

9 October 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 16 OCTOBER 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:

1. To confirm the Minutes of the Meeting of the Council held on 18 September 2018 (Copy attached)
2. To receive the Minutes of the Special meeting of the Council held on 25 September 2018 (Copy attached)

4. INFORMATION FROM THE MINUTES:

1. **Minute 56.1.4: Scheme at the Civic area by the Memorial Hall** to commemorate the 100 year anniversary of the end of WW1 **To receive an update from the Clerk**
2. **Minute 56.1.5: Playground Annual Inspection Reports:** Clerk to report on response from Wrexham County Borough Council
3. **Minute 57.2: Borrass Park Ward – Play Sufficiency Assessment :** Clerk to report on progress and the latest position

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. **NIGHTINGALE HOUSE HOSPICE - BEFRIENDING SERVICES:** In accordance with Minute 7.3 May 2018 Tracy Livingstone will be in attendance to provide information on this service consisting of groups of individuals within a small community (village or town) who volunteer some of their time each week to keep in touch with someone in their local community who might be isolated or lonely.

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. PROCEDURAL MATTERS: To consider the following :-**
1. **ANNUAL ACCOUNTS 2017/18**
 2. **CASUAL COUNCILLOR MAESYDRE WARD VACANCY**
 3. **SERVICE LEVEL AGREEMENT REPORTING:**
 1. **Acton Community Resource Centre:**
 2. **Citizens Advice Bureaux – Acton Outreach Service**
- 8. KEY ACTON ISSUES:** Wrexham CBC Members to report verbally on new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Acton Community. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)
- 9. 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. **IRPW Draft Annual Report Consultation - February 2019** - The Independent Remuneration Panel draft Annual Report 2019/20 has now been published for consultation and is available on its website by [clicking this link](#) Section 13 relates specifically to Community and Town Councils. The Panel wishes to make members aware of the content of the report and invites any comments on the draft to be submitted to IRPMailbox@gov.wales by **27 November 2018**.
 2. **Barkers Lane Primary School proposal to increase the capacity at Barker’s Lane to 315, an increase of 105:** This Consultation Document is expected to be issued by Wrexham County Borough Council on 11 October 2018 and its closing date will be mid December 2018
- 10. ACTON PARK MATTERS - 2018 SEASONAL PARK RANGER: to consider the attached report from the 2018 Acton Park Seasonal Ranger (Copy to follow)**
- 11. REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details attached.
- 12. PAYMENT OF ACCOUNTS:** To note details of any payments received, progress against the budget and authorise any outstanding debtor or other payments.
- 13. 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):

Case Number/ Address	Proposed Development	Decision
1.P/2018/0663 71 Box Lane Wrexham	Two-Storey Side Extension	
2.P/2018/0793 Family Centre Dean Road Wrexham	Use Of Building As Warehouse Facility For Wrexham Foodbank For The Receiving And Storing Of Non- Perishable Food Donations	
3.P/2018/0800 The Goulbourne Borrass Park Road Wrexham (for information only)	Application For Approval Of Details Reserved By Condition(S) Imposed Under Planning Permission P/2016/1048:- Condition 5 - Submission Of Samples Of All External Facing Materials	
4.P/2018/0801 The Goulbourne Borrass Park Road Wrexham (for information only)	Application For A Non-Material Amendment To Planning Permission P/2016/1048 To Remove Condition 13 Regarding Land Drainage Run-Off And Surface Water Discharge	

5.P/2018/0803 88 Smithy Lane Acton Wrexham	Side And Rear Extensions	
6.P/2018/0823 3 Windermere Road Wrexham	Application for works to oak tree (t1) subject to Tree Preservation Order WCBC NO.190:- - reduce to the selected suitable points and reduce surrounding branches to retain good shape and form over the garden - crown raise the lower pendulous branches	

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

Minutes of the Meeting of Acton Community Council held on Tuesday 18 September 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 *	"	B Pritchard *
"	Ms S Hope *	"	Mrs D Wallice
"	Ms S Jarvis	"	Ms L Williams
"	Ms P Kidd	"	1 vacancy

* Absent

Also Present:

North Wales Police: PCSOs Michael Bell and Sam Gostage

Press & Public: Reg Herbert

Mrs Carole Roberts, Clerk to the Council

53. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anne Evans, Ralph Hardy, Ms Sian Hope, Geoff Lowe, Darren Picken and Basil Pritchard.

54. DECLARATION OF INTERESTS

A Declaration of interest was made at this stage of the proceedings by Councillor Paul Jones in respect of Agenda item 12 Planning Matters. He declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

55. CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Meeting of the Community Council held on 17 July 2018 be received and confirmed as a correct record.

56. INFORMATION FROM THE MINUTES:

1. 19 JUNE 2018 Council Meeting

- 1. MINUTE 40.3 EXTENSION OF PILOT SLA FOR 14-18 YEAR OLDS WITH CAIA PARK PARTNERSHIP:** It was noted that written mutual consent had been received. The next monitoring report will be submitted to the Youth committee on 30 October 2018.
- 2. MINUTE 41.1 CHILDREN PLAYING SIGN:** It was noted that a quote was to be sought from ASAP signs.
- 3. MINUTE 43 BME SKILLS PROJECT:** The Clerk advised that no response had been received from Sandra Anderson regarding her attendance and making a presentation at another Council meeting.

RESOLVED - to leave the matter in abeyance until a response is received

- 4. MINUTE 44.2b) –SCHEME AT THE CIVIC AREA BY THE MEMORIAL HALL TO COMMEMORATE THE 100 YEAR ANNIVERSARY OF THE END OF WW1:** The Clerk advised that clarification and permission was being sought with Cllr David Griffiths the Armed Forces Champion for Wrexham County Borough Council to permit the Community Council to carry out this Commemorative scheme on Wrexham CBC owned land in the Acton Community.

RESOLVED – that subject to the appropriate consent being received, the Clerk proceed to order as soon as practicable a RBL “Tommy” Silhouette with a plaque and a WW1 Memorial Bench for siting at the Civic area adjacent to the RWF Memorial at Bodhyfryd.

5. MINUTE 44.3.A) PLAYGROUND ANNUAL INSPECTION REPORTS: It was noted that a response was yet to be received. However Members again referred to the uneven levels on the play surfaces within the Acton Park Junior Play area and their concerns about the liability to the Community Council when it takes over payment of the maintenance and inspection costs when the Grant funding ends.

RESOLVED that arrangements be made for the Chair to meet with Mr Martin Howorth to discuss this matter and ascertain whether there can be any claim made against the contractor who completed the last remedial works to the drainage and play surfaces at this play area in Acton Park.

6. Minute 44.3 b) SERVICE LEVEL REVIEW – ACTON COMMUNITY RESOURCE CENTRE: Members noted that a special meeting of the Council will be held on Tuesday 25 September 2018 to carry out this review.

7. Minute 48.2.1 WELSH REGIONAL SEMINAR – The Clerk advised of advice given at this Seminar regarding the requirement to make payment of the IRPW £150 Members Allowance through a Payroll system in accordance with established HMRC procedures for Unitary Authority Councillor payments. It was noted that further clarification was awaited and the payments for 2018/19 would be made in early 2019 once the Payroll records had been established.

8. MINUTE 52 – PAYROLL SERVICE LEVEL AGREEMENT - It was noted that the updated document had been received and signed off with an option to extend it to include Member payroll records as referred to in 7.above, if required.

57. AUGUST RECESS MATTERS

Further to Minute 44.1 July 2018, 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. External Audit – Thematic Review of Internal Audit.: approval for Clerk to** collate and respond promptly to the External Auditor providing the information requested after consultation with the Chair and Vice Chair.
- 2. Borrass Park Ward – Play sufficiency Assessment –** approval to extend the deadline until the end of October, subject to receiving confirmation that there will be no further costs incurred as a result of the delay.
- 3. Crime Prevention/Awareness evening on 6 September 2018 at the car park of Borrass Park Shops:** Approval given on this occasion due to the event being held before the next Council meeting, for a payment of £250 to be made from the Council’s Crime Prevention budget using its powers under the Local Government and Rating Act 1997, s.31.
- 4. Payment of Accounts:**
- 5. Planning Applications:** responses to applications for development or work to protected trees in the Community Council’s area*

*Councillor Paul Jones, Vice Chair declared a personal and prejudicial interest in item 5 above as a member of Wrexham County Borough Council’s Planning Committee he was not present and took no part in the discussion or August Recess decision making on the Planning application items apart from Application no 10 in respect of application P/2018/0643 for the proposed development of land north of Holt Road, Wrexham.

58. COMMUNITY POLICING MATTERS

The Chair welcomed PCSOs Michael Bell and Sam Gostage to the meeting who gave an update on the successful Crime Prevention/ Awareness session held at Borrass Park Shops on 6 September. The Officers advised that the event had been arranged in response to Anti-Social Behaviour around the shops. Action taken had included speaking with the young people concerned. During their report reference was made to the seizing of off road bikes, the low level of burglaries during July/August, garage break-ins and car key burglaries. Reference was made to the Arson at Ffordd Maelor and Glan Garth where a female had been arrested. The Police were continuing to work with Wrexham Council in respect of warnings being given to problem families in Council owned property. The Officers also referred to the following ongoing policing operations including Spectre (knife crime), Twilight (Burglaries), and Operation Bacon (Speeding)

It was also noted that Insp Paul Wycherley had moved on and the new Town Inspector Vic Powell will be attending the November meeting. The Chair thanked the PCSOs for their attendance and report.

59. KEY ACTON ISSUES

Wrexham CBC Members reported as follows 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 :-

1. The Groves School site - a feasibility Study had been carried out and the relevant Scrutiny Committee would be looking at this shortly
2. Food Festival This two day event would have free car parking and would be based on Llwyn Isaf Green
3. Virgin Media Cable Laying was to start shortly in the Maesydre Ward
4. Resurfacing work to Park Avenue, Wrexham
5. Proposed housing development at Dean Road /Holt Road Playing Field: The planning Consultation period had ended and the Council's objections had been lodged. The next stage would be for the Planning Committee to determine this application on a date yet to be advised.
6. Consultation on Proposal to extend the capacity of Barkers Lane School by a further 105 places The Consultation period was due to start shortly.

The County Borough Councillors were thanked for their updates.

60. PROCEDURAL MATTERS

The Clerk's report on various procedural matters was considered as follows:

1. **SECTION 85 LOCAL GOVERNMENT ACT 1972 - VACATION OF OFFICE BY FAILURE TO ATTEND MEETINGS:** It was reported that Councillor Aimi Waters, Community Councillor for the Maesydre Ward had failed throughout a period of six consecutive months from the date of her last attendance on 9 January 2018 to attend any meeting of the authority, and no reason has been approved by the authority before the expiry of that period and therefore she had ceased to be a member of the authority due to her non-attendance. The Community Council **must** now arrange to fill the vacancy by election.

RESOLVED – that

1. ***The Council note the vacation of office by Councillor Aimi Waters for the Maesydre Ward due to her failure to attend meetings and to thank her for her contributions to the Council; and***
 2. ***The Clerk be instructed to proceed to make arrangements to fill the resulting Community Councillor vacancy for the Maesydre ward and publish a Public Notice advertising the vacancy and advising the public that 10 members of the Maesydre Ward may request an Election within 14 days of the Notice date by contacting the Returning Officer and the Clerk place copies of the Notice on the Council's notice Board and Website.***
2. **ANNUAL ACCOUNTS 2017/2018 – CONCLUSION OF AUDIT BY 30 SEPTEMBER 2018:** Further to Minutes 47 July 2018 and 57.1 September 2018, the Clerk reported that the External Auditor Grant Thornton had during the August recess sought a further explanation upon the figure as stated in Box 9 on the Accounting Statements on the Annual Return in respect of the accounting for un-presented cheques for 2017/18. The Clerk had provided a satisfactory explanation and evidence promptly and the External Auditor's final response and Report was still awaited before the Council's Accounts for the year ended 31 March 2018 can be published by 30 September 2018 as required under the Accounts and Audit Regulations.

RESOLVED - that the Council await and consider the External Auditor's report, findings and Conclusion of the Audit and once received, the Clerk as a matter of urgency make arrangements for the Council to conclude the Audit and take the necessary action in respect of issuing the Public Notice to comply with the Accounts and Audit Regulations by 30 September 2018.

61. FINANCIAL ASSISTANCE

Members considered the Clerk's report regarding the Council's established Policy and apportionment of the Annual £3,500 budget equally between each of the quarterly meetings which equates to £875.00 per quarter for 2018/19. Members were reminded that grants totalling £300 has been made during 2018/19. Consideration was given to the three 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:–

Organisation	Details	Decision
1. Nightingale House Hospice	Financial assistance to support the work of the Hospice in the delivery of Palliative care and other day centre, outpatient and residential services from within the Community Council's area	£500.00
2. St John's Church Rhosnesni	Financial donation towards the costs of the Community Christmas Meal for mainly residents of Acton, Borrass Park and Rhosnesni	£150.00*
3. Royal British Legion	Donation and Purchase of a Wreath to lay at the Annual Remembrance Day Service on 11 November 2018	£120.75

(In accordance with Standing Orders, Councillor Philip Lloyd requested that his vote against this decision be recorded in the minutes of the meeting)

62. REPORT FROM CLERK

Information and general correspondence that had been received and was available for members at the meeting was reported and dealt with as follows:

The Clerk gave a brief report on her attendance at the SLCC Welsh Regional Seminar/Conference at Llandudno on 5 September 2018 and it was noted in particular that further clarification and advice would be given regarding the IRPW Requirement for payment of a £150 allowance to Councillors unless they opted out. The Clerk was thanked for her attendance.

Organisation	Details and action taken
1.Independent Review Panel on Community and Town Councils in Wales	TOWN & COMMUNITY COUNCIL REVIEW FINDINGS: A document setting out the Findings and Recommendations of this evidence based review was published on 15 August 2018 and shared with all Town and Community Councils in Wales through an information session/webinar prior to submitting the final report to the Cabinet Secretary for Local Government and Public Services in October: 2018. Information Noted
2.Civic Support Officer Wrexham CBC	1.MAYOR'S CHARITY DINNER DANCE ON FRIDAY 19 OCTOBER 2018 AT 7:15PM AT THE RAMADA PLAZA: Email dated 12 September 2018 inviting the Council to send representatives to attend this event at a cost of £37.50 each. Information Noted 2.ANNUAL REMEMBRANCE SERVICE - SUNDAY 11 NOVEMBER 2018: Email dated 29 August 2018 inviting representatives of the Council to take part in this Service being held at the RWF Memorial, Bodhyfryd. Further information to be circulated in advance of the Service RESOLVED – that the Chair and Vice Chair represent the Community Council at this Service
3.Louise Walker Business Support	HOME-START COUNTY BOROUGH OF WREXHAM ANNUAL GENERAL MEETING: Email dated 11 September 2018 inviting representatives from the

Organisation	Details and action taken
Manager, Home-Start County Borough of Wrexham	Council to the AGM to be held event being held on 12 October 2018 from 10.30am at Chirk Castle. The service will be followed by refreshments at the Community Centre. RESOLVED – that Councillor Sharon Jarvis attend this event as the Council’s representative, if available.
4.Royal Mail	SCAM MAIL: Letter from the Royal Mail advising of a campaign about this issue and availability of a public information leaflet explaining what Scam Mail is and what to look out for together with contact information for help and advice. RESOLVED – that a copy of the leaflet be made available on the Council’s website.
5.Marie Salisbury Wrexham County Borough Council	Town & Community Council Forum: The Clerk reported this meeting was to be held on Thursday 20 September 2018. There was only one main item on the Agenda “ County Lines” It was noted that Councillor Philip Lloyd and Paul Jones already had this date in their diaries to attend. Information noted

63. PAYMENT OF ACCOUNTS

It was noted that the following payments had been received and paid during the August recess:-

1.VAT Refund from HMRC on 3 August 2018	£ 4,436.52 (1/4/17 to 31/3/18)
2.Precept Payment from Wrexham CBC on 3 August 2018	£48,333.33

3.ACCOUNTS PAID DURING AUGUST 2018 RECESS:

VOUCHER NO & PAYEE	DETAILS	AMOUNT
30 Wrexham CBC Cheque No 201876	SLA Q1 payment for 3x School Crossing Patrols Local Government Act 1972 (as amended)	£3,291.00
31. Carole Roberts, Clerk to the Council Cheque No 201877	Clerks Expenses for August 2018 Section 112 Local Government Act 1972 (as amended)	£32.30
32. SLCC Enterprises Ltd Cheque No 201878	Delegate fee for Clerk’s Attendance at Welsh Regional Seminar at Llandudno on 5 September 2018 Section 112 Local Government Act 1972 (as amended)	£90.00 (Vat £15.00)
33 Shropshire County Council Cheque No 201879	Clerks Salary and office expenses for July 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)	NJCC rates
34. JNE Security Ltd, Gresford Cheque No 201880	Contribution towards costs of Crime Prevention Awareness event on evening of 6 September 2018 at Borrass Park Shops Section 31 Local Government & Rating Act 1997	£250.00

4. Members noted that outstanding debtor or other payments as set out in the schedule below required authorisation

RESOLVED – that the following payments be approved:-

VOUCHER NO & PAYEE	DETAILS	AMOUNT
35 Wrexham CBC Cheque No 201881	Q1 Costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions) Act 1976	£133.14
36. Carole Roberts, Clerk to the Council Cheque No 201882	Clerks Expenses for September 2018 Section 112 Local Government Act 1972 (as amended)	£122.42 (vat=£14.36)
37 Nightingale House Hospice	Financial Assistance towards running costs S137 Local Government Act 1972 (as amended)	£500.00

Cheque No 201883		
38 St Johns Church Rhosnesni Cheque No 201884	Financial Assistance towards Christmas meal S137 Local Government Act 1972 (as amended)	£150.00
39 Royal British Legion Cheque No 201885	Poppy Appeal 2018 – Wreath and donation on behalf of Acton Residents S137 Local Government Act 1972 (as amended)	£120.75
40 Royal British Legion Cheque No 201886	WW1 Centenary Tommy Silhouette with plaque on behalf of Acton Residents S137 Local Government Act 1972 (as amended)	£250.00
41 Shropshire County Council Cheque No 201887	Clerks Salary and office expenses for July 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)	NJCC rates

5. In respect of the payment of Voucher no 35 above for the Quarter 1 cost of the Little Acton Community Centre, the Clerk advised that the Barkers Lane Playgroup were no longer using the Community Centre and it was an opportune time to consider the redecoration and other small repairs that may be required at the Centre to ensure it was at a high standard of décor to attract new regular users and bookings and ensure its sustainability.

RESOLVED to agree in principle to using savings from the Little Acton Community Centre budget to undertake redecoration and minor repairs to the Centre and the Volunteer Group running the Centre be asked to provide costings and estimate prior to releasing the monies to complete the works.

64. 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:

Proposed development	Decision
1.P/2018/0721 16 Denning Road Wrexham First floor extension and internal alterations	No Objections
2.P/2018/0748 Land To The Rear Of East Bound Footway Holt Street Wrexham Installation of a 20 metre high ground based phase 5 slim street works monopole with grp shroud, 3 x multi-band antennas, 2 x 0.3m dia transmission dishes, 3 x ground based equipment cabinets and other ancillary equipment and cabling to be installed to the rear of the eastbound footway on Holt Street.	The Council opposes the relocation to ground level of the rooftop communications equipment from the Wrexham Police Station at Bodhyfyrd to land at the rear of the eastbound footway at Holt Street Wrexham. The Community Council has concerns that this town centre relocation site and its proximity to Alexandra School and the Ring Road has potential to expose the public and pupils at the School to electromagnetic fields at street level and have an adverse impact on their health.
3. P/2018/0778 5 Friar's Close Wrexham Retention of rear Garden Building (in retrospect)	No Objections

(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 16th day of October 2018

Chair

Minutes of the Special Meeting of Acton Community Council held on Tuesday 25 September 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	"	B Pritchard *
"	Ms S Hope *	"	Mrs D Wallice *
"	Ms S Jarvis *	"	Ms L Williams
"	Ms P Kidd	"	1 vacancy

* Absent

Also Present:

Wrexham County Borough Council: Michael Bather and Lynn Williams
Mrs Carole Roberts, Clerk to the Council

65. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sian Hope, Sharon Jarvis, Basil Pritchard and Debbie Wallice

66. DECLARATION OF INTERESTS

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

67. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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.

68. REVIEW OF THE SERVICE LEVEL AGREEMENT FOR ACTON COMMUNITY RESOURCE CENTRE

In accordance with the terms of the ten year Agreement signed by the Community Council on 30 July 2013 to March 2023, the Council conducted the third two year review of the Agreement and determined the operation of the Agreement. It also assessed the level of financial support provided by the Community Council in light of the aspiration for the Centre to become self-financing during the agreement period to March 2023. The Chair welcomed Mr Michael Bather and Mrs Lynn Williams Centre Manager to the meeting.

The Council then raised various operational matters regarding the Agreement as follows:

- Importance of planning for the future, especially in the light of any austerity measures that may be considered for the Acton Community Resource Centre(ACRC) by Wrexham County Borough Council (WCBC). It was noted WCBC were seeking to make the Centre as sustainable as possible and it was a top performing Resource Centre. Additional large scale housing identified in the draft Local Development Plan would impact greatly on user demand at the ACRC and other Community Facilities in the area; this should be taken into consideration when making decisions about the capacity and future viability of the ACRC.
- The current shortfall in operating costs despite the £30,000 per annum SLA ring fenced provision from Acton Community Council (ACC) for the ACRC was being met at the year-end by WCBC. The

building was not in the ownership of ACC but ACC does make a substantial contribution to operating costs and also gives further indirect support to ACRC by funding other Community Projects that use the Centre thus providing a Community Benefit. ACC would need to give separate consideration if WCBC underwriting of the operating loss was to cease as there is no contingency provision or budget for such eventuality.

- Concerns about the downward trend apparent in recent performance indicator statistics and the health and safety aspects of evening and weekend use when ACRC was not staffed. It was noted this had been risk assessed and was being kept under review particularly if any near misses were to be reported. The as yet unreported Performance indicators would highlight a 3.2% increase on bookings. There would be a £35,000 cost in providing the required staffing for all the hours ACRC is open. WCBC Insurers are aware of the present staffing levels and risk assessments carried out for ACRC. The ability to prove value for Council Tax Payers money was paramount and ACC should receive at least an Annual detailed financial statement on the running and operating costs of the ACRC and whether there was a deficit and how that would be met and the Business planning in place to achieve self-financing.
- There was proactive advertising of all the rooms available at the Centre on various websites including DEWIS and the interview room in particular is advertised as a hot desk facility to local businesses and organisations.
- How was the ACRC management identifying the gaps in provision that residents may wish to see at ACRC? It was noted that the Licensing Act requirements were onerous and limited for occasional/event licensing at ACRC.
- The Little Sunflower Group is expected to vacate the Crèche at ACRC shortly and consideration would be given to a long term strategy for the space to bring it up to a marketable standard to ensure maximum financial benefit. There may be potential in the short term for more casual use of the Crèche spaces

RESOLVED – that

- 1) the Acton Community Resource Centre availability and room profiles be proactively advertised through DEWIS and similar websites and social media and the regular user groups be highlighted and brought to the attention of Acton Community Residents**
- 2) An annual detailed financial statement be provided to Acton Community Council at the end of each financial year on the running and operating costs of the Acton Community Resource Centre and providing information about any deficit, how that would be met and the Business plan in place to achieve the long term aim of the Resource Centre becoming self-financing.**
- 3) the Community Council continue to provide the sum of £30,000 per annum as set out in the existing Service Level Agreement over the next two years, with the fourth two year review to take place in September 2020**
- 4) the Manager of the Acton Resource Centre be asked to identify superior office space for Acton Community Council's Clerk within any reconfiguration of room space as a result of the vacation of the Crèche or any other of the rooms at the Resource centre in the future; and**
- 5) the Community Council would wish the external approaches and flower/shrub beds to be planted with low cost seasonal shrubs and plants to improve the appearance and first impressions of the Resource Centre.**

Signed as a correct record this 16th day of October 2018

Chair

1. **ANNUAL ACCOUNTS 2017/18:** Further to Minute 47 July 2018 & 56.1.5 September 2018 the Clerk will provide a verbal update on the Conclusion of the Audit of the Council's Accounts by 30 September 2018 and action taken.

2. **CASUAL COUNCILLOR MAESYDRE WARD VACANCY** To note that the relevant Notice advertising this vacancy was issued on 4 October 2018 and the Returning officer will notify of the outcome after the 14 day notice period

3. **SERVICE LEVEL AGREEMENT REPORTING:**
 - i) **ACTON COMMUNITY RESOURCE CENTRE:** The report at Appendix 1 sets out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meetings on 3 October 2018.

 - ii). **CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** This report will provide the outputs and outcomes for the Service for the half year April 2018 to September 2018. (Copy to follow)

APPENDIX 1

Acton Community Resource Centre Month Sep-18

DATE	Bookings by Children's Groups	Bookings by Youth Groups	Bookings by Adult Groups	Bookings by Elderly Groups	TOTAL Daily Bookings	Daily Average	% of rooms in use (30 Days)	No of people attending Training	No of Training Sessions facilitated by Centre	No of People attending Centre Facilitated Training	No of activities to promote Centre	No of Physical Activity oportunities	No of activies promoting Welsh Culture
1	2	2	0	0	4								
2	0	0	5	0	5								
3	4	0	6	0	10								
4	8	3	3	1	15			20	0	0	0	1	0
5	2	2	12	1	17								
6	2	0	5	0	7			20	0	0	0	0	1
7	3	2	0	4	9			0	0	0	0	0	0
8	1	0	1	0	2			0	0	0	0	0	0
9	0	0	5	0	5								
10	4	0	7	0	11			10	0	0	0	0	1
11	8	2	5	0	15			0	0	0	0	1	0
12	2	2	8	2	14			40	0	0	0	0	0
13	2	0	6	0	8			53	2	27	0	0	0
14	2	2	2	2	8			0	0	0	0	1	0
15	2	0	0	0	2								
16	0	0	5	0	5								
17	4	0	5	0	9			10	0	0	0	0	1
18	8	3	5	0	16			10	0	0	0	1	0
19	2	2	10	1	15			30	0	0	0	0	0
20	2	0	9	0	11			98	2	27	0	0	0
21	3	3	4	2	12			15	0	0	0	1	0
22	1	0	9	0	10			0	0	0	0	0	0
23	0	1	5	0	6								
24	2	0	6	0	8			10	0	0	0	0	1
25	6	3	5	0	14			0	0	0	0	1	0
26	0	2			2								
27	0	0	8	0	8			43	2	27	0	0	0
28	1	2	4	3	10			20	0	0	0	1	1
29	2	0	0	0	2								
30	0	0	5	0	5								
TOTALS	73	31	145	16	265	8.83	49.07%	379	6	81	0	7	5

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

Conference Report: I will be reporting verbally at the next meeting on my attendance at the SLCC National Conference at Scunthorpe from 9 to 11 October 2018. Set out below are the details of information and general correspondence received since the last meeting:-

	Organisation	Details	Comments
1.	INDEPENDENT REVIEW PANEL	Review of Community and Town Council Sector in Wales: Email dated 3 October 2018 advising that the panel has now completed its review of the future of the Community and Town Council Sector in Wales and has published its final report and recommendations which were presented to the Cabinet Secretary for Local Government and Public Services on 3 October 2018. The Final Report Can be <u>read here</u>	
2.			
3.			
4.			