

Minutes of the Remote Meeting of Acton Community Council held on Tuesday 16 June 2020 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

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

* Absent

Also Present:

Mr James Hobbley

Mrs Carole Roberts, Clerk to the Council

157. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S Edwards. Councillor P Lloyd had indicated that he was unable to attend the meeting as he did not have the technological capability to join the Zoom meeting.

RESOLVED – that the apologies and the reason for absence from Councillor P Lloyd be received and accepted.

158. BEST WISHES

Members were sorry to learn that Councillor S Edwards was recovering at home following a short admission to hospital. The Clerk on the Council's behalf had sent her a card extending the Council's best wishes and a token get well gift.

159. DECLARATION OF INTERESTS

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

160. PUBLIC QUESTIONS

The Clerk had not received notice of any public questions.

161. CONFIRMATION OF MINUTES

The Minutes of the Council meeting held on 19 May 2020 were received and the following additions were proposed:

1. Minute 151.2i) Financial assistance proposed by the Chair and Vice Chair during the Covid 19 lockdown Councillor Paul Jones requested the addition of the following paragraph for the Wrexham Foodbank Minute after the words "Covid 19 Pandemic; and" and before "ii) £1,000 – Friends of ...":-

"A proposal was put forward by Councillor Paul D Jones and seconded by Councillor Lynne Williams to donate £2,000 towards Wrexham Foodbank. An amendment was put forward by Councillor Geoff Lowe, seconded by Councillor Anne Evans to donate £1000 towards the local Foodbank. The amendment was

defeated by 10 votes to 2, a majority of 8. Original proposal was carried by 10 votes for, 0 against with two abstentions. The proposal to donate £2000 was carried with a majority of 10.”

2. Minute 151.2ii) Financial assistance proposed by the Chair and Vice Chair during the Covid 19 lockdown Councillor Ralph Hardy requested the addition of the following contextual information to this Minute after “(Councillor Ralph Hardy declared ... donation for the Friends of Dean Road Playing Field “ and before "that he did not have any prejudicial interest.”:-

"Members will be aware that during the close down period it was said or implied by email that Councillor Hardy had a "prejudicial view" when approving the proposed Dean Road grant because of his involvement with Borrass Park Albion Football Club, therefore he wished to make clear"

RESOLVED – that subject to the inclusion of the two amendments as set out in 1. and 2. above, the Minutes of the Remote Council meeting held on 19 May 2020 be received and confirmed as a correct record

162. INFORMATION FROM 19 MAY 2020 MINUTES:

1.Minute 155- Service Level Agreements : Caia Park Partnership – Open Access Youth Work: It was noted that a detached style service had commenced and been given slots on Thursdays and Fridays late afternoon/evening on a consistent weekly basis as these times/days will be more beneficial for the area. The Service focus was targeting the Acton park area and any other area identified as having groups of youths not adhering to guidance and law. The present position was noted.

2. Minute 155.v) – Service Level Agreements: Acton Park Play area: It was reported a small Group of Community Councillors has met with Councillor Bithell and questioned the value for money of this service level agreement given the ongoing issues with the condition of the safety surfacing at the site despite the best endeavours of the Community Council. Costings are now being sought on different surfacing options and the need for any solution to require low level maintenance. It was recognised that the Park and Play area is not in the Community Council’s ownership and any proposed works cannot be carried out without the consent of Wrexham County Borough Council. Members suggested that if the current situation cannot be resolved once costings are known and the consent of Wrexham CBC has been sought; this matter should be referred to the Audit Committee of Wrexham CBC to investigate whether the service provided is value for money given the public money that is being used to fund this Service. The present position was noted.

163. COMMUNITY POLICING MATTERS

The Monthly Policing and Operations Report from the Acton Community Police Officers was considered in their absence. Members referred to the recent report concerning the Traveller encampment that had set up on Acton Park and various issues arising from the situation. Options to try and prevent a similar situation again including the formation of a ditch or a bund around the perimeter of the Park were suggested. Members noted that there was a due legal process to go through in situations such as this. The Local Development Plan for Wrexham proposes some solutions for Gypsy Traveller sites. In the meantime trespass such as this was a civil matter.

RESOLVED – that the Acton Sector Policing Team be thanked for their report and the Operational work they are carrying out during the Covid 19 lock down particularly at Acton Park.

164. COVID 19 PANDEMIC RESPONSE

It was noted that there had been no urgent matters to deal with since the last meeting.

165. PROCEDURAL MATTERS

The following matters were considered as set out below:-

1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - Casual Councillor Vacancy in the Little Acton Ward: It was reported that two suitably qualified person had expressed an interest in putting their

names forward for co-option to fill this vacancy by the noon deadline on 12 June 2020. Copies of each application had been circulated prior to the meeting. Members proceeded to consider the applications and invited the applicant who had been able to attend the meeting, Mt James Hobbly to give a short address to the meeting in support of his application. Members then proceeded to consider the filling of this vacancy by a show of hands.

RESOLVED –that

- i) Elinor Doherty, 56 Westminster Drive, Wrexham LL12 7AU be co-opted as a Member of the Community Council to fill the casual Councillor vacancy for the Little Acton Ward on the Council; and the Clerk makes arrangements with Elinor Doherty to sign the Declaration of Office for the Little Acton Ward observing the Covid 19 Social Distancing regulations; and***
- ii) The Clerk liaises with Councillor Elinor Doherty and makes arrangements for a Member Induction with her.***

2. INDEPENDENT REMUNERATION PANEL FOR WALES

The following matters were considered:-

- i).Supplementary Report – the principles relating to the reimbursement of costs of care
- ii).Annual Declaration of Remuneration to Members of the Council for the year ended 31 March 2020

RESOLVED - that

- i) The supplementary report be received and noted ; and***
- ii) 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 2020 and the schedule as set out in Appendix 1 to the report be confirmed as a summary of the position for each Member of Acton Community Council during 2019/20 and the Schedule should be published and a copy be provided to the Independent Remuneration Panel for Wales.***

3. MEMBERS ATTENDANCE 2019/20: A schedule setting out the record of Members’ attendance at Council meetings during the 2019/20 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 or any Remote Council meetings will count when assessing whether a Member has vacated office by failure to attend meetings.

RESOLVED - that the Members attendance register for 2019/20 be received and noted.

4. 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 2020.

5. SERVICE LEVEL AGREEMENT – PLAY AREAS – ANNUAL INSPECTION REPORTS: The Clerk advised that copies of the 2020 reports had been circulated to members separately. The Council received and considered the Annual Inspection reports for Aran Road, Ffordd Garmonydd and the Acton Park Junior Play area and noted that there were no high risk issues identified within the reports and no immediate action is necessary.

RESOLVED - to receive and noted the three Play Area inspection reports for 2020.

166. AUDIT OF ACCOUNTS 2019/20

The Council received the Internal Auditor’s report and Action Plan in respect of the Audit of the Council’s Accounts for the year ended 31 March 2020, together with a copy of the Annual Return for the year ended 31 March 2020. In particular the accounting statements as set out in sections 1 and 2 were considered. It

was noted that approval was now required for the Chairman to sign the Annual Return on the Council's behalf before 30 June 2020 to comply with the Accounts and Audit (Wales) Regulations 2014 (as amended).

INTERNAL AUDITOR'S REPORT AND ACTION PLAN: Members noted in particular that the Internal Auditor had indicated that all outstanding issues from previous Internal Audit Action Plans up to 2018/19 had been implemented or noted. There were two items highlighted with a recommendation for action from the 2019/20 Audit. They concerned the recording of approval during the August 2019 recess for invoice vouchers 40-47 and the findings of a review of the Council's existing Financial Regulations and use of a Purchase Order System.

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

RESOLVED that:

i. the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2020 be received and in response, the Clerk advise the Internal Auditor of the Council's consideration of his 2019/20 report and of the action now agreed by the Council as set out below to implement his 2019/20 recommendation;

1) **Internal Auditors Action Plan Recommendation 1:** The list of the payments that were considered and approved by the Council at its meeting held on 15 September 2019 as reported within the 2019 August Recess decision Schedule (Minute reference 58.6 September 2019 refers) should now be restated and the full list of these payments are set out below so as to be recorded in the Minutes and to implement the recommendation:

Voucher Number & Payment Reference	Payee	Payment details and Power to spend	Amount
40. Cheque No 201967	Wrexham County Borough Council	Q1 SLA payment - Little Acton Community Centre S19 Local Government (Miscellaneous Provisions) Act 1976	£242.67 (vat = £0)
41. Cheque no: 201968	One Voice Wales	Training Code of Conduct at Gresford on 2 July 2019 Section 112 Local Government Act 1972 (as amended)	£60.00
42. BACS ref 11-8.19	Carole Roberts	Clerks Salary and office expenses for August 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))
43. BACS ref 12-8.19	Clwyd Pension Fund	Pension payments for August 2019 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
44. BACS ref – 13-8.19	HMRC	Payroll payments for August 2019 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
45. Cheque No 201969	Carole Roberts, Clerk to the Council	Clerks Expenses for July 2019 Section 112 Local Government Act 1972 (as amended)	£ 65.50 (vat = £0)
46. Cheque No 201970	Caia Park Partnership Ltd	Q2 Sla Payment for 8-13 Youth Work S19 Local Government (Miscellaneous Provisions) Act 1976	£2,938.62 (vat= £0)

47. Cheque No 201971	Caia Park Partnership Ltd	Q2 Sla Payment for 13- 18 Youth Work S19 Local Government (Miscellaneous Provisions) Act 1976	£2,938.62 (vat= £0)
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2) Internal Auditors Action Plan Recommendation 2: *The Clerk is instructed to write and advise the Internal Auditor that in accordance with Financial Regulation 10, the Council does already have a Purchase Order System in place and copies of all the Orders issued during the 2019/20 Financial Year were submitted for the Internal Audit within the receipts, Voucher and Bank Statement file. The Clerk is also instructed to instigate the work necessary to arrange for the current Model Standing orders and Financial Regulations to be reviewed and submitted to the Council for consideration and adoption in order to implement this recommendation.*

- ii. *the Statements as set out in Sections 1 and 2 of the Annual Return for the year ended 31 March 2020 be approved; and***
- iii. *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 2020 as confirmation that the Council has approved the accounting statements and Annual Governance Statement on 16 June 2020 prior to the initial submission of a copy of it to the External Auditor by 10 July 2020.***

167. ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

The Clerk submitted a detailed report prepared in accordance with the Accounts and Audit (Wales) Regulations 2014, issued under the Public Audit (Wales) Act 2004 containing:

- the annual Statement of Accounts for the year ended 31 March 2020;
- a supporting statement highlighting significant variances;
- A Governance/ Risk assessment report for 2020

Members were reminded that the Accounts and Audit Regulations and Capital Finance and Accounting Regulations in Wales had key requirements for Community and Town Councils in respect of accounts completion, certification and approval process for the annual returns /accounts. It was noted that as reported earlier in the Meeting (Minute 166 refers) the Accounts, books and records for the 2019/20 Financial year had been already been submitted to the Internal Auditor during May 2020.

In respect of the External Audit, the External Auditor appointed by the Welsh Assembly Government (Grant Thornton) has given initial notice that they will undertake the Annual Return and Basic Audit on 29 July 2020 and all necessary documents should be submitted by 10 July 2020. Due to the Covid 19 crisis and lock down measures imposed in Wales, the Auditor General issued guidance on 14 May 2020 on practical matters regarding the Audit this year and notified that a new Audit date of 29 September 2020 has been set for all Councils across Wales with public inspection to commence on 1 September until 28 September 2020 inclusive. The relevant statutory notices will be placed on public display and be available on the Council’s website to comply with the Statutory Notice period.

The Clerk’s Report was considered in detail and members referred in particular to the time limitations of the free Zoom Remote Meeting software being used during the meeting and the merit of upgrading to a Pro Business Plan at a cost of approximately £11.99 per month to enable unlimited time for meetings and the option for participants to use a telephone to access Remote Council meetings.

RESOLVED –

- i) *To approve the Statement of Accounts for the Year ended 31 March 2020 together with the Supporting Statement and the Annual Risk Assessment required under the Accounts and Audit (Wales) Regulations 2014 and proper practices as set out in Appendix 1 & 2 of the Report ;***
- ii) *That consideration of the report as contained in Appendix 3 be accepted as the formal Risk Assessment for 2020;***

- iii) That in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes; t
- iv) that the arrangements highlighted in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls subject to agreeing a Scheme of Delegation and Business Continuity arrangements.
- v) To assert that the Community Council has not awarded any contracts during 2019/20 and therefore no evidence is required to support the annual Governance Statement on part 2 of the Annual return for 2019/20; and
- vi) That in accordance with Financial Regulation 2.2, the Council nominates Councillor M Pritchard as the named member other than the Chair and four bank signatories to verify bank reconciliations in order to mitigate risk
- vii) That the Clerk be authorised to arrange for the Council to purchase a monthly subscription enabling an upgrade to a Zoom Meetings Pro Business Plan at a cost of approximately £11.99 per month to enable unlimited time for meetings and an option for participants to use a telephone to access Remote Council meetings.

168. REPORT FROM CLERK

The Council received and noted a report from the Clerk detailing correspondence and other information that has been received since the last meeting as follows:

Organisation	Details
Play Wales	<p>1. Play: mental health and well-being: Information sheet circulated via email on 18 May 2020</p> <p>2. Play Bulletin for families - Issue 5 and "things to find" themed walk: Email from Wrexham CBC dated 26 May 2020 enclosing details of the themed walks for families to use</p> <p>3. Focus on play: Re-opening parks, play areas and open spaces for children's play: see Email dated 26 May 2020</p> <p>4. Play: health and well-being: Information sheet circulated via email on 28 May 2020</p> <p>5. Supporting Children's Play in Schools: Reading List for Teachers circulated by email on 1 June 2020</p> <p>6. Play eBulletin for June 2020: Newsletter circulated via email on 4 June 2020</p>
Cathy Boardman , Managing Director, Your Trusted Friend Limited	Moving Forward from Coronavirus and Lockdown: Email dated 29 May 2020 attaching a leaflet highlighting the work offered by Your Trusted Friend and providing a link to its website: www.yourtrustedfriend.co.uk
Jayne Dickson	Travellers: Email received 1 June 2020 regarding the caravans pitched at the edge of Acton Park. It was noted that the Chair responded to this email in the Clerk's absence due to leave
Planning Aid Wales	June Newsletter: circulated via email on 2 June 2020
Calor Uk	Calor Rural Community Fund : Email dated 4 June 2020 informing that Public Supporting continues until 16 July 2020 with winning projects being announced in 19 August 2020
One Voice Wales	<p>1. World Environment Day - New funds for nature will help communities plant the seeds for the Wales we want to see post Covid-19: Email dated 5 June 2020 advising Applications are now open for two funds – the National Forest Community Woodland Grant Fund, and the Local Places for Nature Capital Fund – to help communities and organisations fulfil their role in responding to the climate emergency.</p> <p>2. Report from Mike Parry, One Voice Wales' representative on the Betsi Cadwaladr University Health Board sent via email on 8 June 2020.</p>

169. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received since 18 May 2020 and requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule below:

i) Deposit Account Interest Paid 5 June 2020=£58.76

ii) The following internal banking transfer sums were made on 21 May 2020

1. Money Market Account (Earmarked reserve) to Business Money Manager Account (Deposit Account) - £1,665.11; £1,967.00; £2,663.00

2. Business Money Manager Account to Community Account (Current Account): £1,665.11; £1,967.00; £2,663.00; £2,000.00 & £1,000.00

RESOLVED –To approve the payments to be made in June 2020 as set out in the schedule below:-

1. Payments made in June 2020 from the Chair’s Charity Account - Ref: CCA1 20.21 £19.16 to Clerk to the Council: Reimbursement for purchase of get well card and token gift for Councillor Salli Edwards Section 15 Local Government Act 1972

2. Current Account Payments:

Voucher and Reference	Payee	Details	Amount
22.BACS ref 9.6.20	Carole Roberts	Clerks Salary and office expenses for June 2020 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)
23.BACS ref 10.6.20	Clwyd Pension Fund	Pension payments for June 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
24.BACS ref 11.6.20	HMRC	Payroll payments for June 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
25.Cheque No 202030	JDH Business Services Ltd	2019/20 Internal Audit Accounts and Audit (Wales) Regulations 2014	£207.84 (vat £34.64)
26.Cheque No 202031	Caia Park Partnership	2020/21 SLA Q instalment- Youth Work 8-13 S19 Local Government (Misc Provisions) Act 1976	£2,945.14 (VAT=£0)
27.Cheque No 202032	Caia Park Partnership	2020/21 SLA Q1 instalment- Youth Work 13-18 S19 Local Government (Misc Provisions) Act 1976	£2,945.14 (VAT=£0)
28.Cheque No 202033	Carole Roberts	Clerks Expenses for June 2020 Section 112 Local Government Act 1972 (as amended)	£106.30 (VAT= £12.20)

170. VOLUNTEER WORK TO ENHANCE THE ENVIRONMENT AT JEFFREYS ROAD

The Chair advised that this item had been placed on the Agenda at the request of Councillor Debbie Wallace. The poor condition of these railings has been on going issue for some time and Wrexham CBC have declined to replace this fencing due to funding difficulties. The residents understand the situation and have offered to take the opportunity during the lockdown themselves to paint the railings as this will enhance the area. Councillor Wallace has liaised with Kevin Edwards at Wrexham Council and he has given a guidance document on risk assessment for the residents to have so they can do their own risk assessment, which will then be sent to Kevin Edwards at Wrexham Council. It was noted the Council’s

own liability insurance can be used to support the volunteers given that Councillor Wallace will oversee their work on behalf of the Council.

RESOLVED –

- i) To fully support this initiative and authorise a group of Volunteer residents under the supervision of Councillor Wallace to paint the Jeffreys Road railings during the lock down, subject to***
- a. a full risk assessment being carried out and lodged with Wrexham CBC and the Community Council's Insurers;***
 - b. consent being obtained for this work to be carried out from Wrexham CBC who own the fence;***
 - c. social distancing and any other requirements during the lock down being observed at all times; and***
 - d. the Council's Insurer Zurich Insurance being notified of this Volunteer led Council initiative and any public Liability insurance requirements being put in place prior to the work commencing.***
- ii) That the Community Council provide for the cost of the specialist paint to carry out this initiative from the 2020/21 Community Streetscene budget***

Signed as a correct record this 21st day of July 2020

Presiding Chair