

9 January 2019

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 15 JANUARY 2019 at 6:30pm**

Yours Sincerely

Carole Roberts

Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. **DECLARATION OF INTERESTS:** To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

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

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

3. **CONFIRMATION OF MINUTES:** To confirm the Minutes of the Meeting of the Council held on 18 December 2018 (Copy attached)

4. INFORMATION FROM THE MINUTES:

5. **COMMUNITY POLICING MATTERS:** To receive an update from the Acton Community Police Officers.

6. **GROUNDWORK NORTH WALES – LEAP PROJECT :** Adrian Thomas will be in attendance at the meeting to give a presentation outlining the aims and objectives of this Project that is being supported by Groundwork.

7. **PROCEDURAL MATTERS:** To consider the following matters (details attached):

1. **Section 116 Local Government (Wales) Measure 2011:** Co-Option of Members & Casual Councillor Vacancies in the Acton Park and Maesydre Wards

2. **Council Policies - General Data Protection Regulation (GDPR) 2018:**

8. **KEY ACTON ISSUES:** WCBC 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)

9. **CONSULTATIONS:** The following consultation papers considered at and received since the last meeting now require consideration so that comments can be submitted by the response deadlines:

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

Consultations deferred at the December 2018 meeting (Minute 106 refers)

1. REFORM OF FIRE AND RESCUE AUTHORITIES IN WALES: Further to Minute 106 to finalise the response of the Council to this Consultation by the Welsh Government on proposals to reform how fire and rescue authorities (FRAs) in Wales are governed and funded. Focus is being placed on Membership, Scrutiny and Funding. Consultees can offer alternative proposals for reforming FRAs. These will need to meet the criteria set out in the consultation document which can be accessed by [clicking here](#). The Consultation period ends on Tuesday **5 February 2019**.

2. USE OF WELSH LANGUAGE SURVEY: Further to Minute 106 to finalise the response of the Council to this Consultation by the Welsh Government to develop a package of resources for Community and Town Councils to increase their awareness and help increase their use of Welsh. The package will include practical resources and support in the most appropriate format whether that is online, in hard copy or delivered in other ways to assist individual Councils to increase their use of Welsh. All Councils are being asked to complete the [survey here](#) by the **end of January 2019**

Consultation received since the last meeting:

3. WREXHAM LDP CONSULTATION ON PROPOSED FOCUSED AND MINOR EDITING CHANGES: Email dated 4 January 2019 providing information on changes that will be subject to a formal 6 week public consultation between **Monday 7 January and 5pm Monday 18 February 2019**. The LDP **Submission Documents** include the 'Deposit LDP', the Sustainability Appraisal Report (which incorporates the Environmental Report), the Delivery Agreement (including the Community Involvement Scheme), the Deposit Consultation Report, copies of Representations and other supporting documents.

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

11. PAYMENT OF ACCOUNTS: To receive the third quarter end Bank Reconciliation; progress against the 2018/19 Budget and 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 any applications 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/2018/1060 16 Chester Road Wrexham	Change Of Use Of Single Detached Garage To Dog Grooming Business	
2.P/2018/1065 20 Ffordd Jarvis Wrexham	Two-Storey Side Extension (Part Demolition Of Flat Roof Store To Rear To Enhance Amenity Space)	
4. P/2018/1081 Land West Of Wrexham Golf Club Off A534 Roundabout Holt Road Llanypwll Wrexham	Submission Of Reserved Matters Pursuant To Outline Planning Permission P/2017/0527 Layout, Scale, Appearance, Landscaping For Roadside Services Incorporating A Petrol Filling Station With Ancillary Kiosk And Associated Car Parking And Works	

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

Minutes of the Meeting of Acton Community Council held on Tuesday 18 December 2018 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

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

* Absent

Also Present:

North Wales police : PCSO Michael Bell
Mrs Carole Roberts, Clerk to the Council

99. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anne Evans and Debbie Wallice.

100. DECLARATION OF INTERESTS

The following Declarations of Interest were made at this stage of the proceedings:-

1. Agenda Item 8.1 Consultation – Reform of Fire and Rescue Authorities in Wales: Councillor Geoff Lowe declared a personal and prejudicial interest in this item being a member of the North Wales Fire and Rescue Authority for Wrexham County Borough Council.

2. 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.

101. CONFIRMATION OF MINUTES

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

102. INFORMATION FROM THE MINUTES

1. Minutes 87.2 & 92 - Task & Finish Group Little Acton Community Centre: The Clerk advised the information required to enable this Group to make progress was being sought from Offa and Rhosddu Community Councils on their experience of transferring Community Centres from Wrexham County Borough Council. Members indicated information should be sought on assessments, repairs and surveys on the existing condition of the building. It was noted that Councillor Bill Baldwin had already requested sight of this information and a response was awaited. It was expected that the Group will meet once this information has been collated. The running costs of the Community Centre will continue to be met by the Community Council until 31 March 2020 or the transfer of the Asset, whichever was the soonest.

2. Minute 87.3ii) Equipment for Youth Club: The Clerk updated on progress. It was noted that not all the equipment would be delivered before the final December 2018 Youth Club and it would be early in the New Year when the Presentation is made to the Youth Club.

RESOLVED – that the presentation of the Table Tennis table and Pool Table to the children from the Youth Club take place as soon as possible in the New Year.

3. Minutes 91 – Borrass Park Play Assessment: The Wrexham CBC Play Development Team had yet to confirm attendance at the next Meeting of the Youth Committee to provide advice on how to progress the Play Assessment recommendations and provide details of any finance/ grants that may be available to progress implementation of the recommendations due to the Community Council's lack of ownership of land in the Borrass Park Ward. The present position was noted.

103. COMMUNITY POLICING MATTERS

The Chair welcomed PCSO Mike Bell who presented an update from the Acton Community Police Officers to 13 December 2018. He advised that every call received is responded to and shoplifting had reduced this year as a result of Operation Santa. The crime issues and trends for each of the five Acton Community wards were highlighted. Members then asked about the progress of Operations Twilight and Bakings and PCSO Bell responded detailing the use of social media to promote the Operations particularly in respect of speeding. Once speeding data and statistics has been collected, the Go Safe Vans would be used to target specific areas in the Acton Community.

Members thanked PCSO Bell for delivery of Anti-Theft devices to Members and for conducting the Traffic survey and for his attendance and he then left the meeting.

104. PROCEDURAL MATTERS – SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL COUNCILLOR CASUAL COUNCILLOR ACTON PARK WARD VACANCY

The Clerk advised that notification received on 12 December 2018 from the Returning Officer had confirmed that no Electors had requested an election and the Community Council must now proceed to fill this vacancy by co-option.

RESOLVED – that the Clerk proceed to advertise by Public Notice the Council's intention to fill this Casual vacancy in the Acton Park ward through co-option and to have a closing date of 12 noon on 14 January 2019 to enable any nominations from eligible persons to be considered at the Community Council meeting to be held on 15 January 2019.

105. KEY ACTON ISSUES

WCBC Members reported verbally on new and 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)

Updates were given as follows:

1. The Welsh Government's Final Financial Settlement announcement was expected Thursday 20 December 2018
2. Fire Authority Consultation - a response from all constituents is important
3. The Police and Crime Commissioner has conducted a survey of County Borough Members
4. The Groves High School Task and Finish Group's first meeting on 7 January 2019 will settle its terms of reference. Group Membership is a cross party alliance of two scrutiny committees and includes Councillors Mike Davies and Paul Jones

Reference was made to the Boundary Commission Review that indicated it has no planned changes for Wrexham. Members asked when the Local Development Plan was expected to be implemented having regard to advertising materials produced and circulated locally by Barratt Homes.

The County Borough Councillors were thanked for their updates.

106. CONSULTATIONS

The following consultation papers received since the last meeting were considered by Members as follows:-

1. **REFORM OF FIRE AND RESCUE AUTHORITIES IN WALES:** The Welsh Government has sought views on proposals to reform how Fire and Rescue Authorities (FRAs) in Wales are governed and funded. Focus is being placed on Membership, Scrutiny and Funding. Consultees can offer alternative proposals for reforming FRAs. These will need to meet the criteria set out in the consultation document which can be accessed [electronically here](#). The Consultation period ends on **Tuesday 5 February 2019**.

RESOLVED - that Members submit any comments they may have to the Clerk to enable a draft response to be prepared and submitted for determination at the next Community Council meeting.

(Councillor Geoff Lowe having previously declared a personal and prejudicial interest in this item as one of the Wrexham CBC representatives on the North Wales Fire and Rescue Authority left the meeting taking no part in the discussion or voting on this item.)

2. **CONSULTATION ON LOCAL HOMELESSNESS STRATEGY:** Wrexham County Borough Council recognizes that Homelessness is an important issue and is working to develop a Local Homelessness Strategy and is inviting comments on [this document](#) until **31 January 2019**. During the debate members referred to the Containers to house some of the homeless planned for land adjacent to the Ty Nos Night Shelter

RESOLVED -that Members respond individually to the Consultation.

3. **USE OF WELSH LANGUAGE SURVEY:** The Welsh Government proposes to develop a package of resources for Community and Town Councils to increase their awareness and help increase their use of Welsh. The package will include practical resources and support in the most appropriate format whether that is online, in hard copy or delivered in other ways to assist individual Councils to increase their use of Welsh. All Councils are being asked to complete the [survey here](#) by the **end of January 2019**. A short discussion took place on the number of Welsh speakers in the Acton Community, the importance of complying with legislation and the costs of Welsh translation by reputable Organisations that will need to be included within the Council's budget.

RESOLVED - that Members submit any comments they may have to the Clerk to enable a draft response to be prepared and approved at the next Community Council meeting.

107. FINANCIAL ASSISTANCE

The Clerk reported that several financial assistance application forms to enable consideration of grants by the Council under Section 137 of the Local Government Act 1972 had been circulated to local organisations but no completed forms had been returned.

Further to Minute 143.ii April 2018 the Council noted that the final recommendations of the Task & Finish Group reviewing the criteria for Financial Assistance applications will be considered at the February 2019 Council meeting and details of the recommendations will be circulated to all Members of the Council mid-January 2019.

RESOLVED – that the present position be noted.

108. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2019/20 FINANCIAL YEAR

Further to the special meeting of the Council held on 6 November 2018, (Minute 84 refers) final consideration was given to all matters pertaining to the forecast expenditure to the end of 2018/19 and determination of the Council's income, expenditure, balances and precept requirements for the financial year 2019/20 as follows: -

1. Annual Investment Strategy 2019/20: Further to Minutes 28ii) June 2011 and 84 November 2018, Members reviewed the Acton Community Council Investments Policy for the next financial year as part of the budget setting process.

RESOLVED –

- i. To approve the Investment Strategy for Acton Community Council for the 2019/20 financial year as set out in the appendix to the report; and*
- ii. To review the Acton Community Council Investments Policy each financial year as part of the budget setting process*

2. Service Level Agreements 2019/20

It was noted that the Task and Finish Group appointed to investigate and report on the Little Acton Community Centre transfer of asset from Wrexham County Borough Council will carry out its work during 2019 with a final report expected to be presented before determination of the 2020/21 budget.

RESOLVED to confirm the necessary funding for existing and committed Service Level Agreements for the next financial year as part of the budget setting process as follows :-

- 1. Payroll Service: provided by Shropshire Council under a three year agreement from 2018**
- 2. Acton Resource Centre- Revenue Costs: Agreement with Wrexham County Borough Council under a ten year agreement from April 2013**
- 3. Young Persons Projects: 8-13/14-18 year olds: provided by Caia Park Partnership under a one year agreement from April 2019**
- 4. Seasonal Ranger Acton Park: Agreement with Wrexham County Borough Council under a three year agreement from 2018.**
- 5. CAB Acton Outreach Worker for Acton Community Advice Service provided under a three year agreement from April 2017.**
- 6. Acton Playground Provision: Annual ongoing agreement with Wrexham County Borough Council to be extended and from 2019/20 onwards to include the Acton Park Play area from 1 April 2019**
- 7. School Crossing Patrols – Annual ongoing agreement with Wrexham County Borough Council**
- 8. Little Acton Community Centre – (Year 3 of Contribution Commitment)**

3. Precept Requirements for 2019/20

The Chief Finance and Performance Officer, Wrexham County Borough Council has indicated that the Community Council's precept is required by 11 January 2019. The Acton Community Tax base for 2019/20 is 5720; a reduction of 29 from last year. A brief explanation was given for the reduction. The Council's Draft budget and precept requirement taking into account current commitments and any new provisions that the Community Council decides to support was tabled and considered at the meeting. During consideration of the Budget requirements, particular reference was made to making provision for:

- Members Remuneration/ Expenses in anticipation of requirements to be imposed by the independent Remuneration Panel
- Employers pay award costs
- Equipment expenditure to include compliance with the Data Protection Act 2018
- Legal & Welsh Translation costs as referred to earlier in the meeting and to ensure compliance
- Audit Fees and provision for the impact of any additional work by the External Auditor
- Conference Fees and Training for Members
- Website and costs incurred as a result of the new General Data Protection Regulations in 2018
- Community Streetscene and Environmental Projects and the cost of providing an additional WW2 Commemorative Bench at the Civic quarter adjacent to the Memorial Hall Bodhyfryd Wrexham
- Maesydre Power House: repair and maintenance costs
- Young Persons Youth Clubs, progressing the Play Sufficiency study recommendations in the Borrass Park ward and sponsorship options for Youth organisations in the Acton Community

RESOLVED – that the Clerk be authorised to proceed on the basis detailed at the meeting and make purchases for:-

- i) the equipment, software and services necessary to ensure compliance with the General Data Protection Regulations and Welsh Language legislation; and**
- ii) the provision of a WW2 Memorial Bench to be placed with the WW1 Memorial Bench already purchased adjacent to the Royal Welsh Fusiliers Memorial Statue at Bodhyfryd, Chester Road Wrexham**

4. General and Earmarked Reserves:

Consideration was given to the Council’s Policy for ensuring prudence and smoothing out of known cyclical peaks in expenditure. In particular the Clerk advised on best practice recommended for the level of reserves the Council should hold in its general reserves indicated a minimum figure of 25% to a maximum of 100% of the Council’s precept should be held in reserve balances at the end of the financial year.

Members debated existing earmarked balances and the merits of making further provision for year on year earmarking of balances for whole Council Election costs, insurance, revaluation and repair/maintenance of the Maesydre Power House, and contingency provision for the repair and replacement of equipment for Acton Playgrounds having regard to the age and condition of the existing equipment and new liabilities as a result of funding the Acton Park Playground.

There is expected to be a call on the earmarked reserves for the approved works in respect of the Maesydre Power House. In addition there is ring fenced ear marked provision for Acton Community Resource Centre and the Youth Work Project Contingencies. The projected un-earmarked General working balances to 31 March 2019 were within the best practice range and will also be kept under review.

RESOLVED – that

i) the Council’s Policy in respect of General and Earmarked reserves shall be as set out below:

GENERAL RESERVES

The Community Council’s policy on General Reserves shall be to ensure a minimum figure of 25% to a maximum figure of 100% of the Precept shall be held in reserve balances at the financial year end; and

EARMARKED RESERVES

In order to ensure prudence and smoothing out of known cyclical peaks in expenditure, the Council may, from time to time, allocate funds to one or more earmarked reserve(s), to be used for a future specified purpose.

ii) , the following adjustments now be made to transfer from the Council’s un-earmarked balances Deposit Account to the Council’s ear marked balances Money Market Account to provide for:-

1.	<i>Power House Reserve</i>	<i>+ £1,600.00</i>
2.	<i>Playground equipment repairs and replacement</i>	<i>+ £10,456.88</i>
	<i>Total:</i>	<i>+ £12,056.88</i>

Transfer from the Council’s earmarked balances Money Market Account to the Council’s un-earmarked balances deposit account to meet planned expenditure:-

3. Youth Projects for purchase of Youth club equipment £800.00

4. to approve the Estimates of Income and Expenditure for 2019/20 as now set out before the Council and confirm that the Community Council’s precept requirement for the year 2019/20 be fixed at £148,500; and

iii) to thank the Clerk for her Report

109. REPORT FROM CLERK

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

Organisation	Details
1.Play for Wales	Autumn 2018 Newsletter Issue 51: A copy of this document was available for members' perusal at the meeting
2.Society of Local Council Clerks	2019 Practitioners Conference: Email dated 23 November 2018 advising that this Conference will be held at Chesford Grange, Kenilworth on 14th and 15th February 2019. The conference, has a unique mix of interactive sessions on topics selected by previous attendees and is very well attended. The all-inclusive early bird price of £464 ends on 10 January 2019. RESOLVED – that the Clerk be authorised to book a place and attend the Conference as part of her continued professional training and the delegate's fees, travel and other costs and the additional hours incurred by the Clerk for attending the Conference be paid
3.Wrexham County Borough Council	1.UK Youth Parliament Update: Email dated 19 November 2018 giving an update on the outcomes of the Mark Your Ballot campaign during 2018. Information noted. 2. School Crossing patrol – Dean Road: It was reported that Mr Luff latterly the post holder had sadly died and information about his funeral had been circulated. The Chair had authorised a donation of £25.00 payable to Nightingale House Hospice from his charity Account in Mr Cuff's memory. RESOLVED – that the action taken by the Chair is endorsed; and the Chair and Vice Chair in consultation with the Clerk make arrangements for the post to be advertised and filled and the location of the crossing to be reviewed by Wrexham County Borough Council. 3.Wrexham Town & Community Council Forum – 13 December 2018 Planning Application consultation: The Clerk reported on her attendance at the Forum and the decision for householder applications to be circulated electronically. The only paper copies to be provided to the Community Council will be the application and plan documents for major developments subject to a review after a further twelve months. The present position was noted and the Clerk was thanked for her attendance.

110. PAYMENT OF ACCOUNTS

Members noted that the following payments had been received and that outstanding debtor or other payments as set out in the schedule provided required authorisation:-

1. Payments Received Final Precept payment 1 December 2018 = £48,333.33
2. Internal Transfers: from Deposit Account to replenish Current Account on 29 November 2018 = £48,000

RESOLVED – that the following payments be approved:-.

VOUCHER NO & PAYEE	DETAILS	AMOUNT
55. David Ogilvy Cheque no 201901	2x Lomond Seats, Leg Extensions & Greenan Bin Top Lid Cover S19 Local Government (Miscellaneous Provisions) Act 1976	£2,388.00 (inc vat £398.00)

56. David Ogilvy Cheque no 201902	1x WW1 Commemorative Bench for RWF Civic area S19 Local Government (Miscellaneous Provisions) Act 1976	£899.40 (inc vat £149.90)
57 One Voice Wales Cheque no 201903	1 place Module 12 Community Place/Planning training at Gresford on 29 November 2018 S112 Local Government Act 1972 (as amended)	£60.00
58. Carole Roberts Cheque no 201904	Clerks Expenses for December 2018 Section 112 Local Government Act 1972 (as amended)	£68.85 (VAT = £5.96)
59 Shropshire County Council Cheque no 201905	Clerks Salary and office expenses for December 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 direct to the Clwyd LGPS Section 112 Local Government Act 1972 (as amended)	NJC Rates

111. PLANNING APPLICATIONS

The Council considered any comments it may wish to make on any 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/2018/0945 McColl's 36 To 38 Rhosnesni Lane Wrexham Installation Of Automated Teller Machine (Atm) (In Retrospect)	No Objection
2.P/2018/0946 McColl's 36 To 38 Rhosnesni Lane Wrexham Display Of 2 No. Internally Illuminated Fascia Signs (In Retrospect)	No objection
3.P/2018/0966 17 Larchwood Road Wrexham First Floor Extension To Form 2 No. Additional Bedrooms And Internal Alterations	No objection
4.P/2018/1014 46 Chester Road Wrexham Change Of Use From HMO To Wellness Centre Including Enlargement Of Existing Car Parking Area	Objection for the following reasons:- 1. There is a 25% deficit in parking provision for the proposed change of use for this semi-detached residential property 2. The proposed commercial use of this semi-detached property is out of keeping with the residential character of this and the nearby conservation area 3. The proposed business hours stated in the application are unacceptable in this residential area 4. Concerns about the potential for noise emission for the adjoining residents 5. This application if granted would change the character of the area
5.P/2018/1025 20 Ffordd Garmonydd Wrexham Proposed Rear And Side Extension	No Objection

6. P/2018/1057 137 Herbert Jennings Avenue Wrexham Garage Extension To Side Of Property	No Objection
7.P/2018/1056 7 Maesydre Road Wrexham Proposed Ground Floor Front And Side Extension With Associated Improvement Works To Front Elevation	No Objection

(Councillor Paul Jones having previously declared a personal and prejudicial interest in this item as 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 15th day of January 2019

Presiding Chair

PROCEDURAL MATTERS:**1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCIES IN THE ACTON PARK AND MAESYDRE WARDS**

Further to Minutes 93.2 November 2018 and 104 December 2018, the Community Council currently has two casual vacancies in the Maesydre and Acton Park wards which the Council must fill by co-option. The necessary steps to fill the vacancies together with the appropriate Public Notices have both been on display since at least 19 December 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 14 January 2019 in accordance with Section 116 of the Local Government (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 Maesydre and Acton Park 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 14 January 2019 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. COUNCIL POLICIES - GENERAL DATA PROTECTION REGULATION (GDPR) 2018:

Following the introduction of the new GDPR the following policies have either been reviewed, amended or are being introduced to ensure compliance with the new Regulations. The Council is

asked to consider, review and adopt the listed policies below. For ease of reference the Policies have been emailed direct to Members:

- a) Document Retention Policy and Schedule
- b) Data Protection and Information Security Policy
- c) Privacy Notices – General, Website and Member/Officer
- d) Internet, email and social media policy
- e) Model Publication Scheme (FOI)
- f) Data Breach Notification Policy
- g) Subject access policy and template response letters.

IT IS RECOMMENDED that the Policies be accepted.

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	Organisation	Details	Comments
1.	Society of Local Council Clerks	<p>1.2019/2020 Pay Award: Updated published 7 December 2018 advising that the NJC for Local Government Services has agreed the pay award effective from 1st April 2019 and a statement from NALC which interprets the award in respect all of those employed under the Model Contract particularly in respect of re-alignment of spinal column points due to the introduction of the national living wage.</p> <p>2.Welsh Government response to the recommendations of the Independent Review of the Future Role of Town and Parish Councils: Update published 23 December 2018: The Welsh Government has issued its response to the recommendations of the Independent Review of the Future Role of Town and Parish Councils. In an update provided to all local councils in Wales, the Government has confirmed it will be taking action in a number of areas to help support and expand the role of community and town councils. These include developing a core training package for councillors, expanding the training bursary scheme for smaller councils, inviting bids for financial support towards developing joint arrangements between councils and consulting on the way forward in a number of other areas. The full details can be viewed here</p>	
2.	Ministry of Housing, Communities and Local Government	<p>Section 137 spending limit for 2019/20: advice published 20 December 2018 advising that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2018-19 is £8.12. This is the amount that results from increasing the amount of 2017-18 (£7.86) by the percentage increase in the retail index between September 2017 and September 2018, in accordance with Schedule 12B to the 1972 Act. Similar guidance is expected shortly for Welsh Town and Community Councils</p>	
3.			
4.			