

12 February 2020

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 18 FEBRUARY 2020 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. PUBLIC QUESTIONS:

In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on 16 September 2019, may, subject to stating their name and address before the meeting, speak at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.

4. CONFIRMATION OF MINUTES:

1. To confirm the Minutes of the Council meeting held on 21 January 2020 (Copy attached)
2. To receive the Minutes of the Youth Committee meeting held on 28 January 2020 and consider any recommendations made by the Committee (Copy attached)

5. INFORMATION FROM THE MINUTES:

6. COMMUNITY POLICING MATTERS:

To receive the Monthly Policing and Operations Report from the Acton Community Police Officers.

7. PROCEDURAL MATTERS:

To consider the following matters (details attached):

1. **SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011:** Casual Councillor Vacancy in the Maesydre Ward.
2. **SECTION 85 LOCAL GOVERNMENT ACT 1972 - VACATION OF OFFICE BY FAILURE TO ATTEND MEETINGS:** Casual Councillor Vacancy in the Little Acton Ward
3. **APPOINTMENT OF INTERNAL AUDITOR:** To consider and undertake the annual review the Council's arrangements for Independent Internal Audit testing during 2019/20 as specified by the Audit Commission for Wales and the current Accounts and Audit Regulations.

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

8. **KEY ACTON ISSUES:** Wrexham CBC Members to report verbally on new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)
9. **CONSULTATIONS:** To consider the following consultation papers and requests and to determine any comments or responses the Council wishes to submit by the relevant deadlines:
 1. **LOCAL GOVERNMENT (DEMOCRACY) (WALES) ACT 2013 - REVIEW OF ELECTORAL ARRANGEMENTS FOR THE COUNTY BOROUGH OF WREXHAM:** Further to Minute 123 January 2020, to agree a composite draft response for submission by 6 April 2020 in response to the Local Democracy and Boundary Commission for Wales on its draft proposals for the review of Wrexham.
 2. **OWL CYMRU – OPTIONS PAPER FOR CONSIDERATION BY THE 34 TOWN AND COMMUNITY COUNCILS IN WREXHAM:** The Wrexham Town & Community Council Forum on 30 January 2020 received a presentation from OWL Cymru on their options paper requesting Community Councils to consider various options to fund the OWL Cymru system/service support to continue to provide services and support. (Copy previously circulated)
 3. **RENEWAL OF WREXHAM COUNTY BOROUGH COUNCIL DOG CONTROL AND DOG FOULING PUBLIC SPACE PROTECTION ORDER (PSPO):** Email dated 4 February informing of this Consultation and providing a link to the Public Space Protection Order which Wrexham Council are proposing to renew as the current Order that is in place ends in March 2020. (<http://www.yourvoicewrexham.net/project/468>) There is only one additional condition proposed to the existing PSPO which is to require a person in control of a dog to be carrying bags or an appropriate receptacle to remove dog foul. All other conditions within the proposed PSPO remain the same as previously. Comments should be submitted in writing or via the above link by **no later than 27 February 2020**
 4. **FUTURE AUDIT ARRANGEMENTS FOR COMMUNITY COUNCILS IN WALES:** Email dated 6 February 2020 from the Auditor General for Wales seeking the views of interested parties on the proposed audit arrangements from 2020-21 onwards, with a three-year audit programme which is designed to meet statutory responsibilities while providing a sufficient level of audit assurance at a reasonable cost. The Auditor General has provided [more information with a link to the survey on its website](#). The deadline for responses is **Thursday 19 March 2020**.
10. **SERVICE LEVEL AGREEMENT: ACTON YOUTH PROVISION** – Following the unexpected cancellation of the Acton Youth Club on Wednesday 5 February 2020 due to staff sickness, this item has been placed on the Agenda at the request of Councillor Ralph Hardy.
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 and authorise any outstanding debtor or other payments.
13. **PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on any applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address	Proposed Development	Decision
1.P/2020/0055 22 Richmond Road Acton Wrexham	Single Storey Rear Extension	
2. P/2020/0057 Warrenwood Road Wrexham	Bedroom Extension To Side Elevation	
3.P/2019/0066 1 Overton Way Wrexham	Ground Floor Extensions To Dwelling	
4.P/2020/0084 15 Jeffreys Road Wrexham	Application For Works To Tree Subject To Tree Preservation Order Wmbc No 105 - Prune Branches To Provide 4.0M Clearance From Roof - Crown Thin 10% Lower Portion Of Crown Over Driveway / Entrance Only - Remove Dead, Damaged, Dangerous Branches And	

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

Minutes of the Meeting of Acton Community Council held on Tuesday 21 January 2020 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy
"	W Baldwin	"	Ms P Kidd *
"	Mrs C Bettley	"	P Lloyd
"	M Davies	"	G Lowe
"	Ms S Edwards	"	M Pritchard
"	Mrs A Evans	"	Mrs D Wallice
"	Ms S Hope *	"	Ms L Williams
"	P D Jones	"	1 vacancy

* Absent

Also Present:

North Wales Police: PC Stuart Roberts & PCSO James Yoxall
Mrs Carole Roberts, Clerk to the Council

115. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sian Hope

116. DECLARATION OF INTERESTS

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

Agenda Item 14-Planning Applications: Councillor Paul Jones declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

117. PUBLIC QUESTIONS

In accordance with Standing Order No. 3e; it was noted that no Members of the Public residing within a ward of the Community Council area had given notice to speak at this meeting.

118. CONFIRMATION OF MINUTES

RESOLVED –that the Minutes of the Meeting of the Council held on 17 December 2019 be received and confirmed as a correct record.

119. INFORMATION FROM THE MINUTES:

- 1) **Minute 103.1 – Passive Drugs Dog Operation:** The Clerk had now received the original cheque and a replacement will be issued
- 2) **Minute 105.1 Casual Councillor Borrás Park Ward Vacancy:** The Clerk had arranged for Councillor Bettley's Induction on 17 January 2020.
- 3) **Minute 105.4 Environment (Wales) Act 2016 – S6:** It was noted that this report had been published on the Council's Website by the relevant deadline and the Council's obligations under this Act have been met.
- 4) **Minute 106.i) - Invitation to Sarah Atherton MP to attend a Council meeting and introduce herself to the Council:** The Clerk was liaising with Sarah Atherton MP Office and provisional dates after the Annual Council meeting had been offered.
- 5) **Minute 106.ii) Proposals for Dean Road Playing Field:** The response from the Chief Executive was reported. In addition the local Member confirmed that a 12 month Licence was to be granted to Borrás Park Albion YFC to use the Wrexham County Borough Council owned land

- 6) **Minute 107.3 Shaping the Future of Wrexham Library Service:** The Clerk had submitted a request for the Acton specific information and a response was awaited. The present position was noted.
- 7) **Minute 109.2.5 Acton Playground Provision:** A detailed response from Wrexham County Borough Council was read out at the meeting. It was noted that the Service Level Agreements should be signed off before 1 March 2020 to ensure the three Playgrounds in the Acton Community are retained.
RESOLVED - that Members seek and identify suitably qualified independent contractors and advise the Clerk accordingly with a view to testing the market, but in order to ensure retention of the three Playgrounds in Acton Community, the Community Council sign off the agreements with Wrexham County Borough Council by 1 March 2020 and thorough market testing take place once suitably qualified contractors have been identified.
- 8) **Minute 109.3 Precept Requirements – Budget Provision:** The Clerk advised that arrangements were in place for the Council's website to be upgraded to comply with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and a full Survey of the Maesydre Power House would take place on 17 January 2020.
- 9) **Minute 110.5 Town and Community Council Forum 30 January 2020 – Agenda Item:** The Clerk confirmed this item had been accepted and she would be attending the meeting.

120. COMMUNITY POLICING MATTERS

1. **Update from the Acton Community Police Officers:** PC Stuart Roberts was in attendance and referred to the Crime Report figures that had been circulated to all members of the Council. In respect of Anti-social behaviour (ASB) by Youths particularly at Acton Park, an Operation Order had been introduced to direct resources and tackle the situation and all Acton Community Police Officers had bodycams to capture footage during their Community Foot patrols. It was noted that the Friends of Acton Park had suffered losses as a result of the ASB in the Park and members wished resolution of this situation to be given a high priority. PC Roberts referred to recent IT issues with sending emails whilst in the Community and that the situation was being looked at by the Town Inspector. An update was given on staffing changes together with contact details for PC Roberts. Members referred to recent complaints they had received regarding traffic issues in the local area, particularly speeding on the link road, Chester Road and the Holt Road. PC Roberts referred to the work of Arrive Alive.

2. **Pilot CCTV Scheme:** PC Stuart Roberts advised that the Acton Community Policing Team have now concluded a survey of the local residents in the vicinity of the sunken gardens in Maesydre and there were no objections raised to the proposed CCTV camera being placed at this location. Arising from this debate members noted that the Chair and Vice Chair of the Community Council had attended a quarterly meeting with the Town Inspector Vic Powell and it was possible for members of the Council to visit the control room at St Asaph.

RESOLVED – that

- 1) Officers be thanked for their report and the additional work they were carrying out at Acton Park;**
- 2) The Friends of Acton Park be given a donation from the Chairs Charity Account up to a sum of £80.00 to reimburse the Friends of Acton Park Group for the cost of rectifying the damage to the Notice Board off the Car Park to the Jeffreys Road entrance to the Park, subject to the production of receipts for the work;**
- 3) PC Stuart Roberts make arrangements for Councillors Caroline Bettley, Philip Lloyd and Kevin Roberts to visit the Control Room at St Asaph; and**
- 2) The Clerk now proceed to instruct the relevant officers in Wrexham County Borough Council to provide and install the CCTV camera at the agreed location in accordance with the Service Level Agreement that has been signed off by both the Community Council and Wrexham County Borough Council.**

121. PROCEDURAL MATTERS:

The following matters were considered as set out below:-

1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: Co-option of Members & Casual Councillor Vacancy in the Maesydre Ward. IT was noted that **no expressions of Interest were received by the 12 noon deadline on Monday 20 January for this vacancy in the Maesydre Ward.**

RESOLVED – that the Clerk proceed to advertise by Public Notice the Council's intention to fill this Casual vacancy in the Acton Park ward through co-option and to have a closing date of 12 noon on 17 February 2020 to enable any nominations from eligible persons to be considered at the Community Council meeting to be held on 18 February 2020.

14. SERVICE LEVEL AGREEMENT REPORTING:

The Council considered the Quarter 3 Reports upon the outputs and outcomes in respect of the following Service Level Agreements:-

- i) Acton Community Resource Centre
- ii).Citizens Advice Bureaux – Acton Outreach Service

RESOLVED - that the Reports be received and noted.

122. KEY ACTON ISSUES

WCBC Members reported verbally on new and Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)

Updates were given as follows:

1. **Proposals for town centre Car parks:** The Executive Board were considering the introduction of free parking in most council owned town centre car after 2pm 7 days a week for a 12 month period starting early April.
2. **Proposed new retail and leisure hub:** An application has been put forward to redevelop a group of shops along Hope Street, Queen Street, Argyle Road and Rhosddu Road to reinvigorate the fortunes of Wrexham town centre. The Chapter Court scheme would see a mixture of stores and restaurants established on the ground floor with offices and bars above them.
3. **Estyn Inspection of the LEA Department:** The Report had recently been published and the Department had been placed in Special Measures. It was also noted that Ian Roberts, the Chief Officer for education and early intervention at Wrexham will retire in August.
4. **Dean Road Playing Field:** The local member advised that a local Committee of Residents was looking to fundraise to commence a legal and planning challenge to the proposals to build on this Green open and amenity space.

The County Borough Councillors were thanked for their updates.

123. ITEM PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR SALLI EDWARDS

Further to Minute 98iii) November 2019, the Chair invited Councillor Salli Edwards to lead on the debate and the Council considered suggestions for minimal cost Acton Community related projects and priorities that may be of benefit to the Community and that will help to engage with and encourage public participation. The possibility of an informal plan of action was mooted and suggested schemes were environmental and aesthetic improvements to the underpasses near the former Groves High School, Powell Road and on Herbert Jennings Avenue, it was suggested that members could canvass interest from local residents to participate (subject to advice and a risk assessment) in carrying such work and look at Street artists and local involvement on an intergenerational basis.

RESOLVED - that Councillor Salli Edwards collect information on Street artists and lead on organising visits with Councillors Kevin Roberts and Bill Baldwin to the sites now mentioned and report her findings back to the Council in due course.

124. CONSULTATIONS

The following consultation paper received since the last meeting was considered so that comments can be submitted by the response deadlines:

LOCAL GOVERNMENT (DEMOCRACY) (WALES) ACT 2013 - REVIEW OF ELECTORAL ARRANGEMENTS FOR THE COUNTY BOROUGH OF WREXHAM: It was noted that the Local Democracy and Boundary Commission for Wales have completed the first stage of their review of Wrexham. The Commission has published its

Draft Proposals and report on its webpage: <https://ldbc.gov.wales/reviews/01-20/wrexham-draft-proposals>. The notice period for receipt of representation ends on 6 April 2020. After this date the Commission will consider the representation and any new evidence that has been received before they prepare their Final Proposals. These will be published and submitted to the Welsh Government, who may give effect to the proposals either as submitted or with modifications.

In particular Members were of the view that the preferred option of Wrexham County Borough Council should be adopted or if there is no preferred option then the Maesydre ward should be left as it is, failing this the Community Council's preference then is for the boundaries of the Maesydre ward to be extended to include the whole of the left hand side of the Holt Road from its Junction with Powell Road down to the Greyhound roundabout when it should then extend left to the existing Ward boundary at Rhosnesni Lane; this extension would result in a reduce of the size of the Rhosnesni Ward enabling it to remain as a one member ward.

RESOLVED - that members provide the Clerk with any comments they have on this consultation document and a composite draft response be finalised at the next meeting of the Council for submission by 6 April 2020

(Councillor Paul Jones left the meeting at this stage of the proceedings)

125. REPORT FROM CLERK

The Clerk reported on correspondence and other information received since the last meeting as follows.

Organisation	Details
1.Wrexham County Borough Council	Valuing Childhood in Wrexham: Email dated 18 December 2019 advising that places are available to attend this free all day Conference being held at Catrin Finch Centre, Glyndwr University, Mold Road, Wrexham, LL11 2AW on 28 February 2020. RESOLVED – that Councillor Mrs C Bettley attend this event on the Council's behalf
2.Power for the People	Request to Support the Local Electricity Bill: Further to Minute 112 December 2019 an email dated 29 December 2019 had confirmed that this Bill will apply to Wales as well as Scotland and England RESOLVED – that the request be noted
3.One Voice Wales	1.WALES & VE DAY 75: Email dated 3 January 2020 with information about the important part of women during WWII while their husbands, daughters, sons and sweethearts were overseas, by working in the fields, factories and hospitals etc., during dreadful conditions. VE Day 75 is on 8 May 2020, and nominations as part of the 'Nation's Toast to the Heroes of WWII' at locations of their choice within their own local communities, - www.veday75.org . Information noted.
	2.Buckingham Palace Garden Party: Email dated 3 January 2020 inviting the current Chair of the Council to put his name forward for the draw for this year's Buckingham Palace Garden party. It was noted the Chair had put his name forward. 3 One Voice Wales National Awards Conference Thursday 26th March 2020: Email dated 10 January 2020 inviting the Council to submit entries for an award/s and help One Voice Wales to highlight and promote the innovative practices that take place in local communities throughout Wales. Information noted

126. PAYMENT OF ACCOUNTS

The third quarter end Bank Reconciliation and progress against the 2019/20 Budget was considered together with details of any payments received and authorise any outstanding debtor or other payments.

The bank reconciliation was as follows:

Current Account	£ 12,668.41	(inc 3 unrepresented cheques for £904.70 as at 31 December)
Deposit Account	£ 155,833.32	
Money Market Account	<u>£ 125,135.35</u>	
Total	<u>£ 293,637.08</u>	

Members noted receipt of Interest Payments for the Council's Deposit Account to 6 December 2019 of £ 70.65 and its Money Market Account to 1 January 2020 of £258.64. The Clerk requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule below

RESOLVED – that

- 1. the third quarter accounts and progress against the Budget be noted;**
- 2. The Clerk be authorised to make an immediate transfer of £50,000 from the Council's HSBC Deposit Account to its HSBC Current Account to ensure there are adequate funds to cover payments due; and**
- 3. the following payments be approved:-**

Voucher No	Payment Ref	Payee	Details	Amount
88.	BACS ref 28.1.20	Borras Park Rangers	Sponsorship /Reimbursement for U7 Team's Kit for 2019/20 S19 Local Government (Miscellaneous Provisions) Act 1976	£600.00 (VAT=£0)
89.	BACS ref 29.1.20	Carole Roberts	Clerks Salary and office expenses for December 2019 calculated by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	(as per payroll schedule)
90.	BACS ref 30.1.20	Clwyd Pension Fund	Pension payments for December 2019 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
91.	BACS ref 31.1.20	HMRC	Payroll payments for December 2019 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
92.	Cheque No 201998	Fibrous Funeral Supplies	Equipment for Operation London Bridge S112 Local Government Act 1972 (as amended)	£874.80 (VAT= £145.80)
93.	C01heque No 201999	Cheshire Police and Crime Commissioner	Replacement for cheque no. 201925 for 2019 contribution towards costs of a Town Centre Drugs Dog Operation Section 92 Police Act 1996	£100.00
94.	Cheque No 202000	Carole Roberts	Clerks Expenses for January 2020 Section 112 Local Government Act 1972 (as amended)	£88.00 (VAT = £9.83)
95.	Cheque No 202001	Caia Park Partnership	2019/20 SLA Q4 instalment- Youth Work 8-13 S19 Local Government (Misc Provisions) Act 1976	£2,938.63 (VAT=£0)
96.	Cheque No 202002	Caia Park Partnership	2018/19 SLA Q4 instalment- Pilot Youth Work 14-18 S19 Local Government (Misc Provisions) Act 1976	£2938.63 (VAT=£0)

97.	Cheque No 202003	Wrexham & District Citizens Advice Bureaux	2019/20 SLA Q4 instalment- Acton Outreach Service Section 142 Local Government Act 1972 (as amended)	£1,630.47 (VAT=£0)
98.	Cheque No 202004	Wrexham County Borough Council	SLA 2nd half year payment - Acton Play Areas x3 S19 Local Government (Miscellaneous Provisions) Act 1976	£3,223.62 (VAT= £537.27)

127. PLANNING APPLICATIONS

The Council considered any comments it may wish to make on any applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council)

RESOLVED - that the following observations be made on the application below:

Case Number/ Address & Proposed Development	Decision
1. P/2020/0019 21 Ffordd Dyfed Wrexham Single-Storey Side Extension	No comments to make on this application

(Note Further to Minute 116 above Councillor Paul Jones who had earlier advised of his intention to declare a personal and prejudicial interest for this item had already left the meeting before this item was reached.)

128. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED - that the press and public be excluded from the Meeting during consideration of the following items of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

129. LITTLE ACTON COMMUNITY CENTRE TASK AND FINISH GROUP

Further to Minute 11.8.6) May 2019 and Minute 81 October 2019, the Council received an update and further recommendations of this Group from its Chair.

RESOLVED – to accept the recommendations of the Task and Finish Group and agree to proceed to enter into a 25 year Lease Agreement with Wrexham County Borough Council from 1 April 2020 to take over responsibility for the Little Acton Community Centre and to authorise the Task & Finish Group to proceed as a matter of urgency to implement the action points agreed by the Community Council in October 2019 (Minute 81 refers) as follows:

- 1) To develop and report back to the Council on a list of priorities and detailed costings for building repair works identified in the Condition Survey and future upgrades to the building to include improvements to energy consumption and conversion of a storeroom to office space**
- 2) As part of the development of a Business Plan, to hold an early meeting of the Task & Finish Group to develop a questionnaire for a Public Consultation exercise with residents of Little Acton, to make arrangement and hold a Consultation event at Little Acton Community Centre and to use the outcome of the Consultation exercise to prepare a marketing plan identifying target audiences, equipment, IT and Security requirements, and draft a policy for the terms & conditions of hire, payments and caretaking**
- 3) The Clerk be authorised to instruct Hopleys GMA Solicitors on Grosvenor Road Wrexham to carry out legal work having regard to the Condition Survey from 19 December 2019, the Asbestos Survey for 2017 and the 2019 EPC rating to enable due diligence before entering into the long term agreement, checking the heads of terms, the inclusion of conditions to protect the Community**

Council's future interests in respect of Electrical Safety checks; Building Compliance with relevant Regulations and the EPC rating on handover to the Community Council; and
4) The Clerk check & report on implications for Public Liability and Insurance costs with the Council's insurer.

Signed as a correct record this 18th day of February 2020

Presiding Chair

**CYNGOR
CYMUNED**

ACTON

**COMMUNITY
COUNCIL**

Minutes of the YOUTH COMMITTEE held on Tuesday 28 January 2020 at the Little Acton Community Centre, The Green, Little Acton, Wrexham

Present:	Councillor	Kevin Roberts (Chair)
	“	Lynne Williams (Vice Chair)
	“	Caroline Bettley
	“	Mike Davies *
	“	Mrs Anne Evans
	“	Sian Hope
	“	Paul Jones *
	“	Mike Pritchard

* Absent

Also Present: Councillors Ralph Hardy and Debbie Wallice
Mr Jon Stumpp, & Niall Rooney, Caia Park Partnership
Mr Jay Davies, Play Development Team Wrexham CBC
Mrs Carole Roberts, Clerk to the Council

1. APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Mike Davies and Paul Jones

2. DECLARATION OF INTERESTS

There were no declarations made at this stage of the proceedings

3. CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Meeting of the Youth Committee held on 29 October 2019 as submitted to the Meeting of the Community Council on 19 November 2019 be received and confirmed as a correct record

4. INFORMATION ARISING FROM THE MINUTES

There was no information arising from the Minutes that has not already been included on the agenda.

5. TERMS OF REFERENCE

The Youth Committee was appointed at the Annual Community Council meeting held in May 2019 and its revised Terms of Reference as updated in September 2019 were noted.

6. SERVICE LEVEL AGREEMENT –ACTON YOUTH WORK PROJECTS

The Committee received and considered the Quarter 3 performance monitoring reports to 31 December 2019 on the operation of this Service Level Agreement provided by the Caia Park Partnership Youth Team giving information and updates in respect of the Youth Work Project - Youth Club 8 - 12 Age Group and the Youth Work Project - Youth Club 13 – 18 Age Group:

During consideration of the Report the following matters were highlighted: -

- The numbers attending each week continue to increase and the Leaders were now recording the wards where attendees reside. It was noted there had been an increase in attendees from wards other than Acton Central and the split between male and female attendees was fairly equal and the transition arrangements had helped with the older age group attendee numbers

- A meeting will be held shortly with the Youth Worker at Rhosnesni High School with a view to establishing strong links and to encourage local pupils to interact with the Acton Youth Club provision
- The Spooky Walk on 30 October in Acton Park had engaged with both age groups and encouraged more participation from local young people. A reward event for the Young People fully involved in the planning and on the evening was being planned for Go ape at Delamere
- The Pool and Table Tennis Tables provided by the Community Council were being well used at each session every week. It was noted that there had been some damage to the cues and bats whilst youngsters were learning how to play and use them properly. Replacements were to be purchased shortly. The Chair reminded the Caia Park Partnership Youth Workers that the Community Council will be supportive to any requests for further equipment
- Music and Dance sessions by younger female attendees were proving popular
- A new Member of the Group was keen on drawing and had suggested a competition
- Cooking, Craft Challenges and Team Games continued to engage attendees with each other and had proved popular in the lead up to Christmas
- The young People continue to develop their own activity programme but there were also numerous learning outcomes being gained with intangible benefits

Members were pleased at the progress made and the achievements detailed in the report and the enthusiasm of all involved. The Caia Park Officers were asked to pass the Committee's congratulations on to officers who were not present at the meeting The Chair thanked the Officers for their attendance and report and again reminded them that the Community Council will continue to provide any support needed to ensure the success of the Youth Club.

RESOLVED –

- i) to accept the third quarter reports as now submitted in accordance with the Service Level Agreement and to recognize the successful efforts of the Caia Park Partnership Officers enabling the successful outcome for the two Projects; and***
- ii) A further monitoring report after the end of quarter four be submitted by the Caia Park Partnership to the next Youth Committee proposed for Tuesday 28 April 2020***

7. BORRAS PARK PLAY SUFFICIENCY ASSESSMENT

Further to Minute 33 May 2019, and Minute 14 October 2019, the Committee received an update from the Wrexham County Borough Council Play Development Officer on progress made in implementing recommendations 2 and 3 of the 2018 Borrass Park Play Sufficiency Assessment. A report had been circulated to all members of the Council on the successful trial Play session held on 31 October 2019 between 11am and 1pm on the Green at Huntsman's Corner/Lake View in Borrass Park. The report also gave updates on the work being carried out at Wrexham CBC following its Play Sufficiency Assessment review together with updates on providing mobile signage for the resource centre when children are playing in the area, use of school grounds and schemes for the Borrass Park ward.

Members encouraged Mr Davies to pursue the use of school grounds for children's play after school hours. It was noted that the Play Development Team can arrange play sessions for Community Councils but it would be at their cost. As a guide Mr Davies indicated that a weekly Play Session of two hours during school holidays would cost approximately £130 per day. He undertook to provide more detailed costings for members to review. Members also requested that Mr Davies identify areas for play where there are time and space permissions. The Chair thanked Mr Davies for his attendance and report.

RESOLVED – that the update and report be received and noted and further updates be given at the next meeting of the Youth Committee scheduled for Tuesday 28 April 2020

Councillor Kevin Roberts, Presiding Chair

Signed as a correct record this 28th day of April 2020

Presiding Chair

PROCEDURAL MATTERS REPORT**1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE MAESYDRE WARD**

Further to Minutes 107i) December 2019 & Minutes 120.1 January 2020, the Community Council currently has one casual vacancy in the Maesydre ward which the Council must fill by co-option. The necessary steps to fill the vacancy together with the appropriate Public Notice has been on display since 28 January 2020 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 17 February 2020 in accordance with Section 116 of the Local Government (Wales) Measure 2011. Any expressions of interest received will be circulated after the deadline and the Candidates will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

DECISION REQUIRED

To consider the Expressions of Interest received and if appropriate, to proceed to fill the casual vacancy in the Maesydre 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 17 February 2020 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 the vacancy remains after consideration of this report, the Clerk should be authorised to re-advertise the vacancies in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

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

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

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

2. SECTION 85 LOCAL GOVERNMENT ACT 1972 - VACATION OF OFFICE BY FAILURE TO ATTEND MEETINGS**INFORMATION**

Councillor Patricia Kidd, Community Councillor for the Little Acton Ward has failed throughout a period of six consecutive months from the date of her last attendance on 16 July 2019 to attend any meeting of the authority, and no reason has been approved by the authority before the expiry of that period; she

has therefore 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.

RECOMMENDATIONS

1. The Council note the vacation of office by Councillor Patricia Kidd for the Little Acton Ward due to her failure to attend meetings
2. The Clerk be instructed to proceed to make arrangements to fill the resulting Community Councillor vacancy for the Little Acton ward and publish a Public Notice advertising the vacancy and advising the public they may request an Election within 14 days of the Notice date by contacting the Returning Officer; and
3. The Clerk ensures copies of the Notice are placed on the Community Council's notice board, Website and a copy is sent to the Returning Officer.

3. APPOINTMENT OF INTERNAL AUDITOR

The Council should ensure the Independent Internal Audit testing during 2020/21 for the 2019/20 Financial Year end and in year Internal audit Services meet the requirements as set out by the Audit Commission for Wales and the current Accounts and Audit Regulations. The Council should review and appoint its internal auditor each year. Guidance states that internal audit must not influence the direction or extent of the review however it is good practice to seek their input and to ensure that adequate internal controls are in place. The existing Internal Auditor has provided an Internal Audit Plan for 2019/20 and has confirmed that there are no changes to the terms of engagement from last year - there will be one annual audit conducted after the year end between April and June at a date agreed with the Council. There will be one annual audit report issued which will also follow up issues raised in the previous year.

It is **RECOMMENDED** - that the matters now reported to the Council for the renewal of the current arrangements with JDH Business Services Limited concerning the provision of an internal audit service, be accepted and a letter of engagement detailing the Internal Audit Plan for 2019/20 as reported to the meeting, be signed by the Chairman and Clerk and forwarded to the JDH Business Services Limited.

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

Set out below are details of Email Correspondence received that is for information only that has been circulated to all members of the Council as follows

Organisation	Details	Comments
1. North Wales Community Health Council	Press statement – Time to Go home dated 4 February 2020	
2. Play Wales	Our Right to play New publication – our impact report Focus on play for county councillors (& Town and Community Councillors) Play Wales e-bulletin February 2020	
3. Planning Aid Wales	The Role of a Place Plan in your Community - Llantrisant 19/03/20	
4. WREXHAM PFI LIMITED	Invitation to Community Liaison Meeting 12 February 2020 at 17.30pm	
5. Hope House Hospice	Invitation - Open Morning at Hope House Hospice 5 March 2020	
6. Wales Audit Office	PRESS RELEASE: Accounts qualified at a third of town and community councils	
7. One Voice Wales	News Bulletin	
8. Welsh Government	Minimum Pricing for Alcohol - Stakeholder information - 2 March	