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 19 JUNE 2018 at 6:30pm.

Yours Sincerely

Carole Roberts
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE:

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

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

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

3. CONFIRMATION OF MINUTES: To confirm the Minutes of the Annual Meeting of the Council held on 17 May 2018 (Copy attached)

4. INFORMATION FROM THE MINUTES: The Clerk to provide updates on the following matters:
   1. Minute 153.6 April 2018-Disused building/Land at Central Avenue, Acton, Wrexham: Clerk to report on the response received from the Interim Chief Executive Wrexham County Borough Council
   3. Minute 44.5.1 Youth Service Strategy Grants 2018: Clerk to report on progress of the Ffordd Garmonydd Play area scheme and the provision of “Children Playing” sign on the approach to the Acton Community Resource Centre

5. COMMUNITY POLICING MATTERS: To receive the Monthly Policing and Operations exceptions Report from the Acton Community Police Officers.

6. ACTON PARK SEASONAL RANGER - INTRODUCTION: To receive an introduction and outline of planned work and events in Acton Park during the summer. Heather Parry –Williams who is the 2018 Seasonal Ranger has now taken up her post and will be in attendance at the meeting.

Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or
E-Mail: clerk@actoncommunitycouncil.gov.uk with any apologies or requests for further information.
You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB
7. PROCEDURAL MATTERS

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

To consider any Expressions of Interest submitted, receive short presentations from Candidates in attendance and proceed to fill the 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. GDPR UPDATE:

Clerk to report on action taken since the last meeting.

3. PLAY AREA SERVICE LEVEL AGREEMENT - EMERGENCY WET POUR WORK AT ARAN ROAD PLAY AREA:

Clerk to report

8. KEY ACTON ISSUES: WCBC Members to report verbally on any new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)

9. CONSULTATIONS:

To consider the details of the following Consultations and determine what responses if any, the Community Council wishes to submit by the relevant deadlines:

1. WREXHAM LOCAL DEVELOPMENT PLAN (2013 - 2028)

Further to Minute 154.3 April 2018 notification was received on 1 June 2018 indicating that the consultation period which originally ran from 9 April to 31 May 2018 has been extended until 16th July 2018 because additional/amended information has been placed on the Council’s consultation portal. This extension is to allow as many people as possible to make their views known to Wrexham CBC. The Community Council’s comments were submitted on 31 May 2018 but the Community Council may wish to view the additional information and make further representation. The additional information can be viewed by visiting the LDP website www.wrexham.gov.uk/ldp.

10. FINANCIAL ASSISTANCE:

To consider whether the Council wishes to make any grants under Section 137 of the Local Government Act 1972. Details Attached.

11. REPORT FROM CLERK:

Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.

12. ITEM PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR KEVIN ROBERTS:

Theft of planters from Plas Acton, Wrexham - assistance in replacing the stolen planters.

13. PAYMENT OF ACCOUNTS:

To note details of any payments received, progress against the budget and authorise any outstanding debtor or other payments.

14. PLANNING APPLICATIONS:

To consider any comments the Community Council may wish to make on the following applications made or to be 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/2018/0467 42 Ffordd Jarvis Wrexham</td>
<td>Change Of Use Of Part Of Integral Garage To Dog Grooming Salon (In Retrospect)</td>
<td></td>
</tr>
<tr>
<td>*P/2018/0479 61 Jeffreys Road Wrexham</td>
<td>Front Porch Canopy Extension And Rear Single-Storey Extension</td>
<td></td>
</tr>
</tbody>
</table>

Pre-Planning Application Consultations

Proposed application for outline permission at 120 Rhosnesni Lane Wrexham LL12 7NB to demolish existing buildings and build a cul de sac and 13 houses

Letter dated 17 May 2018 giving the opportunity to make comments on this proposal which will enable the Developer to receive and consider any concerns neighbours may have and to
allow for consideration of whether to amend the scheme before submitting a full planning application to Wrexham County Borough Council. The Community Council has been given an extension until 20 June 2018 to comment on the Pre-Consultation documents and proposals.

| Replacement of existing 47m Orange PCS Ltd rooftop equipment at Wrexham Police Station, Bodhyfryd, Wrexham, Clwyd, LL12 7BW (CLY0001) with proposed 20m EE slim street works monopole with GRP shrouded antennas on the eastbound footpath at Holt Street, Wrexham, LL13 7BP | The Harlequin Group on 25 May 2018 invited the Community Council to comment on this proposal to address the urgent requirement to provide network service to the Emergency services at two new sites to maintain the coverage in this area. Permission has already been granted for the first site at Borras Road, Wrexham and this proposal is for the second site |

*the plans and documents for these applications can be viewed online by clicking here and then 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 Annual Meeting of Acton Community Council held on Tuesday 15 May 2018 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor W Baldwin
“ M Davies
“ Mrs A Evans
“ R Hardy
“ Ms S Hope *
“ Ms S Jarvis
“ P D Jones
“ P Lloyd

Councillor G Lowe *
“ D Picken
“ B Pritchard
“ Kevin Roberts
“ Mrs D Wallice *
“ Ms A Waters *
“ Ms L Williams
“ 1 Vacancy

* Absent

Also Present:
Press & Public: Reg Herbert
North Wales Police Representatives: PCSOs Nicholas Perry & Murray Taylor
Mrs Carole Roberts, Clerk to the Council

(Councillor Philip Lloyd in the Chair)

1. APPOINTMENT OF CHAIRMAN

RESOLVED UNANIMOUSLY to appoint Councillor Kevin Roberts as Chairman of the Community Council for the Municipal Year 2018/19.

(Councillor Kevin Roberts in the Chair)

2. APPOINTMENT OF VICE CHAIRMAN

RESOLVED UNANIMOUSLY to appoint Councillor Paul Jones as Vice Chairman of the Community Council for the Municipal Year 2018/19.

3. THANKS

The outgoing Chairman, Councillor Philip Lloyd, indicated that he had thoroughly enjoyed his term of Office and in particular referred to the help and assistance from the Clerk to the Council and thanked her for making the task much easier.

RESOLVED that Councillor Philip Lloyd be thanked for his efforts and hard work during his 2017/18 term of Office as Chairman of the Community Council.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms Sian Hope, Geoff Lowe, Mrs Debbie Wallice and Ms Aimi Waters.

5. DECLARATION OF INTERESTS

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

Agenda item 15- Planning Applications A Declaration of interest was made at this stage of the proceedings by Councillor Paul Jones in respect of Agenda item 15 Planning Matters. He declared a
personal and prejudicial interest in this item being a member of Wrexham County Borough Council’s Planning Committee.

6. CONFIRMATION OF MINUTES

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

7. INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 17 APRIL 2018

1. Minute 150.5 – Llangollen International Musical Eisteddfod: It was noted that the Clerk had made contact with the Eisteddfod Office and the complimentary tickets could be given to local volunteers. The Young People involved in the Ffordd Garmonydd Play area had been asked if they would like a representative to attend and a response was awaited. The present position was noted.

2. Minute 150.6 – Financial Assistance Policy and Priorities Task and Finish Group: Councillor Lynne Williams gave an update on the initial work of this Group which had considered Guidelines, level of expectations and whether to provide year on year payments, mapping out a hierarchy of grant levels and the importance of focussing on local need. It was noted that further meeting would be held shortly to clarify where the Grant monies should be allocated and ensure equitable awards of grants. A further update will be given to the June 2018 meeting. The present position was noted.

3. Minute 156.2 Nightingale House AGM: Councillor Sharon Jarvis gave a brief report on her attendance at this event. She also referred in particular to an initiative aimed at helping isolated community members with a befriending service that currently operates in Llanderfel, Llangollen and Coedpoeth. The service uses volunteers to act as good neighbours through medical or social service referrals.

RESOLVED - that Tracey Livingstone, the Befriending Service Coordinator be invited to give a short address and overview on the Befriending Service to a subsequent Community Council meeting

8. COMMUNITY POLICING MATTERS

The Chair welcomed PCSOs Nicholas Perry & Murray Taylor who proceeded to give the Monthly Policing and Operations Report as follows:-

1. Passive Police Dog operations - this initiative was being well received by Licensees and customers as giving a positive message on the active partnership stance being taken on Drugs by the Police and other Authorities including the Community Council. It was noted that further operations were being planned.

2. Trend sheet This exception form of reporting for the five wards in the Acton Community highlighted vehicle crime, Police work delivering letters/leaflets with key information in the affected wards about community and vehicular safety, risk mitigation such as not leaving sat nav and mobile phones on view in car

3. Other News/ PCSO activities - PC Kerry Evans return to normal duties, leaflet drops, and engagement patrols of schools at peak times to engage with children and their parents.

Members then raised several matters including the provision of stickers for CCTV, and the strategy of making Police visits to both parties in neighbourhood disputes.

The Chair thanked the PCSOs for their report and attendance and they left the meeting.

9. PROCEDURAL MATTERS

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

1. Members Attendance Register 2017/18: A schedule setting out the record of Members’ attendance at Council meetings during the 2017/18 Municipal year was received and noted. Members also noted that in accordance with the provisions contained in Section 85 (1), (2) of the Local Government Acton 1972 (as amended), an individual Member’s attendance at any of the
Community Council’s Committees will count when assessing whether a Member has vacated office by failure to attend meetings.

RESOLVED - that the Members attendance register for 2017/18 be received and noted.

2. Declaration of remuneration to Members of the Council for the year ended 31 March 2018: Under Section 151 of the Local Government (Wales) Measure 2011, the Council as a relevant authority, is required to notify the Independent Remuneration Panel for Wales (IRPW) and arrange for the publication within the authority area of the remuneration received by its named members and co-opted members by no later than 30 September following the end of the year to which the payments relate. During the year ended 31 March 2018 no payments had been made to any of the Community Council’s Members in respect of Attendance Allowance, Financial Loss Allowance, Payments for costs incurred in respect of telephone usage, broadband etc. or Allowances made to a mayor/chair and deputy mayor/chair. A schedule setting out the position for all Members of the Council for 2017/18 was noted.

A new key feature in the Panel’s final report for 2018 is that Acton Community Council must make available a payment to each of its members of £150 pa for telephone usage, information technology, consumables etc. In Paragraph 13.10 of the 2018 Panel report, provision is made for any individual member to make a personal decision to elect to forgo part or all of the entitlement to any of the payments by giving notice in writing to the proper officer of the Council. Proper notice to forgo the mandatory £150 pa **MUST** be received by the Clerk to the Council **before** the Annual Council meeting in May otherwise the payment must be made to each Councillor who has not elected to forgo the entitlement. The Clerk indicated that several members had elected to forgo all of their entitlement to this allowance.

RESOLVED - that in order to comply with the requirements of the Local Government (Wales) Measure 2011, the Council make its formal Declaration for the year ended 31 March 2018 and the schedule as set out in Appendix 2 to the report be confirmed as a summary of the position for each Member of Acton Community Council during 2017/18 and the Schedule should be published and a copy be provided to the Independent Remuneration Panel for Wales.

3. Day and Time of Meetings:

RESOLVED - to continue to hold the monthly meetings of the Community Council (as set out in Appendix 3 of the report) on the third Tuesday of each month at 6:30pm with a recess in August 2018.

4. Banking Mandate for Payments:

RESOLVED – that the Council’s present Banking mandate and four authorised signatories be confirmed.

5. Insurance Provider and Cover from 1 June 2018: The Council reviewed its Insurance cover arrangements with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services commencing 1 June 2018 The Clerk provided information about the insurance schedule and level of cover provided by this sector specific Insurance Company at the meeting. In particular it was noted that another Insurance provider had declined to give a quote as it could not match the price quoted from the Community Council’s existing Insurers Zurich Municipal which included additional cover for cyber security cover.

RESOLVED – to confirm that subject to inclusion of cyber security cover, the level of Insurance cover as set out in the Policy renewal Documents be confirmed as being adequate to meet the Council’s requirements and the Zurich Municipal Insurance Company continue as the Council’s insurance provider to 31 May 2021 and the premium as now reported be paid.
6. **Review of Standing Orders and other key Policy documents:** Members discussed the need to review this document together with other Policies including Equalities, the Welsh Language and other key Policies.

**RESOLVED - that a small working group of Members comprising Councillors Anne Evans, Sharon Jarvis, Philip Lloyd, Kevin Roberts and Lynne Williams be appointed to undertake a review of Standing Orders and other key Policy Documents having regard to the latest Model Standing Orders available from One Voice Wales and report its findings and recommendations back to the Council.**

7. **COMMUNITY CENTRES:** Appointment of Community Council representatives on Community and Resource Centre Management Committees.

The Council reviewed and considered the appointment of the Community Council’s representatives for the Little Acton Community Centre and the Acton Community Resource Centre.

**RESOLVED - that the Council’s representatives at these Centres be as follows:-**

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

2 Acton Community Resource Centre: Councillors Ralph Hardy, Phil Lloyd and Kevin Roberts and to note that in accordance with the Management Committee’s Constitution, the five County Borough Councillors namely, Bill Baldwin, Mike Davies, Paul Jones, Geoff Lowe, and Debbie Wallace are also members of the Acton Community Resource Centre Management Committee.

(Councillor Ralph Hardy joined the meeting at this stage of the proceedings)

8. **APPOINTMENT OF COMMITTEES:** The Council considered the appointment of the following Committees. The 2018/9 memberships and terms of reference were noted.

**RESOLVED – that**

i) the Environment Committee not be re-appointed and the Committee’s outstanding environmental projects for expenditure from the Streetscene Budget be considered and approved or otherwise by the Council itself. In particular the following outstanding environmental schemes be brought to the full Council for approval and implementation:

   a. Maesydre Ward –
      i. Costs of Environmental Clean Up Day in March 2018  
      ii. Replacement of two benches at Russell Grove, Wrexham  
      iii. Litter Bin Provision on Chester Road

   b. Little Acton Ward – Refurbishment of seating at the Smithy Pond, Chester Road

   c. Rhosnesni Ward: Provision of seasonal planting at Borras Park Shops

ii) for the 2018/19 Municipal year the following Committees be appointed with the Membership and Terms of Reference as set out below:

   1. **ACTON COMMUNITY RESOURCE CENTRE COMMITTEE:** Councillors Ralph Hardy*, Phil Lloyd * and Kevin Roberts* together with all of the five County Borough Councillors representing the Acton Community who may also be members of the Community Council namely, Bill Baldwin, Mike Davies, Paul Jones, Geoff Lowe, and Debbie Wallace.

      *the Community Council’s nominated representatives on Acton Resource Centre Management Committee

      **Terms of reference:**

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

2. To ensure that the current 10 year Service Level Agreement’s reporting requirements are being met, are fit for purpose, reflect the requirements of the Community Council and are kept under review to ensure current best practice and each of the two year Review of the Agreement takes place as set out in the Agreement;

3. To mediate when necessary between Acton Community Council, the Acton Community Resource Centre Management Committee and /or officers of Wrexham County Borough Council in respect of any concerns or issues related to the ten year Service Level Agreement; and

4. To report and immediately bring any concerns about the performance or effectiveness of the Service Level Agreement to the attention of the full Council.

(Councillor Ralph Hardy entered the meeting at this stage of the proceedings)

2. **PLANNING COMMITTEE:** Chair, Councillor Kevin Roberts together with Councillors Mike Davies, Anne Evans, Ralph Hardy, Geoff Lowe, Darren Picken and Lynne Williams. (The Vice Chair of the Council declined to take a seat on this Committee being a Member of Wrexham County Borough Council’s Planning Committee.)

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

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

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

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

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

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

**Terms of Reference:**
The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.
5. YOUTH COMMITTEE: Chair and Vice Chair, Councillors Kevin Roberts and Paul Jones together with Councillors Mike Davies, Mrs. Anne Evans, Ralph Hardy, Ms Sian Hope, Ms Sharon Jarvis, Darren Picken, and Ms Lynne Williams.

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

10 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 Chief Executive appointment announcement will be made at the Annual meeting of Wrexham CBC;
2. The Enterprise Hub in the former Iceland Building on Queens Square is to be officially opened shortly;
3. Former Rugby Field at Dean Road/ Holt Road Wrexham – assurances had been received that concerns about potential sale and development were not as feared. Members stressed the importance of ensuring the retention of this open green space due to the existing deficit and potential loss of a greenfield site;
4. A Charity Fun day is being held on the Fairways estate in aid of Nightingale House
5. Cold Callers were not observing the signs on lamp posts advising of designated “No Cold Caller” areas in the Acton Community

The County Borough Councillors were thanked for their updates.

11 AUDIT OF ACCOUNTS 2017/18

INTERNAL AUDITOR’S REPORT AND ACTION PLAN: Members considered a copy of this report and action plan. The Internal Auditor had indicated that all outstanding issues from previous Internal Audit Action Plans up to 2016/17 had been implemented or noted. There were two items highlighted with a recommendation for action from the 2017/18 Audit:-

- Recommendation to add to the Asset Register: the Clerk had confirmed already to the Internal Auditor that the monies spent on the purchase of Playground equipment to the value of £4,900 were grant monies held by the Community Council on behalf of the Young Person’s Group and therefore the Asset Register did not need updating as the playground is owned by Wrexham CBC and maintained under an SLA funded by the Community Council.
Recommendation in respect of the Guidance Note on the impact of GDPR: the Community Council has already appointed Mr David Bridge as its Data Protection Officer and is in the process of reviewing and updating its Data Protection Policy, risk assessments and internal controls.

The Council congratulated and thanked the Clerk for her continued hard work to ensure the Internal Audit ran smoothly.

2 ANNUAL RETURN AND ACCOUNTING STATEMENTS: Members received and approved the statements set out in sections 1 and 2 of the Council’s Annual Return for the year ended 31 March 2018.

3 APPROVAL FOR THE CHAIRMAN TO SIGN THE ANNUAL RETURN: Members noted that formal approval was required for the Chairman to sign the Statement on Page 4 of the Annual Return for 2017/18 on the Council’s behalf prior to its initial submission to the External Auditor.

RESOLVED that:

1. the Internal Auditor’s report and Action Plan in respect of the Audit of the Council’s Accounts for the year ended 31 March 2018 be received and in response, the Clerk advise the Internal Auditor of the consideration of his 2017/18 report and of the action being taken by the Council to implement his 2017/18 recommendation, particularly in respect adherence and implementation of risk assessments and internal controls to meet the requirements of the Data Protection Act 2018 and the 2016 EU Directive General Data Protection Regulations;

2. the Statements as set out in Sections 1 and 2 of the Annual Return for the year ended 31 March 2018 be approved; and

3. the Chairman be authorised to sign the relevant section on Page 4 of the Council’s Annual Audit return for the year ended 31 March 2018 prior to the initial submission of a copy of it to the External Auditor by 23 July 2018.

(Councillor Anne Evans left the meeting at this stage of the proceedings)

12. SERVICE LEVEL AGREEMENT REPORTING

1. ACTON COMMUNITY RESOURCE CENTRE: A report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 11 April 2018 was received.

2. CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE: The outputs and outcomes for the Service for the half year 1 October 2017 to 31 March 2018 was received and it was noted that the three year Acton Outreach Service provision would not be affected by the current Wrexham CAB funding issues.

RESOLVED - that the two above mentioned Service Level Agreement Reports be received and noted and the Clerk reiterates to both parties the importance of extensive advertising and coverage informing the general public and Acton Community residents of the availability of these Services.

13. CONSULTATIONS

Members considered the consultation papers received since the last meeting and whether to make any comments before the deadlines, as follows:

1. WREXHAM LOCAL DEVELOPMENT PLAN (2013 - 2028) – Further to Minute 154.3 April 2018, the Deposit Plan Consultation had been available to view and comment on from 9 April 2018 until 31 May 2018. The deposit documents were available online. Members had considered the Deposit Plan documents together with copies of previous Local Development Plan responses submitted by the Community Council and voiced additional concerns about the inclusion of fields and open green spaced in the development plan. The Community Council is firmly of the view that no green areas/ open spaces should be included for development and in
particular the land at the Groves High School former site and the 9 Acre Field, and former rugby club field area at Holt Road/ Rhosnesni Lane.

**RESOLVED – that the Clerk be requested to combine the above and previous points made by the Council and circulate a draft response for agreement by all members of the Council before making an online submission by the 31 May 2018 deadline.**

2. **Publication of Statutory Notices:** Email dated 24 April 2018 giving notification (As required by the School Organisation Code 2013) that Wrexham County Borough Council is proposing to establish a new Welsh medium primary school. The statutory consultation period had ended on 30 January 2018, and Statutory Notices have now been published on the Wrexham County Borough Council website and are available to view in [English](#) and [Welsh](#). Any objections to the proposals must be submitted by 22 May 2018

**RESOLVED – that Members respond individually to the Consultation**

14. **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:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Details and action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.Secretariat Support – Review of Community &amp; Town Councils in Wales</td>
<td><strong>INDEPENDENT REVIEW PANEL APRIL 2018 NEWSLETTER:</strong> Email dated 30 April 2018 providing hyperlinks to the <a href="#">April 2018 Newsletter</a> and <a href="#">further information on the Review</a> Information noted</td>
</tr>
</tbody>
</table>
| 2.Wrexham County Borough Council | 1. **Publication of Statutory Notices** regarding establishing a new Welsh medium primary school. This information had been considered earlier in the meeting.  
2. **Composite Traffic Regulation Order 2018:** Email dated 4 May 2018 attaching letters and plans relating to this proposed Order. It is planned to **remove** existing parking restrictions at Grange Close and to **introduce** parking restrictions on Daleside Avenue. The Council’s response to the proposals should be submitted by 25 May 2018. The Council welcomed these proposals and **Resolved that no objections be made.**  
3. **Acton Park Seasonal Ranger:** Notification from Martin Howorth on 4 May 2018 confirming Heather Parry Williams has been appointed to the post and will start her duties on 22 May 2018. The programmed events for Acton for this year is available electronically. There will be additional events during the summer holidays to be organised by the seasonal ranger once she is in post. These will generally be held on a Tuesday and the dates and details will be firmed up within the first few weeks of her employment, and circulated then to Members. **Information noted**  
4. **Wrexham Town and Community Council Forum:** The next meeting is scheduled for Thursday 21 June 2018 and the Council is able to send 2/3 representatives to the Meeting. **Resolved that the Council be represented by Councillors Phil Lloyd and Paul Jones** |
| 3.Christine Cribbin, Chairperson Friends of Acton Park | **Environmental Grant works to restore the wooden structures at the Japanese Garden in Acton Park:** Regular updates on the progress of this Project are being received. The first £500 was spent purchasing initial preparation materials and to secure a deposit to one of the contractors. Delays were experienced due to the rain and snow earlier in the year but it anticipated that the better weather will allow the work to proceed. **The update was noted** |
| 4.Eisteddfod Yr Urdd | **2018 Day Programme for Eisteddfod Yr Urdd Bryncheiniog and Maesyfed:** A covering circular letter thanking the Council for its donation has been received |
Information noted

5. Play Wales – Chwarae Cymru
Play For Wales Spring Newsletter Issue 50. A copy of this document will be available at the meeting for Members perusal. Information noted

6 One Voice Wales
Member Training – Community Engagement to be held at Mold on 22 May 2018
Information noted

15. PAYMENT OF ACCOUNTS
Members noted no payments had been received and that outstanding debtor or other payments as set out in the schedule below required authorisation

**RESOLVED – that the following payments be approved:-.**

<table>
<thead>
<tr>
<th>VOUCHER NO &amp; PAYEE</th>
<th>DETAILS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. JDH Business Services Ltd Cheque No 201851</td>
<td>2017/18 Internal Audit Accounts and Audit (Wales) Regulations 2014</td>
<td>£187.20 (vat £31.20)</td>
</tr>
<tr>
<td>8 Society of Local Council Clerks Cheque No 201854</td>
<td>Delegate fee for Clerk’s attendance on 16 May 2018 at Joint One Voice Wales/ SLCC Conference at Llandrindod Wells Section 112 Local Government Act 1972 (as amended)</td>
<td>£90.00</td>
</tr>
<tr>
<td>9 One Voice Wales Cheque No 201855</td>
<td>Attendance Fee – Ralph Hardy on 19 April 2018 at Gresford for Module 18 Devolution of services/ Asset Transfer Training Section 112 Local Government Act 1972 (as amended)</td>
<td>£60.00</td>
</tr>
<tr>
<td>10 Carole Roberts Clerk to the Council Cheque No 201856</td>
<td>Clerks Expenses for May 2018 Section 112 Local Government Act 1972 (as amended)</td>
<td>£ 182.56 (vat £16.66)</td>
</tr>
<tr>
<td>11 Zurich Municipal Cheque No 201857</td>
<td>Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/18 to 31/5/19 Section 112 &amp; S140 Local Government Act 1972 (as amended)</td>
<td>£974.37</td>
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<tr>
<td>12 Shropshire County Council Cheque No 201858</td>
<td>Clerks Salary and office expenses for April 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)</td>
<td>NJC Rates</td>
</tr>
</tbody>
</table>

16. 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:**
13

<table>
<thead>
<tr>
<th>Case Number/ Address Proposed Development</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. P/2018/0345 Cherry Hill Children’s Day Nursery 91 Borras Park Road Borras Wrexham Application For Tree Works To Trees Protected By Tree Preservation Order Wmbc No. 86:- - Perimeter Trees, Consisting Of Pine And Beech, To Be Crown Raised 3.0M, Above Ridge Of Garage As Guidance. - Corner Ash Tree To Have One Lower Limb Removed</td>
<td>The Community Council has no objection to essential works to maintain the health of the Preserved Trees provided such works are carried out under the supervision and to the satisfaction of the Wrexham CBC Arboricultural Officer</td>
</tr>
<tr>
<td>2. P/2018/0373 Lichfield Close Wrexham Application to erect fencing to replace hedge (in retrospect)</td>
<td>The Council has no objection to this retrospective application and recognises that part of the new fencing to the front of the property has been dropped to 1metre high providing improved visibility curves at the junction of Mile Barn Road and Lichfield Close. The removal of the hedge has also reinstated clear level access on the adjoining pavement</td>
</tr>
</tbody>
</table>

(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.)

17. 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.

18. STAFFING MATTERS

1. 2018 – 2019 NATIONAL SALARY AWARD: The Circular issued by the SLCC /ALCC was reported together informing of a national 2% pay increase backdated from 1 April 2018 and it was noted that further information on new pay scales for 2019-2020 to be implemented from 1 April 2019 will be issued later this year.

Resolved - that Shropshire Council under the terms of the payroll Service level Agreement be requested to implement the pay award and back date its implementation to 1 April 2018.

2. Update of Authorised signatures for payroll for 2018/19

RESOLVED that the signatory authorisation be updated to reflect the appointment at this meeting of the new Chair and Vice Chair who shall be authorised on the Council’s behalf to deal with all matters pertaining to approval of payments to the Clerk for training or other additional payments reported to the Council or as part of the Clerk’s Training as agreed by the Council.

The Clerk was asked to leave the meeting at this stage.

3. MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 24 APRIL 2018

The Confidential minutes of this meeting were received and debated.

RESOLVED – that in order to create capacity and absorb new and existing challenges:

1. There be agreement in principle to the creation of a 24 hour per week Administrative Assistant post based at the Acton Community Council office in the Acton Community Resource Centre, subject to estimated salary costings being prepared;
2. The Clerk’s Contractual Hours temporarily be extended to 37 hours per week initially for a three month period from 1 April 2018; and

3. The Clerk continue to be work based from Home and is requested to undertake preparatory work to compare other Administrative support roles with other Town and Community Councils and draw up an outline person specification and job description and salary scale together with a timetable to advertise and appoint for the new role and report back to the staffing committee as soon as practicable.

Signed as a correct record this 19th day of June 2018

________________________________________  Chair
INTRODUCTION

Further to Minute 152.1 April 2018, the Community Council currently has one casual vacancy in the Little Acton ward which the Council must fill by co-option. The necessary steps to fill the vacancy together with the appropriate Public Notices have been on display since 1 May 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 18 June 2018 in accordance with Section 116 of the Local (Wales) Measure 2011. Any expressions of interest received will be circulated after the deadline and the Candidates will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

DECISION REQUIRED

To consider any Expressions of Interest received and if appropriate, to proceed to fill the casual vacancy in the Little Acton Ward 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 18 June 2018 and to assist with the filling of the vacancy by co-option at the Meeting, listen to the supporting statement given by any Candidates. If there no Candidates come forward, the Clerk should be authorised to re-advertise the vacancy 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.
APPLICATIONS FOR FINANCIAL ASSISTANCE

INTRODUCTION

In September 2009, the Community Council determined its procedure to deal with requests for financial assistance from Organisations that work or are based in the Acton Community Area; this report summarises the applications received to date and reminds members of the Grants/donations that have been awarded during the previous financial year. A small Task and Finish Group is presently reviewing the Financial Assistance Policy and will report back to the Council shortly (Minute 143 March 2018 refers)

PURPOSE OF REPORT

To consider the two applications for financial assistance submitted in accordance with the Policy agreed at the September 2009 meeting of the Council.

DECISION REQUIRED

To determine the two applications for financial assistance included in this report submitted in accordance with the Community Council’s Policy agreed in September 2009.

INFORMATION

1. In September 2009 the Community Council, agreed its process and Policy for considering applications for financial assistance made under the provisions of Section 137 of the Local Government Act 1972 (as amended). (Minute 48 September 2009 refers). At that meeting, a standard financial application form was approved and is now circulated for completion to all persons and organisations seeking financial assistance from the Community Council. This ensures that the information from each applicant is received in a consistent format and all questions frequently asked by members are answered.

2. To ease pressures on the Council’s budget, its Policy is to consider applications on a quarterly basis with the budget apportioned equally to each quarter to allow the Community Council to be more focused and equitable when determining financial assistance applications. The emphasis and focus of financial assistance is on providing pump priming to help local community groups to become self-financing rather than providing a regular guaranteed grant income year on year that may preclude other new local groups from being established to the benefit of the community. The quarterly meetings are March, June, September and December each year.

3. The Local Government Act 1972 sets out in Section 137, the powers and scope for a Community Council to make expenditure that benefits the local Community. Additional powers are also contained in Section 145 of the Act. A sum of £3,500 has been set aside in the estimates of Income and Expenditure for the year ended 31 March 2019 for this purpose.

4. The current Budget Allocation is much less than the limit permitted by Section 137(4) (a) of the Local Government Act 1972. For Parish and Town Councils in England and Wales, an amount of £7.86 per person of the Community Councils’ population is permissible for 2018/19. The total number of Acton Community electors at January 2018 is 10,556. An extract will be available at the meeting of the powers contained in Section 137 of the Local Government Act 1972 that enables the Community Council to incur expenditure (up to £82,970.16 in 2018/19), which in their opinion is in the interests of, and will bring direct benefit to their area or any part of it or all or some of its inhabitants. Attached at Appendix 1 and Appendix 2 for information is a summary of the Financial Assistance Grants awarded during 2016/17 and 2017/18
5. As this is the first quarterly meeting in the current financial year, the Community Council has yet to award any grants.

6. To ensure equal distribution of the budget, it has been apportioned equally between the quarterly meetings. This equates to £875.00 per quarter for 2018/19. I have circulated several application forms in response to general requests for financial assistance together with a standard letter setting out the Council’s policy and the deadline for receipt of applications for this meeting. I have received two completed forms in the current quarter as listed below. The full application forms are attached to this report and a copy of the supporting accounts and any other supporting information will be available at the meeting. Members are requested to determine the following applications for financial assistance:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Details</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AVOW – Become a Friend of Shop Mobility (Minute 143.2 March 2018 refers)</td>
<td>Appeal to help fund the annual costs of providing the Shopmobility Service in Wrexham Town Centre</td>
<td></td>
</tr>
<tr>
<td>2. Home Start – County Borough of Wrexham</td>
<td>Seeking financial support towards the costs of providing volunteer support for existing and newly referred disadvantaged and vulnerable young families who reside in the Acton Community.</td>
<td></td>
</tr>
</tbody>
</table>

*End of Applications received in time for June 2018 meeting.*
<table>
<thead>
<tr>
<th>Name</th>
<th>Detail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tenovus Cancer Care – North Wales</td>
<td>Financial assistance to continue to support cancer patients and their loved ones in their local community+</td>
<td>£100.00</td>
</tr>
<tr>
<td>2. Nightingale House Hospice</td>
<td>Financial assistance to support the work of the Hospice in the delivery of Palliative care from within the Community Council’s area</td>
<td>£500.00</td>
</tr>
<tr>
<td>3. St John’s Church Rhosnesni</td>
<td>financial donation towards the costs of the planned refurbishments and modernisation of the Church Hall which is now 25 years old</td>
<td>£500.00</td>
</tr>
<tr>
<td>4. Shelter Cymru</td>
<td>Assistance with cost of providing its housing needs services to people in the Acton Community. I confirm that the monies will be expended for services that are provided in the Acton Community area.</td>
<td>£100.00 Subject to the monies being expended for services that are provided in the Acton Community area.</td>
</tr>
<tr>
<td>5. Royal British Legion Poppy Appeal</td>
<td>Poppy Wreath &amp; Donation</td>
<td>£100.00</td>
</tr>
<tr>
<td>6. Mayor’s Charity Fund Wrexham CBC</td>
<td>Tickets for Acton CC attendance at Mayor’s Charity Dinner Dance 7 October 2016</td>
<td>£70.00</td>
</tr>
<tr>
<td>7. Llangollen International Musical Eisteddfod</td>
<td>Financial assistance towards the substantial general running costs of this annual event</td>
<td>£100.00</td>
</tr>
<tr>
<td>8. Anglesey National Eisteddfod 2017</td>
<td>Financial support towards this annual festival which costs a total of £1.4m</td>
<td>£50.00</td>
</tr>
<tr>
<td>9. Wrexham Family Friends for 5’s to 11’s</td>
<td>Contribution towards the cost of supporting four families currently disadvantaged in the Acton Community</td>
<td>£500.00</td>
</tr>
<tr>
<td>10. Cunliffe Bowling Club</td>
<td>Financial assistance towards the costs of installing an environmentally friendly automatic watering system</td>
<td>£100.00</td>
</tr>
<tr>
<td>11. Wrexham Allotment &amp; Leisure Gardeners’ Association</td>
<td>Financial donation towards the costs of the Annual Open Flower, Vegetable and Home Produce show</td>
<td>£50.00</td>
</tr>
<tr>
<td>12. Bobath Children’s Therapy Centre</td>
<td>Financial assistance to enable provision of extra therapists to treat more children across Wales who have Cerebral palsy</td>
<td>£100.00</td>
</tr>
<tr>
<td>13. <strong>Home Start County Borough of Wrexham</strong></td>
<td><strong>Assistance towards supporting newly referred young families who are vulnerable and disadvantaged and their volunteers who live within the Acton Community</strong></td>
<td>£400.00</td>
</tr>
<tr>
<td>14. Borras Park Albion Youth Football Club</td>
<td>Support towards the cost of youngsters from the Borras /Acton area to go on the Club’s 37th Exchange of Football and Friendship in Germany in April 2017</td>
<td>£300.00</td>
</tr>
<tr>
<td>15. Acton Park Primary School</td>
<td>Financial Assistance towards the costs of an improvement and renovation project for the wooden building in the school grounds</td>
<td>No Grant made – applicant referred to LEA</td>
</tr>
<tr>
<td>16. Barkers Lane Play Group</td>
<td>Financial assistance towards the cost of purchasing a range of IT resources to promote ICT development and skills for the children</td>
<td>£280.00</td>
</tr>
</tbody>
</table>

**Total Grants to 31 March 2017**: £3,250.00
<table>
<thead>
<tr>
<th>Name</th>
<th>Detail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Friends of Bellevue Park</td>
<td>Financial support to provide a memorial in the Park to remember all from Wrexham who served and died in WW1</td>
<td>£100.00</td>
</tr>
<tr>
<td>2. Welsh Ambulance Service NHS Trust Fund</td>
<td>Donation to enable the purchase of a third First Responder Scheme kit for use mainly in the Acton Community area. (Minute 38 July 2017 refers)</td>
<td>£1,000.00</td>
</tr>
<tr>
<td>3. The Vic Studios</td>
<td>Financial assistance towards the appeal for help with the repair and maintenance of the Studio’s facilities and quality of service delivered by this music project.</td>
<td>£50.00</td>
</tr>
<tr>
<td>4. Unity Morris Dancers (Pritinity Stars)</td>
<td>Financial support for start-up costs for this newly merged Group run by Volunteers initially based in the Acton Community Resource Centre</td>
<td>£250.00</td>
</tr>
<tr>
<td>5. Royal British Legion</td>
<td>Donation to 2017 Poppy Appeal and purchase of a wreath on behalf of Acton Community Residents (Minute 58.1 September 2017 refers)</td>
<td>£100.00</td>
</tr>
<tr>
<td>6. Wrexham Hospice and Cancer Support</td>
<td>Financial assistance to enable the Hospice to deliver palliative care to the highest standard for the Community</td>
<td>£500.00</td>
</tr>
<tr>
<td>(Nightingale House)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Wrexham Foodbank</td>
<td>Financial assistance towards the warehouse costs of this Project in Wrexham to enable it to receive, sort and store food donations and continue to provide emergency food to local people in crisis from within the Acton Community (subject to a Wrexham Foodbank representative attending a subsequent Community Council meeting to give a report on how the grant is spent and its benefit to the Community of Acton)</td>
<td>£500.00</td>
</tr>
<tr>
<td>8. Family Friends for 5’s to 11’s</td>
<td>Financial support towards the costs of continuing to provide support to disadvantaged families and their children in the Acton Community</td>
<td>£150.00</td>
</tr>
<tr>
<td>9. K2 Explorer Scout Unit</td>
<td>Financial Assistance to support the Group’s expedition to Hungary in the summer of 2018</td>
<td>£100.00</td>
</tr>
<tr>
<td>10 Little Acton Walking Football Group</td>
<td>Financial support to purchase equipment and defray the costs of hiring pitches at Queensway Sports Centre</td>
<td>£150.00</td>
</tr>
<tr>
<td>11. Eisteddfod Genedlaethol Urdd Gobaith Cymru</td>
<td>Financial assistance to support the costs of staging the 2018 Urdd National Eisteddfod to be held in Brecknock and Radnor</td>
<td>£50.00</td>
</tr>
<tr>
<td>12. Llangollen International Musical Eisteddfod</td>
<td>Financial assistance to support the costs of staging the Eisteddfod in July 2018.</td>
<td>£100.00</td>
</tr>
<tr>
<td>13. Wales Air Ambulance</td>
<td>Financial Assistance requested to purchase vital equipment to be used in conjunction with on-board ventilators</td>
<td>£150.00</td>
</tr>
<tr>
<td>14. Wrexham Allotment and Leisure Gardeners Association</td>
<td>Request for £50 donation to sponsor a group of classes at the Annual Flower and Vegetable Show</td>
<td>£50.00</td>
</tr>
</tbody>
</table>

Total Grants to 31 March 2018 £3,250.00
Clerk to Acton Community Council

APPLICATION FOR FINANCIAL ASSISTANCE
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)

NAME OF ORGANISATION: AVOW - BECOME A FRIEND OF WREXHAM SHOPMOBILITY

1. NAME AND ADDRESS FOR CORRESPONDENCE:
   John Gallanders AVOW, 21 Egerton Street, Wrexham, LL11 1ND

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?
   The Shopmobility service provided by AVOW operates with 31 mobility scooters based in the bus station. Since taking over from the Council we have tried to ensure the service is run on a low cost to the customers at £3 a day – this has been increased from the level the Council had been charging. We have used a variety of funding sources over the past couple of years to help with the financial running costs - staffing is one person per day and maintenance of nearly £200 a year. We have recently launch an appeal from Community Councils and local businesses to ensure we can keep the very valuable service operating.

3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET? HOW LONG HAVE YOU BEEN ESTABLISHED?
   AVOW provides help and support for any voluntary and community organisation in the Acton Ward including governance support, funding advice and supporting the recruitment and placement of volunteers in a variety of community settings.

   AVOW directly manages the childcare provision in the Acton Resource Centre providing provision for preschool and nursery age children. This service operates 5 days a week.

   The Shopmobility service we are seeking a grant for provides a service for a number of residents from your Community Council area. Some of the users will come into town on multiple occasions in the week as sometimes they will just come to socialise and not necessarily shop.

   The service operates Monday – Friday – 9.30am – 4.30pm and Saturday 9.30am – 12.30pm

   AVOW was established in 1988 as a Charity and Company Limited by Guarantee.

4. CAN ANYONE JOIN? YES WHO CAN BENEFIT? The service is open to anyone over the age of 18 who has any kind of impairment in walking whether it been a short term (broken legs etc.) or longer term when someone one could have a variety of limb, bone or muscular problems.

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? On our database we have aproxx 50 users who have an Acton area postcode.

6. IS YOUR ORGANISATION A REGISTERED CHARITY? YES
   IF YES, PLEASE GIVE THE REGISTERED CHARITY No: 1043989
7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?

Shopmobility is a separate project within the overall AVOW finances. It is a cost centre with

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? 39 paid staff (this includes those employed on specific service delivery contract such as Wrexham Carers Service, Play and Childcare) and 35 volunteers.

B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS?

All staff and volunteers requiring a DBS for their role are covered and compliant. Staff hold all necessary qualifications for the respective area they work e.g. Childcare, Play, Information and Advice etc

9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? YES

IF YES, PLEASE STATE SUPERVISING BODY:

Our core funded work is inspected by WCVA on behalf of the Welsh Government. Childcare is inspected by Estyn and Care Inspectorate Wales

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM: AVOW – Become a Friend of Wrexham Shopmobility

PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS (e.g.: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)

10. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?

A. PETTY CASH AND CURRENT ACCOUNTS: £54,321

B. DEPOSIT ACCOUNTS: £142,167

C. OTHER INVESTMENTS: £54,700

Total 251,188 of which approx. £188k is restricted/designated for specific projects and contract delivery. Free reserves £63k

11. HOW MUCH WAS YOUR ORGANISATION’S PROFIT LAST YEAR?

£5107 surplus after allowance for capital equipment transfer year end 2017/18

12. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE, WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON?

We could provide a written report or attend one of your meetings to give feedback.
13. IF YOUR APPLICATION IS SUCCESSFUL PLEASE STATE BELOW THE PAYEE NAME FOR THE CHEQUE:

AVOW

14. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:

Accounts 2015/16
Annual Review 2016/17
Latest Newsletter
Leaflets about Shopmobility Service

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: [Signature]

DATE: 5th June 2018

POSITION IN ORGANISATION: Chief Officer
TELEPHONE NUMBER: 01978 312556

Please return this application form with supporting accounts to:

The Clerk to Acton Community Council, c/o Acton Community Resource Centre, Off Overton Way,
Wrexham LL12 7lB  (or email: clerk@actoncommunitycouncil.gov.uk )
APPLICATION FOR FINANCIAL ASSISTANCE
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)

NAME OF ORGANISATION: HOME-START COUNTY BOROUGH OF WREXHAM

1. NAME AND ADDRESS FOR CORRESPONDENCE:
   MRS JILL MORRIS, TREASURER/TRUSTEE, HOME-START COUNTY BOROUGH OF WREXHAM,
   THE SALVATION ARMY PREMISES, GARDEN ROAD, RHOSDDU, WREXHAM LL11 2NU.

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?
   To support existing, and newly-referred, disadvantaged and vulnerable young
   families - and volunteers - who reside within the Acton community.

3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON
   COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET? HOW
   LONG HAVE YOU BEEN ESTABLISHED?
   Home-Start has been established in Wrexham for 26 years and has its office and twice-
   weekly Family Learning Group base at The Salvation Army Premises. Our volunteers support
   families once a week, from their own homes, and at the Family Learning Group to actively
   engage with other parents & children. We offer a high quality flexible support to improve
   the well-being, skills & confidence of parents so their children also can benefit from
   increased stability & resilience - struggling with things, like: domestic abuse; chaotic
   parenting; a parent, or children, has been in prison; poor parental mental health; poverty, etc.
   Our volunteers are appropriately-trained, with 24 hour staff support, through accredited
   and ongoing training, to help families supported in the Acton area to build their
   resilience, and find their own routes out of poverty.

4. CAN ANYONE JOIN? YES/NO
   DISADVANTAGED AND VULNERABLE young families who are referred
   by professionals, and/or self-referral - and volunteers - living in the Acton community.

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY AREA ARE MEMBERS OF OR BENEFIT
   FROM YOUR ORGANISATION? 35 (9 parents & 26 children) and 4 volunteers.

6. IS YOUR ORGANISATION A REGISTERED CHARITY? YES/NO
   IF YES, PLEASE GIVE THE REGISTERED CHARITY NO: 1105225
   We are also a charitable company limited by guarantee No: 5166204

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?
   We affiliate to Home-Start UK for guidance, advice & relevant and updated policies and
   procedures, but are an independent local charitable company in Wrexham County Borough.

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:
   A. HOW MANY STAFF DO YOU EMPLOY? 8 (all part-time)
   B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE,
      THE NECESSARY SECURITY CHECKS? YES - it is essential for all staff to be DBS
      enhanced checked, and to keep up-to-date with identified accredited training, and to the
      appropriate level of NVQ (as are all our volunteers and volunteer Trustees)

9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? YES/NO
   IF YES, PLEASE STATE SUPERVISING BODY:
   Home-Start UK: Wrexham County Borough Council; CIW Inspectorate (Family Learning Group)

CONTINUED OVERLEAF/
APPLICATION FOR FINANCIAL ASSISTANCE FROM: HOME-START COUNTY BOROUGH OF WREXHAM

PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS (e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)  31/3/2016  31/3/2017

10. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?
A. PETTY CASH AND CURRENT ACCOUNTS:  5,189.76
B. DEPOSIT ACCOUNTS:  65,320.97
C. OTHER INVESTMENTS:  50,000 (Hodge Bank)

11. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR?  n/a
OR LOSS LAST YEAR?  (2,484) at 31st March 2017

12. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE, WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON?
YES

13. IF YOUR APPLICATION IS SUCCESSFUL PLEASE STATE BELOW THE PAYEE NAME FOR THE CHEQUE:
HOME-START COUNTY BOROUGH OF WREXHAM - or alternatively by BACS, our Bank details are
HSBC...
Account name: HOME-START COUNTY BOROUGH OF WREXHAM
Sort code : 40-47-26
Account no : 72178699

14. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:
We have delayed our AGM to October 2018 to concentrate on applying for Grants/Donations to enable us to continue our recognised & valuable work in supporting young disadvantaged and vulnerable families we could not otherwise support either through 1-1 home-visiting volunteer support, or our twice-weekly Family Learning Group volunteer & playworker support.
At year end 31/3/2018 we raised over £116,000 through our own fundraising which obviously was a very welcome amount as we finished the previous year with a deficit. The £112,000+ we currently hold is extremely important to cover our statutory obligation of staff redundancy, lease costs and a pension deficit, along with a minimum of 3 months' running costs to enable us to support our vulnerable young families in the case of a funding crisis.
A generous donation by Acton Community Council would be invaluable to support our work with those families living in the Acton community.
Thank you for your consideration.

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: ...............  DATE: ...............  8/6/2018
POSITION IN ORGANISATION: TRUSTEE  CONTACT TELEPHONE NUMBER: 3,666.66

Please return this application form with supporting accounts to:
The Clerk to Acton Community Council, \o Acton Community Resource Centre, Off Overton Way, Wrexham LL12 7LB  (or email: clerk@actoncommunitycouncil.gov.uk)

24
The Clerk will provide a brief report and update on her attendance at the Joint SLCC & One Voice Wales Conference held in Llandrindod Wells on 16 May 2018.

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<th>Organisation</th>
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<tr>
<td>1. Seafarers UK (King George’s Fund for Sailors)</td>
<td><strong>Fly the red Ensign for Merchant Navy Day:</strong> Letter dated 14 May 2018 seeking support by arranging to fly the Red Ensign on a civic building or prominent flagpole on Merchant Navy Day – 3 September 2018 as a focus for the nationwide campaign to raise public awareness of our ongoing reliance on seafarers and shipping. Participating Council’s will be added to a prestigious “Roll of Honour” on the website: <a href="http://www.merchantnavyday.uk">www.merchantnavyday.uk</a></td>
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<td>2. John Gallanders, Chief Officer AVOW</td>
<td><strong>ANNUAL GENERAL MEETING – FRIDAY 20 JULY AT 10:00AM:</strong> Invitation inviting the Council to be represented at the AVOW AGM that is to be held in the Catrin Finch Centre, Glyndwr University, Wrexham with Ken Skates AM guest Speaker.</td>
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<td>3. Carol Williams Deputy Chief Officer North Wales Community Health Council</td>
<td><strong>Press Statement:</strong> Email dated 24 May 2018 attaching a press release on behalf of the Board of CHC’s in Wales and referring to a Press Statement that more needs to be done to address the fragility of GP out of Hours care in Wales. A copy of the Statement will be available for members’ perusal at the meeting.</td>
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<td>4. Nick Roe Wrexham Area Civic Society</td>
<td><strong>Wrexham Area Civic Society Awards 2018:</strong> Email dated 2 June 2018 seeking nominations for an Award in seven categories listed from the public, Community Councils, Councillors and professionals for recently completed projects. Nominations to be submitted by 30 September 2018 with judging in early October and an Awards presentation evening on Friday 23 November 2018.</td>
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<td>5. Civic Support Officer Wrexham County Borough Council</td>
<td><strong>Mayor’s Civic Visit to Church – St Giles Parish Church – Sunday 24 June 2018 at 11:00am:</strong> Letter dated 6 June 2018 inviting two representatives of the Community Council to join the Worshipful the Mayor of Wrexham for the Civic Service and afterwards for refreshments at Garden Village Institute. A response is requested by 16 June at the latest. A holding response has been submitted and the names of those attending will be sent to the Mayor’s Office after the Community Council meeting on 19 June 2018.</td>
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| **6.** Marie Russell  
Wrexham County Borough Council | **Commemoration of Armistice Day:** Email dated 13 June 2018 advising that the Covenant Trust have opened for applications for the above ‘Priority Theme’ with the closing date of 30 June 2018. This is a small £500 pot of money that will enable ANY group with a constitution who intends to commemorate Armistice day the opportunity to complete very simple application to obtain ‘unique’ WW1 Silhouettes to utilise for their respective event. All applications can be found on [www.covenantfund.org.uk](http://www.covenantfund.org.uk) and submitted direct to the Covenant Trust team in London. | |
| **7.** Wendy Huggett  
One Voice Wales | **Upcoming Training for Councillors:** Email dated 13 June 2018 providing details of training sessions that are taking place in or around this area. The start time for each of the Modules is 6:30pm until 9:00pm. The cost of the training is £40 for members or £60 per person for non-members. Attendees will be invoiced after the training has taken place. A copy of the training schedule will be available at the meeting for members’ perusal. | |
| **8.** Lynn Williams,  
Acton Community Resource Centre Manager | **Acton Community Resource Centre AGM:** An email notification has been sent to all Members of the Management Committee with the 2018/19 meeting dates. Nominated representatives of user groups will shortly receive invitations to attend the Annual General Meeting of the Acton Community Resource Centre Management Committee which will take place in the Acton Community Resource Centre on Monday 2 July 2018. | |