters

49 DECLARATION OF INTERESTS

No Declarations of interest were made at this stage of the proceedings

50 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Meeting of the Community Council held on 19 July 2017 be received and confirmed as a correct record.

51 INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 19 JULY 2017

1. MINUTE 34.1 – Ffordd Garmonydd Play Area: The Clerk referred to the Recess decision reported later in the Agenda and the delay due to Consultation with nearby residents concerning the location of the further equipment. Once agreement has been obtained, the equipment will be ordered and installed under the direction of Wrexham CBC’s Environmental Officers. The present position was noted.

2. MINUTE 34.2 – Drugs Dog Operation: The Clerk advised that clarification had been sought by Rhosddu Community Council on the Service Level Agreement for this Operation and how it would specifically benefit Rhosddu residents. Reassurance had been given by the Police that local residents would benefit. To ensure effectiveness of the passive Drugs Dog operations in the four wards involved in the SLA, reporting will only take place once they have taken place. It was noted that the £125 payment will be made to Warrington Borough Council’s Community Safety Team by the Co-ordinating PCSO at Wrexham.

RESOLVED – that the action taken be endorsed and the payment be made to Warrington Borough Council (Community Safety).

3. Minute 41 - Annual Accounts - 2016/17: The Clerk had taken action in response to receiving confirmation from the External Auditor of the Conclusion of Audit and had issued the required Public Notice on 24 August 2017 to comply with the Accounts and Audit Regulations by 30 September 2017.
It was noted that the External Auditor’s invoice for his Audit work would shortly be submitted in the sum of £276.75 plus vat.

4. Minute 47 - Service Level Agreement to provide a Payroll Service: The Clerk confirmed that a Service Level Agreement was now in place with Shropshire Council and in accordance with the August recess decision, the Council’s Financial Regulations had been amended to permit, in accordance with the terms of the Service Level Agreement, for Direct Debit repayment to Shropshire Council on an agreed date following receipt of an invoice after each monthly payroll.

RESOLVED – to endorse the action taken under the August recess powers.

52 AUGUST RECESS MATTERS

Further to Minute 42 July 2017, a summary of the action taken by the Clerk in consultation with the Chair and Vice Chair on the following urgent matters during the August recess was received and noted:-

1. Section 116 – Local government (Wales Measure) 2011 – Casual vacancy Rhosnesni Ward – acceptance of Councillor Peter Jones Resignation and instigating the process to fill the vacancy.
2. Section 116 – Local government (Wales Measure) 2011 – Casual vacancies Acton Park, Borras Park, Little Acton and Rhosnesni Wards – approval of making arrangements to fill these vacancies by co-option.
3. Planning Applications: responses to applications for development or work to protected trees in the Community Council’s area
4. Payment of Accounts
5. Payroll Service Level Agreement from 1 September 2017
6. SLCC Annual Conference 18&19 October 2017: Approval for Clerk to attend this event as part of her continued professional training
7. Ffordd Garmonydd Replacement Kick Boards: Approval for like for like replacement with tanalised timber edging at the price reported to the July 2017 Council meeting to mitigate risk identified by the Playground Inspector.
8. Grant Thornton External Auditors: Authorisation to prepare and display relevant statutory notices about the Conclusion of the Audit by 30 September 2017.
9. Wrexham Community Grants: Support and endorsement for Unity Morris Dancers (Prinity Stars) application for a Together in Wrexham Enabling Grant
10. Ffordd Garmonydd Play area equipment extension for older young people – acceptance of lowest quote and authorisation for Clerk to proceed to place the order as per quote provided.

53 COMMUNITY POLICING MATTERS

The Chair noted that due to unforeseen circumstances, Wrexham Town Inspector Paul Wycherley was unable to attend the meeting. He then welcomed PCSO Jessica Nunn who was in attendance and had previously circulated electronic copies of the high level Crime statistical reports for each of the Acton Community Wards. Members were again having difficulty interpreting the high level data and stressed the importance of all Public Bodies being capable of Public Accountability through the

An update was given on the Policing work that had been carried out in the Powell Road/ Chester Road visiting Local Residents and providing reassurance about the temporary situation at the Groves School site over the summer. The Police had been patrolling the perimeter of the site and had only entered the Groves school site for Policing issues. Members expressed some concern about the effectiveness of the approach and importance of interaction and communication between all the agencies involved to provide reassurance to the general public and residents.

Members referred to previous quarterly meetings held with Inspector Wycherley. In particular Members were unable to discuss the under resourcing within the Acton Community and displacement of PCSO to other crime hot spots. PCSO Nunn then updated the Community Council on the preparatory work for the Drugs Dog Operation and the work of the Community Safety Team in visiting and helping to harden vulnerable persons.
Resolved – that the Clerk invite Inspector Wycherley to attend the next Community Council meeting to provide an update on the issues raised at this meeting and explain how to interpret the new style high level reports so that the Community Councillors can gain a better understanding of the information for their wards contained in the Policing reports.

54 Procedural Matters

The Clerk’s report concerning the following procedural matters was considered as follows:

1. Casual Councillor Vacancies: Members noted that the relevant Statutory Notices had been on display advertising the Council’s intention to fill the following vacancies by co-option:

   - Acton Park: 1 vacancy
   - Borras Park: 1 vacancy
   - Little Acton: 1 vacancy
   - Rhosnesni: 1 vacancy

   Only one suitably qualified person had expressed an interest in putting their name forward for co-option to fill the vacancies by the noon deadline on 18 September 2017. A copy of the application had been circulated prior to the meeting. Members proceeded to consider the application and invited the applicant to give a short address to the meeting in support of her application. Members then proceeded to consider the filling of this vacancy by a show of hands.

   RESOLVED – that
   
   i) Unanimously, Ms Sian Hope of 24 Langford Close, Wrexham be co-opted as a Member of the Community Council to fill the vacancy for the Rhosnesni Ward on the Council; and
   ii) the Clerk proceed to re-advertise the three remaining vacancies and any applications received be considered at the next meeting of the Community Council on 17 October 2017.

2. Vacancy on the Youth Committee: It was noted that there was now a vacancy on the Youth Committee following the resignation of Peter Jones from the Council. It was noted that he had represented the Rhosnesni ward on the Committee.

   RESOLVED – that the newly appointed Community Councillor for Rhosnesni, Councillor Sian Hope be appointed as a Member of the Youth Committee filling the vacancy created following the resignation of Councillor Peter Jones from the Council.

55 Key Acton Issues

Wrexham County Borough Council Members advised that the training and induction process following the full Council Elections was now almost complete. The following matters were highlighted by the Wrexham CBC Councillors:

1. Budget Resourcing: It was noted that Workshops had recently taken place for County Borough Councillors on what is available.

2. North Wales Fire and Rescue Service: The proposed 2017/18 budget saving to reduce the number of Fire engines at Wrexham had been given a stay of execution earlier in the year. However there was no future guarantee that the current level of provision in Wrexham would continue.

3. Virgin Media: There were continuing issues and disruptions to the streets in the Acton Community where the cable laying and reinstatements work are in progress. The present position was noted.

4. The Groves School: The summer encampment by homeless and vulnerable persons was a temporary situation whilst a sustainable long term solution is developed by all agencies to assist this group

5. Consultation on the proposed provision of a Welsh Primary School on Borras Park Community School land and colocation of the Borras Park Community School onto a combined site: Concerns were noted about the impact of this proposal on the area, traffic volume and parking congestion, particularly as the former Goulbourne Public House had been demolished and its informal car parking provision is no longer available.

The present position was noted
56 ACTON PARK MATTERS - 2017 SEASONAL PARK RANGER

The report from the 2017 Acton Park Seasonal Ranger was received and noted. The report set out the general and extra duties undertaken during his fifteen week seasonal appointment, information about Park events organised. In conclusion the Report made suggestions to enhance the Park, including a Community Garden to provide local residents with the opportunity to develop gardening and healthy living skills; the installation of a Community Orchard in Acton Park to benefit Pollinators and provide interest for visitors and the wider community; and to secure local access to office materials and services at Acton Park for the next Park Ranger to have more of a presence during the summer in the Park.

Members also considered whether to fund a similar post in 2018. It was noted that in accordance with the Service Level Agreement, Wrexham County Borough Council will Invoice the Council to reimburse once all this year’s Ranger payments have all been made.

RESOLVED – That
1. The Park Ranger be thanked for his work and report;
2. To endorse the suggestion for a Community Orchard at the Park which will encourage and increase biodiversity within Acton Park and Richard Aram from Wrexham County Borough Council be invited to guide the discussion on the Ranger’s suggestions with Park user groups.
3. The Community Council agrees to fund a similar post next year and the relevant budget be included in the Estimates of Income and Expenditure for 2018/19.

57 CONSULTATIONS

The Council considered details of the following Consultations and determined what responses if any, the Community Council should submit by the Consultation deadlines:-

1. Welsh Language Bill – White Paper: This Consultation launched on 9 August 2017 invites comments by 31 October 2017 on proposals for a Welsh Language Bill that relates to the arrangements to promote and facilitate the use of the Welsh language, and make improvements to the Welsh Language Standards systems. The Consultation Documents can be viewed online here.

RESOLVED – that Members respond individually to the Consultation.

2. Consultation on the proposed Autism (Wales) Bill: Paul Davies, Assembly Member for Preseli Pembrokeshire has invited comments by 20 November 2017 on his proposed Members Bill for this new Law in Wales. The purpose of the Bill will be to make provision for meeting the needs of children and adults with autism spectrum conditions in Wales. The Bill would also give autism its own statutory identity. This Consultation seeks comments on the details that should be included in this Bill. The Consultation Documents can be viewed online here.

RESOLVED – that Members respond individually to the Consultation

1. Clustering: Funding to Support the Initial Setting up of Joint Arrangements: It was noted that the Welsh Government Partnership has issued a guidance letter note and application form on 1 September 2017 in respect of the Welsh Government’s support for clustering that is available for 2017-18. The Closing date for submission of application forms by Councils who are interested in exploring clustering is Friday 13 October 2017. There is modest funding of £20,000 available to support the initial setting up of joint arrangements for 2017-18 only. The Welsh Government contribution of support for individual proposals will be capped at £5,000 as a one-off grant in order to be able to support a small number of clustering projects. All councils are eligible to apply using the guidance note and application form provided.

RESOLVED- to observe and keep a watching Brief on the progress of this new initiative.

58 FINANCIAL ASSISTANCE

Members considered the Clerk’s report regarding the Council’s established Policy and apportionment of the Annual £3,250 budget equally between each of the quarterly meetings which equates to £812.50 per quarter for 2017/18. Members were reminded that one grant totalling £100 has been made during
2017/18. Consideration was given to the two applications received in the second 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:–**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Details</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. The Vic Studios</td>
<td>Financial assistance towards the appeal for help with the repair and maintenance of the Studio’s facilities and the quality of service currently delivered by this music project.</td>
<td>£50.00</td>
</tr>
<tr>
<td></td>
<td>The Applicant also be requested to provide a list of other Grants received in response to this Appeal</td>
<td></td>
</tr>
<tr>
<td>3. Unity Morris Dancers (Prinity Stars)</td>
<td>Financial support for start-up costs for this newly merged Group run by Volunteers based in the Acton Community Resource Centre</td>
<td>£250.00</td>
</tr>
</tbody>
</table>

59 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 also gave consideration to and dealt with the following correspondence as follows:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Details and action taken</th>
</tr>
</thead>
</table>
| 1. Poppy Appeal Community Fundraiser North Wales | **Poppy Appeal 2017:** The Council should submit an order direct to the Poppy Appeal in Aylesford for its Poppy Wreath for laying at the Annual Remembrance Day Service to represent the residents of the Acton Community.  
**RESOLVED - That a donation of £100 be made to the Poppy Appeal for the purchase of a wreath for the Remembrance Sunday Service on 12 November 2017**            |
| 2. Civic Support Officer Wrexham CBC       | **Mayor’s Charity Dinner Dance - Friday 6 October 2017 at 7:15pm at the Ramada Plaza:** Invitation for the Council to send representatives to attend this event at a cost of £35.00 each. The closing date for ticket application is 21 September 2016.  
Information Noted                                                                 |
| 3. Wrexham County Borough Council          | 1. **Wrexham Town and Community Council Forum – Thursday 21 September 2017 at 4:00pm:** Email dated 23 August 2017 inviting the Council to send 2/3 representatives to this meeting to be held in the Council Chamber at the Guildhall, Wrexham.  
Information noted                                                                 |
|                                           | 2. **Action Day at Acton:** Email dated 8 September 2017 regarding arrangements for this event and the intention to provide two skips on the day at the Acton Community Resource Centre on 29 September 2017. Wrexham CBC will be funding a skip for Council Tenants but have asked the Community Council if it would be prepared to fund the second skip at a cost of £220 plus £125 for every extra tonne collected.  
**RESOLVED – to fund the actual cost of providing a second skip for the other residents of Acton** |
|                                           | 3. **Code of Conduct Training:** Email dated 11 September 2017 advising that the Monitoring Officer for Wrexham CBC has arranged for two training sessions for all Town & Community Councillors on 3 & 16 October 2017 at 4:00pm in the Council Chamber at the Guildhall Wrexham. The closing date is 27 September 2017  
**RESOLVED – that Councillor P Lloyd attend on 3 October 2017 and Councillor S Hope attend on 16 October 2017**                                           |
4. Youth Service Strategy Revenue Grant – Proposed Application by Ffordd Garmonydd Young People: Email dated 13 September 2017 asking the Community Council to consider supporting Lauren and the Group applying for this Grant and to agree to being the Grant Body to hold this money if the application is successful

RESOLVED – to support and endorse the application and agree to act and hold the Grant monies if the application is successful.

4. Barbara Jones, Chair of Friends of Bellevue Park

Opening of WW1 Memorial Garden: Email dated 11 September 2017 inviting representatives from the Council to this event being held on Sunday 22 October 2017 at 2:30pm in the Park. The service will be followed by refreshments at the Community Centre. A response with number is requested by 30 September 2017.

RESOLVED – that the Council be represented by Councillors Geoff Lowe and Paul Jones

5. Planning Aid Wales

Planning Training on 28 September 2017. This training will take place at the Acton Community Resource Centre and spaces have been reserved for three members and the Clerk to attend

RESOLVED – to approve the attendance and £140.00 cost of the four Representatives attending this Training Session

60 PAYMENT OF ACCOUNTS

The Clerk provided details of payments received progress against the budget and requested authorisation for any outstanding debtor or other payments.

RESOLVED – that the following payments be approved:

<table>
<thead>
<tr>
<th>Voucher No; Payee</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 Wrexham County Borough Council</td>
<td>2017/18 SLA Half Yearly instalment- Acton Community Resource Centre</td>
<td>£15,000.00</td>
</tr>
<tr>
<td></td>
<td>S19 Local Government (Misc Provisions) Act 1976</td>
<td>(VAT=£0)</td>
</tr>
<tr>
<td>37 Carole Roberts</td>
<td>Clerks Expenses for September 2017 Section 112 Local Government Act 1972</td>
<td>£169.76</td>
</tr>
<tr>
<td>Clerk to the Council</td>
<td>(as amended)</td>
<td>(vat £ 19.63)</td>
</tr>
<tr>
<td>38 Vic Studios Ltd</td>
<td>Donation towards cost of repairs and maintaining the quality of service for the Vic Music project. S137 Local Government Act 1972 (as amended)</td>
<td>£50.00</td>
</tr>
<tr>
<td>39 Unity Morris Dancers (Prinity Stars)</td>
<td>Donation towards the start-up costs of establishing this new Morris Dancers Group that is to be based at the Acton Community Resource Centre. S137 Local Government Act 1972 (as amended)</td>
<td>£250.00</td>
</tr>
<tr>
<td>40 Shropshire County Council Via BACS payment</td>
<td>Clerks Salary and office expenses for September 2017 paid by the Council’s Agent: Shropshire County Council in accordance with Minute 47 July 2017 to include SLA Payment of £35 + Pension Contributions paid direct to the Clwyd LGPS Section 112 Local Government Act 1972 (as amended)</td>
<td>NJC Rates (As notified by the Council’s agent)</td>
</tr>
<tr>
<td>41 Warrington Borough Council (Community Safety Partnership)</td>
<td>Contribution towards the operation costs of a Town Centre Drugs Dog Operation Section 92 Police Act 1996</td>
<td>£125.00</td>
</tr>
<tr>
<td>42 Society of Local Council Clerks</td>
<td>Delegate Fee for Clerk’s attendance at the Society of Local Council Clerks Annual Conference at Hinckley Island 18-19 October 2017 Section 112 Local Government Act 1972 (as amended)</td>
<td>£378.00</td>
</tr>
<tr>
<td></td>
<td>(vat = £48.00)</td>
<td></td>
</tr>
<tr>
<td>42 Planning Aid Wales</td>
<td>Delegates Planning Training fees x4 for attendance on 28 September 2017 at £35 per person Section 112 Local Government Act 1972 (as amended)</td>
<td>£140.00</td>
</tr>
</tbody>
</table>
61 PLANNING APPLICATIONS

The Council considered whether to make any comments on the following applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council) and on the Town and Country Planning (Trees) Regulations 1999.

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

<table>
<thead>
<tr>
<th>Planning Applications</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.P/2017/0707 37 Elm Grove Wrexham</td>
<td>Two-Storey Side Extension</td>
<td>No Objections</td>
</tr>
<tr>
<td>2.P/2017/0717 Strathmore Surgery, 26-28 Chester Road Wrexham</td>
<td>Extension and Alterations to entrance Lobby to include new access ramp and steps</td>
<td>No Objections and to welcome the proposed improvements to the Surgery.</td>
</tr>
<tr>
<td>3.P/2017/0724 188 Chester Road Wrexham</td>
<td>Erection of Fence on top of existing stone wall (in retrospect)</td>
<td>No Objections</td>
</tr>
<tr>
<td>4.P/2017/0753 8 Westminster Drive Wrexham</td>
<td>Single Storey extension</td>
<td>No Objections</td>
</tr>
<tr>
<td>5.P/2017/0761 12 Windermere Road Wrexham</td>
<td>Conversion of Loft and installation of 3 No. Roof Lights (2 to Rear and 1 to side)</td>
<td>No Objections</td>
</tr>
</tbody>
</table>

Tree Preservation Order: Comments required by 3 October 2017

6. TPO No 273/2017 Bryn Estyn Road Wrexham

Precautionary measure as the 13 trees are considered to have a high level of amenity value enhancing and complementing the immediate area and are of such value to warrant legal protections from potential felling, excessive pruning, inappropriate management practices or unauthorised construction activities

To welcome the protection of the 13 trees in this Order in recognition of the environmental amenity they provide.

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

Signed as a correct record this 17th day of October 2017

_________________________
Chair
Minutes of the Environmental Committee held on Tuesday 12 September 2017 at the Little Acton Community Centre, The Green, Little Acton, Wrexham

Present: Councillor Ralph Hardy *
        “ Paul D Jones *
        “ Philip Lloyd
        “ Geoff Lowe *
        “ Darren Picken
        “ Kevin Roberts *

* Absent

Also Present: Mrs Carole Roberts, Clerk to the Council

8 QUORUM

The meeting was adjourned as a quorum of members was not present for it to proceed in accordance with the Community Council’s Standing Orders.

Minutes of the reconvened meeting of the Environmental Committee held on Thursday 5 October 2017 at the Little Acton Community Centre, The Green, Little Acton, Wrexham

Present: Councillor Ralph Hardy
        “ Paul D Jones
        “ Philip Lloyd
        “ Geoff Lowe
        “ Darren Picken
        “ Kevin Roberts

* Absent

Also Present: Mrs Carole Roberts, Clerk to the Council

9 APPOINTMENT OF CHAIR

RESOLVED – that Councillor Philip Lloyd be appointed Chairman of the Environmental Committee for the remainder of the 2017/18 Municipal year.

(Councillor Philip Lloyd in the Chair)

10 APPOINTMENT OF VICE CHAIR

RESOLVED – that Councillor Ralph Hardy be appointed Vice Chairman of the Environmental Committee for the remainder of the 2017/18 Municipal year.

11 APOLOGIES FOR ABSENCE

There were no apologies for absence as all members of the Committee were present.

12 DECLARATION OF INTERESTS

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

13 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Environmental Committee held on 25 January 2017 as submitted to the Meeting of the Community Council on 21 February 2017 be received and confirmed as a correct record.
14 TERMS OF REFERENCE

The Environmental Committee noted its existing Terms of Reference particularly in regards to the requirements for providing costed Environmental schemes and making recommendations to the Council on how the £1,000 budget for each of the five Acton Community wards should be spent.

15 DEVELOPMENT OF ENVIRONMENTAL WARD SCHEME OPTIONS FOR 2017/18

The Committee discussed and sought to identify potential environmental works up to the value of £1,000 for each of the five wards in the Acton Community. The Clerk and Proper Officer to the Council drew to the attention of the Committee that its £5,000 Budget and the £4,750 earmarked carry forward from 2016/17 had been provided in the Estimates of Income and Expenditure for 2017/18 under its powers contained in Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

Members considered the Environmental Schemes that had previously been identified in January 2017 and put forward new suggestions which included, provision of a CCTV Camera in the Maesydre ward and delaying any painting of street lighting as the Survey on the number and condition of street lights in the Maesydre and Rhosnesni wards had not been undertaken. The Clerk advised that the Council had separate powers to spend money on various crime prevention measures including CCTV Cameras under Section 31 of the Local Government and Rating Act 1997. A separate budget of £5,000 had been provided under these powers in the Estimates of income and Expenditure for 2017/18. Members wished to look at the potential for CCTV provision to provide reassurance in areas where there is antisocial behaviour, however some concerns were expressed about whether evidence collected from a CCTV camera would be used by the Police as evidence.

The Committee continued to discuss and identify potential environmental works up to a maximum value of £1,000 for each of the following five Community Council wards or the potential to combine the budget for a larger scheme in one ward this year:

1. **Acton Ward:** The 2017 Seasonal Park Ranger’s report to the Community Council at its September 2017 meeting had recommended that consideration be given to a Community Orchard at the Park to provide life skills and improve biodiversity in the Park. This would provide an opportunity for Young people to become involved and add protection to the Park. The Acton Action Day on 29 September 2017 and funding agreed by the Community Council from this budget for provision of an additional skip for non-Council Tenants and other residents in the area had been very successful.

2. **Borras Park Ward:** It was noted that the Committee’s previous preference is to fund the planting of suitable areas with wild flowers. However due to the changes at the full Council elections, this scheme had not been progressed.

3. **Little Acton Ward:** In respect of the seating provision at the Little Acton Smithy garden area, it was noted that costings were still to be obtained by Councillor Kevin Roberts for the provision of a metal base and sturdy wooden slatted seating for the Acton Smith Garden area. There was already approval and an instruction by the Community Council for the Clerk to be authorised to place an order for this work subject to the cost being within the £1,000 budget allocation. It was noted that the local residents around the Green at Little Acton had been canvassed for their preferred location for the metal seat being provided there. The Clerk should now proceed to make arrangements for an order to be placed at the agreed location.

4. **Maesydre Ward:** The Committee noted previous information that the relevant officers from Wrexham County Borough Council had given written confirmation that it will not pay for any additional Street Lights. In respect of the existing older Street Lights, Wrexham CBC is obliged to replace them if their structural stability is unsound but in terms of general wear and tear and the appearance of the street lighting furniture, there will be no expenditure. In respect of an offer to pay for painting the lower half of the Victorian style street lamps, the Community Council should require written consent before starting any work from Wrexham CBC together with an assurance that any street lamps. There had been no progress made on the survey to identify the number and age of the street lights in the Acton Community and what the unit cost is per street lamp for painting. The Committee reconsidered whether the
repainting required and improvements to the street lights in the Maesydre ward as well as the older lights in the Rhosnesni wards was viable and noted it may have to be completed in staged phases over ten years.

5. **Rhosnesni Ward:** It was noted that the Notice Board on the Fairways estate had now been removed at no cost by Wrexham County Borough Council and the older street lamps in the ward were still in a poor condition. There did not appear to have been any progress in ascertaining if Wrexham County Borough Council would be prepared to empty any extra litter bins the Community Council may provide. The Committee discussed concerns about the future of the open green space at Dean Road and its positive environmental contribution to the area. A close watch should be kept on any developments. Discussion was also given to the provision of providing funding from this budget to improve the planters at the Acton and Borras Park Shops and the potential to involve local schools, the co-op and use the expertise of the staff at the Erlas Victorian Walled Garden and cost effective ways of providing maintenance.

During the debate reference was made to prominent landmarks in the Acton Community on the main approach into the Town Centre such as the Acton Smithy and the Four Dogs Gateway that were owned by Wrexham County Borough Council but were becoming overgrown and unkempt.

RESOLVED

1) **To recommend to the Council that the Environment Committee give approval for the Environment Committee to look at the provision of a CCTV camera in the Maesydre ward from the Environmental Committee’s budget and if approved that Councillor Paul Jones seek to obtain castings and further information about the viability of CCTV camera in areas where of anti-social behaviour takes place and whether evidence from such a CCTV camera could be used as evidence by the Police in tackling this behaviour**;

2) **That Councillor Ralph Hardy be authorised to peruse and investigate the possibility of the Environment Committee providing funding for planters at the Borras Park and Acton shops subject to the agreement of the site owners and obtaining the support and involvement from local schools, the Co-op and the expertise of the staff at the Erlas Victorian Walled Garden, together with an option for cost effective ways of providing maintenance for the Planters**;

3) **The Clerk now proceed to order a metal commemorative seat from David Ogilvie Engineering Limited and arrange for it to be sited at the agreed location on the Green in Little Acton in consultation with Wrexham County Borough Council who are the owners of the land.**

4) **To recommend to the Council that any future requests from Wrexham County Borough Council for the Community Council to fund a skip for non-housing residents as part of an Environmental clean-up day be approved**;

5) **To recommend to the Council that it hold in abeyance as an option the Environment Committee’s previous priority to improve the Acton Community street scene and the appearance of the area through providing funding from the Community Streetscene budget to undertake repainting and refurbishment of the older street lamps in the Maesydre and Rhosnesni wards initially subject to the Community Council not taking over responsibility and insurance obligations for any of the street lights and Wrexham County Borough Council giving its consent for these works to be carried out**;

6) **That the Clerk write to Mr Lawrence Isted of Wrexham County Borough Council asking him to arrange for the prominent landmarks on the main approach into the Town Centre such as the Acton Smithy and the Four Dogs Gateway that are owned by Wrexham County Borough Council to address their untidy and unkempt state and bring them back to a clean and tidy appearance through regular maintenance.**

7) **The next meeting of the Environmental Committee is held in approximately six weeks so that proposals to spend the Environment Committee’s budget can be developed so that the monies are spent within the current financial year**

Councillor Philip Lloyd
Chair, Environmental Committee
REPORT FROM THE CLERK TO THE COUNCIL

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

INTRODUCTION

Further to Minute 23 September 2017, the Community Council currently has three vacancies in the Acton Park, Borras Park and Little Acton wards which the Council must fill by co-option. The necessary steps have been taken to fill the vacancies 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 October 2017 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 Acton Park, Borras 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 October 2017 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.”
2. SERVICE LEVEL AGREEMENT REPORTING:

i) ACTON COMMUNITY RESOURCE CENTRE: The reports at Appendix 1 and 2 set out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meetings on 3 July and on 4 October 2017.

ii). CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE: This report will provide the outputs and outcomes for the Service for the half year April 2017 to September 2017. (Attached at Appendix 3)
APPENDIX 1

Acton Community Resource Centre Report
05/04/2017 to Management Committee Meeting

Agreed outputs and outcomes (performance measures) for the Service

Number of people attending training courses (learning): 2016/17
Total 1186

Introduction to Computers – 9
Digital Photography - 2
Tablet Training – 20
NCT Antenatal Class 48
NCT Postnatal Class 12
Flower Arranging – 24 (12 Cared for Adults, 12 Carers)
Chatty Craft – 10
U3A Fun with Flowers - 12
U3A Digital Photography – 20
U3A Family History – 20
U3A Music appreciation - 20
Flying Start – 480
WFIS – 70
Literacy Trust – 60
Youth Justice - 20
Learning Festival Introduction to BSL – 6
Learning Festival Confidence – 3
Learning Festival Family History – 3
Learning Festival Techniquest – 8
ALW Come and Cook Taster session – 2

ALW Piano taster session – 2
ALW Drums taster session – 3
ALW Flower Arranging taster – 12
ALW Guitar taster session – 2
ALW Craft taster session – 4
ALW Family History taster session – 5
Governor Training – 70
Summer Computer Drop in – 5
BCUHB Come and Cook Training the Trainers – 10
BCUHB Come and Cook - 24
WCBC Staff Training – 40
Drumming Summer School – 5
Halloween Drumming School - 15
Presto Music – 40
Professional Carers Training – 40
WEA Desk Top Publishing – 10
WEA Desk Top Publishing Level 2 – 10
Moving Forward Training – 18
Help with IT drop in sessions – 5
Level 2 Food Hygiene - 2

Number of activities arranged to market/promote the Centre: 2016/17
Total 14

Community Consultation at Community Clean-up Day – Maesydre (13/04/16)
Queen’s Birthday Tea & Table top sale in partnership with Christchurch (21/05/16)
Coffee Morning and Bowls taster session in Partnership with NW Police (02/06/16)
Learning Festival (13/06/16 & 15/06/16)
AGM (22/06/16)
Adult Learners Week (25/06/16 – 02/07/16)
OWL Information day in Partnership with Trading Standards (06/07/16)
Summer Fun day in partnership with ACFC (23/07/16)
Roald Dahl 100 year celebration event in partnership with NW Police (09/09/16)
Theatre Performance – Undermined in partnership with Daniel Mellor Productions (15/10/16)
BANG Community Clean up days in partnership with NW Police (27 & 28/10/16)
BANG award event in partnership with NW Police (27/11/16)
Christmas Carol Service in partnership with Christchurch (18/12/16)
Community Café in partnership with Wrexham Warehouse Project (Tues & Thurs from 10/01/17)
Number of physical activity opportunities: 2016/17
Total 7

Baby Sensory – Weekly - Age 0 – 1
Tumbletots – Weekly - Age 1 - 6
A Star Sports – Weekly - Age 3 – 10 (Finished December)
Young at Heart – Weekly - Age 50+
Ballroom Dancing – Weekly - Age, 18+
Bums and Tums – Weekly – Age 16+ (Finished September)
Family Hula Hooping - Weekly – Age 3+

Number of activities promoting Welsh Culture: 2016/17
Total 2

Heritage Society
U3A Family History Group.

Future Projects, Learning Opportunities and Events
Bank account should be progressed in order to apply for grant funding.

Supplementary/Additional days for Lunch Club (Social Care Grant application and Volunteer support dependant)
Level 2 Word Processing (WEA) Spring Term
Drop in Tablet/ Android Phone Training (Volunteers) Spring Term
Cooking on a budget/ Cooking for one on a budget (NHS Funding dependent)
Fitness for All (Community Chest Grant application dependant)
Community Garden and Green Gym (Keep Wales Tidy and Community Chest application dependant)
## Capacity from Regular Block Bookings - March 2017

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<th>Interview Room</th>
<th>Meeting Room</th>
<th>Training Room</th>
<th>Hall 1</th>
<th>Hall 2</th>
<th>Crèche</th>
<th>Available Session Capacity</th>
<th>Available Daily Capacity</th>
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71.43%  
71.43%  
Total Availability 40.95%  
Weekday Availability 28.00%  
Weekend Availability 73.33%
Performance and Statistics

2016/17 bookings breakdown
The Centre is open 7 days a week and is operating at 49.98% capacity to include all 6 available rooms, with an average 62.8 bookings per week or an average of 9 per day.

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<th>Youth</th>
<th>Adult</th>
<th>Elderly</th>
<th>Total 16/17</th>
<th>Variance</th>
<th>Av.per Wk 16/17</th>
<th>Av. per day</th>
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Bookings Comparison

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<td>2979</td>
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Regular bookings that have ended 2016/17

Shine Arts Academy – Lack in student numbers
Pulmonary Rehab Group – Returned to Gwersyllt CRC
Social Services Family Support – Opened a purpose built venue.
Burns and Tums – Lack of Support and Cheaper price
PACT – Staff Cover/Budget Decision
Wrexham Young Carers - Lack of Space and availability
Presto Music (1 session) – Reduction in student numbers
Slimming World Regional Meeting – Not central enough to cover the region
Pie’n’ears – Reduction in numbers

New Regular bookings 2016/17

Chatty Books - 3rd Friday Monthly 10.00 – 12.00
TI Church - 2nd Saturday Monthly 12.00 – 14.00
Purple Orchids - 1st Friday monthly 10.00 – 14.00
AR Drums - Tuesday 18.30 – 21.00
Community Café – Tuesday and Thursday 10.00 – 14.00
Jo Jingles - Friday 10.00 – 11.00 (Term-time)
Splat Messy Play – Friday 12.45 and 14.30 (Term-time)
Family Hula Hooping – Monday 18.00 – 18.45
Information

- The Licence for AVOW as Trustees for the Acton Children and Families Centre is still under review to reflect the change of organisation. The Group operates under the title of Little Sunflowers Acton.

- Regular activity details on the WCBC website and Facebook (Wrexham Resource Centres Canolfannau Adnoddau Wrecsam)
  - For the website, groups to provide to manager, details of activities they operate, including restrictions on membership, charges and contact for further information.
  - For Facebook, please share any activities and information for the groups to the Facebook page.

- WCBC and Acton Community Council reviewed the SLA for Acton Community Resource Centre in November 2016 and the Community Council have agreed a further 2 years funding. These will be years 5 and 6 of the 10 year project.

- Funding for the Community Café run by The Wrexham Warehouse Project ended on 31/03/17. Centre Staff and Project Staff are investigating ways to retain the services they deliver created to benefit the wider Community that the Centre serves, it has helped to reduce social isolation for the customers who are accessing the service; this is not restricted to the usual highlighted area of older people, but, as an example, also provides for the parent and toddler group who meet at the building. It is also providing further opportunities for networking and identifying opportunities for strengthening and developing the project and its links with current groups within the Centre and the wider Acton Community.

- Caia Park Youth Team will be delivering Youth Activities from the Centre on Wednesday evenings starting in April 2017. They will be targeting young people 8 – 13 years old.

Value for money – what is the community benefit – some highlights

- 20+ older people are now more confident with ICT and have become more digitally included.
- 50+ Older People are now engaged in an activity that brings them out from Social Isolation.
- 12 Adults with Learning disabilities meet socially and increasing numbers from this group are integrating into the general activities at the Centre.
- 50+ Children are engaging in early entitlement places, improving their learning, confidence and social skills to make the transition to full-time education easier.
- More than 40 organisations meet regularly at the Centre offering a wide range of activities for the local community to access.

Future staffing.

- Working towards shared Centre Support Staff to centralise administration following the restructure.
- Current Caretaker to leave post on 30/04/2017. Post in redeployment process with this and additional Caretaker Post to be advertised and appointed following this process' conclusion.
## Wrexham CBC

**DBR205 - ACTON COMMNTY RS Cost Centre**

Account Type Details

for Period Year End Adjustment

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<th>Year Total Recast Budget</th>
<th>Period Actuals</th>
<th>YTD Actuals</th>
<th>Commitments</th>
<th>Forecast Variance</th>
<th>Current Forecast</th>
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<td>5,248</td>
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<td>Bookings by Youth Groups</td>
<td>Bookings by Adult Groups</td>
<td>Bookings by Elderly Groups</td>
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<td>Average Per Day</td>
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## APPENDIX 3

### SERVICE LEVEL AGREEMENT REPORTING: CITIZENS ADVICE BUREAUX ACTON OUTREACH SERVICE

### ACTON MONITORING STATISTICS - July-Sept 2017

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### Additional Information

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Conference Report: I will be reporting verbally at the next meeting on my attendance at the SLCC National Conference at Hinckley Leicestershire from 18 to 19 October 2017. Set out below are the details of information and general correspondence received since the last meeting:-

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<td>1. Wrexham CBC</td>
<td><strong>Remembrance Day Service on Sunday 12 November 2017</strong>: Official invitation from the Civic Support Officer for the Community Council to send two representatives to the Service and to lay a wreath as part of the Service.</td>
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<td>3. Jeff Tomlinson Wrexham Youth Justice Services</td>
<td><strong>Unpaid Work - Wrexham Youth Justice services</strong>: Email dated 3 October 2017 indicating that the Service is looking for projects that will benefit the Acton community. This work will be completed by supervised young people who attend the YJS on orders and provide free work to help pay back to the communities that are affected by crime.</td>
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<td>4. Mac Kendrick General Manager Wrexham PFI Ltd</td>
<td><strong>Invitation to visit to the Wrexham Recycling Park</strong>: Email dated 11 October 2017 advising the FCC Liaison Committee is inviting all members of the Community Council to visit Phase 2 MBT facility of the Wrexham Recycling Park on Thursday 26 October 2017 at 6.00pm.</td>
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