

9 June 2021

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held remotely in accordance with Local Government and Elections (Wales) Act 2021 on **Tuesday 15 JUNE 2021** at **6.30pm**. The business to be transacted is as set out in the agenda below.

Please note that the Meeting and those participating will be recorded. To join the Meeting online please use the Meeting ID: 862 9598 4800 and the Passcode: 555256 or you can click on this hyperlink: <https://us02web.zoom.us/j/86295984800?pwd=Y0ZzTHRkQkVjS3dPWXA2bIVmdDh5UT09>

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer to the Council

AGENDA

1. APOLOGIES FOR ABSENCE:

2. 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 18 March 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.

3. 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.

4. CONFIRMATION OF MINUTES:

1. To confirm the Minutes of the Annual Meeting of the Council held on 18 May 2021 (Copy attached)
2. To receive the Minutes and recommendation of the Staffing Committee held on 8 June 2021 (to follow)

5. INFORMATION FROM THE MINUTES: The Clerk to provide updates as necessary

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

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. DEFERRED ITEM FROM 21 MAY 2021 MEETING - AUDIT OF ACCOUNTS 2020/21: To consider the 2020/21 annual income and expenditure account, statement of balances or record of receipts and payments and Annual Risk assessment that the Community Council is required to prepare in accordance with, and in the form specified in, any Annual Return required by proper practices in relation to accounts.

8. AUDIT OF ACCOUNTS 2020/21: Details attached.

1. To receive details of the Internal Auditor’s report and Action Plan in respect of the Audit of the Council’s Accounts for the year ended 31 March 2021.
2. To receive and approve the Annual Return and accounting statements set out in sections 1 and 2 for the year ended 31 March 2021
3. To give approval for the Chairman to sign the Annual Return on the Council’s behalf before 30 June 2021 to comply with the Accounts and Audit (Wales) Regulations 2014 (as amended)

9. 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). The Council has also been asked to consider the attached letter from Councillor Becca Martin the Maesydre Ward County Councillor.

10. COMMUNITY ENGAGEMENT: To receive an update from Councillor E Doherty

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

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

13. PAYMENT OF ACCOUNTS: To note details of any payments received and authorise any outstanding debtor or other payments by either cheque or BACS.

14. PLANNING APPLICATIONS: To consider any comments the Council may wish to make on application(s) within the Acton Community area made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

1. **Section 78 Appeal – Land South of Holt Road Wrexham** [P/2019/005 Outline Application for the construction of up to 600 dwellings with associated landscaping, public open space and on-site infrastructure, with all matters reserved except from the Northern Access site]: To consider the attached letter dated 26 May 2021.

2. **To consider the following schedule of current planning applications**

Case Number/ Address Proposed Development	Decision
1. P/2021/0426: 14 Burton Drive, Wrexham, LL12 8BG - single storey rear extension	
2. P/2021/0456: 51 Frances Avenue, Wrexham, LL12 8BL - Erection of home office/summerhouse in rear garden (partly in retrospect)	
3. P/2021/0452 : 83 Park Avenue, Wrexham, LL12 7AW non material amendment to planning permission p/2021/0115 to amend proposed front elevation	

Case Number/ Address Proposed Development	Decision
4. P/2021/0475 :Asda Superstore, Holt Road, Bodhyfryd, Wrexham, LL13 8HL - Erection of retail unit within car park	
5. P/2021/0485 : 22 Ranscombe Crescent, Wrexham Single Storey side extension	
6. P/2021/0493 : 16 Ranscombe Crescent, Wrexham, LL13 9UX - Installation of new roof to porch and garage	

*Members are reminded that the plans and documents for the above planning applications are only available electronically and they should be viewed online [by clicking here](#) and selecting the Bilingual Community name of **Gwauntyrfyn/Acton** for the search. The Clerk to the Council will request an extension of the 21 day consultation period where appropriate.*

Minutes of the Annual Meeting of Acton Community Council held Remotely via Zoom on Tuesday 18 May 2021

Present:

Councillor	W Baldwin	Councillor	P Lloyd
"	Mrs C Bettley	"	G Lowe
"	M Davies *	"	Ms E Owens
"	MS E Doherty	"	M Pritchard
	Ms S Edwards		Kevin Roberts
"	Mrs A Evans	"	T Stanford
"	R Hardy	"	Mrs D Wallice
"	Ms S Hope	"	Ms L Williams

* Absent

Also Present:

Sgt 1689 Kelly Lewis, North Wales Police

Mrs Carole Roberts, Clerk to the Council

(Councillor Kevin Roberts in the Chair)

15. APPOINTMENT OF CHAIR

RESOLVED UNANIMOUSLY to appoint Councillor Kevin Roberts as Chair of the Community Council for the Municipal Year 2021/22.

(Councillor Kevin Roberts in the Chair)

16. APPOINTMENT OF VICE CHAIR

RESOLVED UNANIMOUSLY to appoint Councillor Ralph Hardy as Vice Chair of the Community Council for the Municipal Year 2021/22

3. APOLOGIES FOR ABSENCE

No apologies for absence had been received.

RESOLVED – that the apology be received and accepted.

4. DECLARATION OF INTERESTS

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

5. PUBLIC QUESTIONS

It was noted that the Clerk had not received Notice of any public questions as set out in Standing Order No. 3e.

6. CONFIRMATION OF MINUTES

The Minutes of the remote Council meeting held on 20 April 2021 were received

RESOLVED – that the Minutes of the Remote meeting held on 20 April 2021 be received and confirmed as a correct record:

7. INFORMATION FROM THE MINUTES

- i. **Minute 72ii) –Recognition Planting at Borrás Park Shops:** Councillors Hardy and Davies will continue to develop this proposal. In view of the seasonal timing needed for the proposed planting scheme it will not be possible to report back to the Next Meeting. . it was suggested the works should include a refresh of the compost/soil for the planters as well as suitable plants and the Erlas Victorian Garden should be asked for their assistance.

RESOLVED – that following receipt of the proposals from Councillors M Davies and R Hardy, the Clerk in consultation with the Chair be authorised to approve the recognition planting for the Borrás Park shop planters up to a sum of £100; to be made from the Chair’s charity account.

ii. Minute 76.3 - Acton Park Play area

1. **Damage to Spring see saw:** The Clerk reported that the repair was now complete and the £205.50 cost has been invoiced.
 2. **Task & Finish Group for Acton Play areas:** The Clerk had circulated background information to members of this group and will now arrange a remote meeting via Zoom on a mutually convenient date – subject to re-appointment of the Group under item 9 on the Agenda.
- 1) **Minute 78.1 Joint SLCC/OVW event 13 May 2021 :** The Clerk reported her attendance had given a valuable steer on several topical issues including Insurance; General Power of Competence / devolved Assets; Training Plans for Councillors – compulsory from May 2022; Review of IRPW ToR & Priorities; Registration of Public Sector owned land; Managing Risk & Effective Governance - Derryck Evans Wales Audit Office; Local Government & Elections Act 2021 – Self Assessment Process for Town & Community Councils; and using the General Power of Competence from May 2022 (3 qualifiers – Elected members/Clean Audits/Qualified Clerk)

RESOLVED - that the Clerk’s report be noted

4. Minute 82.1 – Potential Breaches

- i) **Data Protection Act 2018:** The Chair reported he had contacted the Information Commissioner’s Office in regard to this matter and had been advised that there had been a breach under the Data Protection Act 2018. The ICO office has advised that there is no need to report this matter to the ICO office due to the nature of the breach. However the Community Council is required keep an internal record within the Council about the nature of the breach and the outcome. In respect of any future Data protection scenarios the Clerk to the Community Council **must** be consulted.
- ii) **Acton Community Council Code of Conduct:** In respect of the potential breach of the Council’s Code of Conduct the Chair confirmed that this had not yet been investigated. A lengthy debate ensued. During which Members sought clarification on the process for dealing with breaches of the Code of Conduct within Wales by the Public Services Ombudsman, Adjudication Panel for Wales, Monitoring Officer and Standards Committee. It was noted that the Community Council is a public body accountable to the electorate and for its credibility it must be seen to be doing things properly and reputably.

RESOLVED – that the Chair on behalf of the Community Council, report this breach of the Code of Conduct to the Public Services Ombudsman for Wales and seek his independent advice on how this matter should be investigated and dealt with and report back to the Community Council on the independent advice received.

8. COMMUNITY POLICING MATTERS

The Chair welcomed (Sgt 1689) Kelly Lewis to the meeting. She provided a brief introduction on her background and policing career. She introduced the report provided by the PCSOs that provided information on Crime issues and Trends in the five Acton Community Wards and advised that

recording of crime had changed again and was now more transparent. The Report set out other police activity within the Acton Community including a Patrol Plan is in place to ensure closer monitoring following recent Arsons in Acton; an Operational Drone Unit has conducted late evening flights to pick up groups of people and heat signatures within Acton Park and the Police were hoping to work with young people regarding antisocial behaviour; Arson leaflets have been distributed in the local area.

Other news referred to work being carried out with speed checks, patrols around the old Groves School site, liaison with various agencies regarding the underpass adjacent to the school and patrols around all schools during drop off and pickup times. Operation CARIBOU is in place to deal with and address catalytic convertor thefts and awareness events had been organised at Halfords, Lidl and the Hospital grounds to provide information to motorists.

Members then raised various issues including the format of police information documents making it difficult to share on the Council's Facebook page; and acceptance of Sgt Kelly's offer to have a walkabout the various wards with members.

RESOLVED – that Sgt1689) Kelly Lewis be thanked for her attendance and the report be noted

9. PROCEDURAL MATTERS

The Community Council considered the report of the Clerk concerning the following procedural matters:

1. MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2020/21

RESOLVED – that the Schedules as now submitted setting out the record of Members' attendance at Council meetings during the shortened 2020/21 Municipal year be received and noted .

2. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31

MARCH 2021: Under Section 151 of the Local Government (Wales) Measure 2011, as a relevant authority the Council must notify the Independent Remuneration Panel for Wales of the remuneration received by its members and co-opted members during 2020/21 and arrange for publication of this information within the authority area. This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate.

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 2021 and the schedule as set out in Appendix 2 to the Report be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2020/21 and the Schedule should be published on the Council's website and a copy be provided to the Independent Remuneration Panel for Wales.

3. DAY AND TIME OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: Members considered a schedule setting out the timetable for the Council's monthly meetings for 2021/22 which generally will be held on the third Tuesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee's recommendation for quarterly meetings to be set for it to meet in the Council's Annual Diary was also included. Additionally dates were scheduled for the Youth Committee as it usually meets on a quarterly basis.

RESOLVED – that

i) the Meeting Schedule for the 2021/22 Municipal Year be accepted and the Council will meet on the third Tuesday of each month; the Staffing Committee will meet on the first Tuesday of each quarter and the Youth Committee will meet on the last Tuesday of each quarter as set out in the schedule; and

ii) ***the Council continue to hold meetings remotely via Zoom until equipment and arrangements can be put in place for hybrid meetings to be held at the Acton Community Resource Centre or Little Acton Community Centre in accordance with the Local Government and Elections (Wales) Act 2021.***

4. BANKING MANDATE FOR PAYMENTS: The Council reviewed its mandate and the list of persons authorised to sign all cheques and other authorisations for payment on behalf of the Council. It was noted the current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd and Geoff Lowe and they were prepared to continue as signatories.

RESOLVED – that the existing mandate and arrangements for payments on behalf of the Council be re-affirmed.

5. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2021: The Council's three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services ends on 31 May 2021. The Clerk provided information about the insurance renewal schedule received, the review carried out on the level of cover to be provided and other options available to the Council by two sector specific Insurance Companies, namely Came and Co. and BHIB Council's insurance. It was noted that both Companies had declined to quote to provide the Council's insurance services from 1 June 2021 given the premium advised by the existing insurers Zurich Municipal.

RESOLVED - to note the details of the review undertaken and 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 for a further three year period to 31 May 2024 and the premium as now reported be paid.

6. REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER KEY POLICIES – It was noted that the Council at its 3 November 2020 and 20 April 2021 meetings had reviewed and adopted its Standing Orders, Financial Regulations and three other policies prepared by the National Association of Local Councils and One Voice Wales Model Documents as at November 2019

RESOLVED - that the following key Policies together with the Standing Orders and Financial Regulations as set out above be re-affirmed subject to updating references to the General Data Protection Regulations with the Data Protection Act 2018:-

Adopted January 2019:

- 1. Document Retention Policy and Schedule*
- 2. Data Protection and Information Security Policy*
- 3. Privacy Notices – General, Website and Member/Officer*
- 4. Internet, email and social media policy*
- 5. Model Publication Scheme (FOI)*
- 6. Data Breach Notification Policy*
- 7. Subject access policy and template response letters.*
- 8. Member Officer Protocol*
- 9. Grievance Procedure*

Adopted April 2021

- 10. Disciplinary and Grievance Arrangements*
- 11. Disciplinary Policy*
- 12. Local Resolution Protocol for Community and Town Councils*

7. APPOINTMENT OF COMMITTEES:

RESOLVED - that the Council appoint the following five Committees and three Task and Finish Groups with the memberships and terms of reference as set out below:-

1) ACTON COMMUNITY RESOURCE CENTRE COMMITTEE:

MEMBERSHIP:

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, Geoff Lowe, and Debbie Wallace. (plus Councillor Becca Martin, Wrexham CBC member for the Maesydre Ward)

the Community Council's nominated representatives on the 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.
5. to explore and examine options from the spring of 2021 for the Community Council to continue funding the Resource Centre from March 2023 onwards when the current ten year Service Level Agreement ends.

2) PLANNING COMMITTEE:

MEMBERSHIP:

Chair of the Council Councillor Kevin Roberts together with Councillors Mike Davies, Anne Evans, Philip Lloyd, Geoff Lowe, and Tom Stanford.

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:

MEMBERSHIP:

Chair and Vice Chair of the Council Councillors Kevin Roberts and Ralph Hardy together with Councillors Mrs Caroline Bettley, Mrs Anne Evans, Mike Pritchard and Ms Lynne Williams (In the event of a member of the Committee being implicated in any 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:

1. 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:
 - (a). The Clerk's Job Description
 - (b). The Model Contract of Employment

- (c). Performance Monitoring, Appraisal and Rewards for its Employee Staff(s)
- (d). Job Evaluation. The duties and requirements the Council requires from its Employed Staff(s)
- (e). Terms and Conditions of its Employed Staff(s)
- (f). Disciplinary Procedures
- (g). Grievance Procedures
- (h) Dignity at Work / Bullying and Harassment

2. Added December 2020: To review the administrative function of the Council (to include consideration of new and additional statutory duties required to be carried out by the Proper Officer) and to prepare a job description and person specification to enable the filling of the additional support officer post as soon as practicable.

iii. **Added April 2021:** To review the implementation and effectiveness of the following policies in October 2021:

1. Disciplinary and Grievance Arrangements
2. Disciplinary Policy
3. Local Resolution Protocol for Community and Town Councils

iv. **Added April 2021** The Staffing Committee proceed to prepare a justification report as part of its review of the Council’s Administrative function and the Clerk to the Council be requested to assist with the Review (with any appropriate external specialist support that may be required)

v. **Added April 2021:** The Staffing Committee proceed to expedite an external Job Evaluation to be dealt with independently by the Chairs of both the Council and Staffing Committee [and approaches be made to One Voice Wales, the SLCC and Mr Gwilym Rippon to provide quotes to carry out this work]

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.

NOTE: The Annual Review of the Clerk’s performance and development will be undertaken by the Chair and previous year’s Chair to provide continuity.

4) STAFFING APPEALS COMMITTEE:

MEMBERSHIP:

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:

MEMBERSHIP:

Chair– Councillor Kevin Roberts together with Councillors Mrs Caroline Bettley, Mike Davies, Ms Elinor Doherty, Mrs. Anne Evans and Ms Sian Hope,

TERMS OF REFERENCE:

1. To **keep under** review and develop **emerging** options 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 Youth Work Projects for 8-18 year olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.
4. To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.
5. To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 Borrass Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its "Play Pledge"; and
6. In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment namely :-
 - i- To develop a program of community activities, events and projects to be carried out in partnership with Wrexham CBC, the Acton Park Seasonal Park Ranger and established Community Groups such as the Friends of Acton Park; and
 - ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.
7. The Council at its September 2020 meeting (Minute 201.ii refers) has agreed the scope of the present Service Level Agreement should be extended to encompass the emergency Detached Youth Work and other Covid 19 Measures put in place to enable the Projects to be held outdoors in accordance with National and Welsh Government advice and guidance

6) TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE:

MEMBERSHIP:

The Chair, Councillor Kevin Roberts together with Councillors Bill Baldwin and Anne Evans Additionally Councillors Mrs C Bettley, R Hardy and M Pritchard provide advice as and when required (Minute 75.1 April 2021 refers)

TERMS OF REFERENCE:

1. To investigate, collate information and Report its findings back to the Community Council before the extended funding commitment ends post 31 March 2020 about the issues* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself.

* For clarification such issues include but are not limited to the cost of replacing the flat roof of the building, the findings of the most recent structural survey, the running costs of the Centre compared to the current contribution being made by the Community Council, estimated legal costs for the asset transfer work and staffing resource implications, experience of other Community Councils in taking over responsibility for a Community Centre.

2. To develop a future action plan to ensure the viability and retention of the Community Centre as an important Community Asset. The Action Plan should reflect the progress that has been made to date; the remaining Consultation work that has been delayed due to the Coronavirus

Pandemic and examine options for the funding of improvements necessary to ensure the longer term viability of the Community Centre.

3. the Group meet at the Little Acton Community Centre as soon permitted after the Covid Restrictions are relaxed and proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up as set out above and presented to the Council in due course.

7) TASK AND FINISH GROUP –ACTON PARK:

MEMBERSHIP:

Councillors Caroline Bettley, Philip Lloyd, Geoff Lowe and Kevin Roberts

TERMS OF REFERENCE:

In respect of ongoing concerns at Acton Park, to investigate and look at the various matters raised by the Council in August 2020 (Minute 176 refers) this can include the potential location for additional CCTV cameras within Acton Park; measures to prevent traveller access onto the Acton Park; Park usage and user Groups) and report its recommendations back to the Council in due course. Such investigations to include liaison with the Police, Youth Workers, Wrexham CBC officers and Christine Cribbin, Chair of the Friends of Acton Park Group

8) TASK AND FINISH GROUP –ACTON COMMUNITY PLAY AREAS:

MEMBERSHIP

Councillors Elinor Doherty, Salli Edwards, Emma Owens and Kevin Roberts (Councillor Ralph Hardy to provide advice /assistance as and when required)

TERMS OF REFERENCE: Please refer to Minute 76.3 April 2021

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements. I
2. To consult other inclusive high specification play areas in adjoining Community Areas for their advice.
3. To prepare a report for consideration by the Council in due course on the outcomes of its work and options for fully upgrading the three Acton Community Play areas.

8. APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEES.

RESOLVED - to appoint the undermentioned Community Council's representatives for:-

- 1 **Little Acton Community Centre – All 3 Little Acton Ward Members (ie Councillors Bill Baldwin, Kevin Roberts and Elinor Doherty)**
- 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, Geoff Lowe, Debbie Wallace and County Councillor Becca Martin (Maesydre ward) are also entitled to sit as members of the Acton Community Resource Centre Management Committee.

10. KEY ACTON ISSUES

WCBC 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):-

- Anti-Social Behaviour continued to be dealt with

- Payments for Green Bin Charges for 2021 will be able to be made from 28 June 2021
- An Inquiry was ongoing in to the recent crash at the Beeches/Rhosnesni Lane

11. AUDIT OF ACCOUNTS 2020/21:

RESOLVED to defer consideration of this item until the next meeting of the Council

12. SERVICE LEVEL AGREEMENT REPORTING

The following reports were received:-

- 1. ACTON COMMUNITY RESOURCE CENTRE:** Report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 21 April 2021
- 2. CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** Report setting out the key outputs and outcomes for the Service for the year ended 31 March 2021.
- 3. CAIA PARK PARTNERSHIP – OPEN ACCESS YOUTH WORK:** Annual report for work carried out under this Agreement during the Covid 19 Pandemic Lockdowns.

RESOLVED - to note the Reports and to thank all the Organisations and Officers concerned for their continued and excellent work carried out during the Covid Pandemic and Lockdowns.

13. COMMUNITY ENGAGEMENT

An update was received from Councillor E Doherty. She confirmed she had made contact with PC Graham Bailey to discuss joint sharing of information related to crime prevention and awareness issues on Social media. It was proposed to add a “click” button to the Council’s website to direct residents to the Council’s Social Media Pages. The next phase plan is to share reports quarterly similar to those already being done by Caia Park Community Council and to highlight services such as Acton Outreach for the Citizens Advice Bureaux.

Members thanked Councillor Doherty for her work and indicated that other Acton based Social media had gained more members/followers since the Acton Facebook page had been created.

RESOLVED - To note the present position.

14. CONSULTATIONS

Members considered details of the following Consultations and determined what response if any, the Community Council wishes to submit by the relevant deadlines:

1. LOCAL AUTHORITY POWER TO TRADE: : Notification received on 25 March 2021 informing of this Welsh Government Consultation on Regulations to be made under the Local Government and Elections (Wales) Act 2021 which will require authorities to prepare a business case before using the general power in this way. The consultation document and draft Regulations can be accessed via the following link: <https://gov.wales/local-authority-power-trade> Any comments on the Consultation should be submitted by 11 June 2021.

RESOLVED – to make no comments on this Consultation

2.RACE EQUALITY ACTION PLAN FOR WALES: Notification received on 14 April 2021 informing of this Welsh Government Consultation that can be viewed here:: <https://gov.wales/race-equality-action-plan-anti-racist-wales> and <https://llyw.cymru/cynllun-gweithredu-cydraddoldeb-hiliol-cymru-wrth-hiliol> . Included in the Consultation is information about the availability of a community consultation grant. Any comments on the Consultation should be submitted by 17 June 2021. A final Plan will be published in the Autumn.

RESOLVED – to make no comments on this Consultation

15. REPORT FROM CLERK:

The Clerk reported on correspondence and other information that has been received since the last meeting.

Organisation	Details
Rhosddu Community Council	<p>Interactive Speed Sign on Rhosddu Road: Further to Minute 22.2 agreeing to purchase and install a solar interactive speed sign on Chester Road in conjunction with Rhosddu Community Council.</p> <p>An update on progress was given, including issues with the solar signage. A meeting with Highways officers is planned shortly to agree the location of the signs. Councillor Bill Baldwin will represent Acton Community Council at the meeting. The Clerk should be kept informed of the meeting outcomes to ensure an audit trail of what is agreed and when so as to ensure the necessary orders are issued promptly.</p> <p>RESOLVED – to agree, in view of the difficulties with the solar powered signs, that the Community Council now purchases a mains powered interactive Speed Sign to be placed on a location agreed with Wrexham CBC Highways officers on Chester Road on the same basis as Rhosddu Community Council.</p>
Acton Community Resource Centre Management Committee	<p>Defibrillator Project for Acton Community Resource Centre: Further to Minutes 35.4 January 2021 and 43.4 February 2021, Lynn Williams WCBC Centre Manager has now obtained the necessary permissions from WCBC for the installation of a defibrillator at the Centre.</p> <p>RESOLVED - that the Clerk to proceed to place an order for the preferred “Welsh Ambulance Service” equipment as detailed in the £1,500 quote provided and liaise with the Centre Manager to arrange for the supply and installation of the equipment and subsequent training package.</p>
Wrexham County Borough Council	<p>Application for Grant of a Premises Licence under the Licensing Act 2003 – Stone Circle Mead Company Limited for 134 Rhosnesni Lane Wrexham LL12 7NB: Letter dated 10 May 2021 informing of this application for the above mentioned premises for the Sale of Alcohol only. The disclosure to the Community Council is for information only but Community Councillors can also make representations on behalf of affected individuals. Any comments on this application must be submitted by 3 June 2021.</p> <p>RESOLVED – to make no representations</p>
Planning Aid Wales	<p>Introduction to Planning Enforcement Online training 27 May 2021: Email dated 7 May 2021 notifying of this evening training session which costs £30 per person</p> <p style="text-align: right;">Information noted</p>
Keep Wales Tidy	<p>1. Wrexham Spring Clean – 28 May to 14 June 2021: Email dated 7 May 2021 giving details of events taking place in Wrexham for this campaign</p> <p style="text-align: right;">Information noted</p>
One Voice Wales	<p>1. Improvement Cymru Webinar – Covid Recovery Enabling key community leadership and partnerships on 19 May 2021: Email dated 6 May circulated to all members of One Voice Wales</p> <p>2. Remote Training Sessions being held in May 2021: Email circulated to all members of One Voice Wales on 10 May 2021</p> <p>3. Healthy Workplaces & Civility in Public Life – 24 May 2021: Invitation received via email on 10 May 2021 to attend this event being held remotely</p>

Organisation	Details
	<p>4. Covid Recovery – Enabling Key Community Leadership and partnership on 19 May 2021</p> <p>5. World Refill Day- 16 June 2021: Email circulated 13 May 2021 to all One Voice Wales Members informing of this Campaign and providing a copy of the Campaign Briefing</p> <p>6.Regenerating Welsh Towns and Communities post Covid-19 Joint Event with Planning Aid Wales and One Voice Wales on 23 June 2021 Email circulated 14 May 2021 for information to the Chair/Clerk</p> <p>7.Strategic Asset Management Leadership' *FREE for Welsh Public Sector– Email circulated 14 May 2021 for information to all One Voice Wales Members about training being held remotely on Friday 28 May 2021 by CIPFA</p> <p style="text-align: right;">All Information noted</p>
Play Wales	<p>1.Play Wales May 2021 E-bulletin: Email received 4 May 2021providing an electronic copy of the latest bulletin</p> <p>2.Playing outside in Settings: Email dated 7 May 2021 circulating this information</p> <p>3.Newsletter – Space to play outdoors: Email dated 11 May circulating this newsletter</p> <p>4.Play Workers Forum – 23 June 2021: Email dated 13 May 2021 advising that this one day event will be held face to face at Rhayader, Powys</p> <p style="text-align: right;">All Information noted</p>

16. 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. The Clerk also requested authorisation to make a £30,000 transfer to the Council's current account from its deposit account to meet expected outgoings.

RESOLVED – that

- i) the Clerk be authorised to make a transfer of £30,000 from the Council's Deposit Account to replenish the Current Account; and**
- ii) the following payments be approved:-.**

Payments to be made in May 2021				
9.	BACS ref 4.5.21	Carole Roberts	Clerks Salary and office expenses for May 2021 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)
10	BACS ref 5.5.21	Clwyd Pension Fund	Pension payments for May 2021 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
11	BACS ref 6.5.21	HMRC	Payroll payments for May 2021 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
12	Cheque No 202114	Carole Roberts	Clerks Expenses for May 2021 Section 112 Local Government Act 1972 (as amended)	£147.50 (Vat= £10.50)

13	Cheque No 202115	Society of Local Council Clerks	1x Delegate fee remote Joint SLCC/One Voice Wales Conference on 13 May 2021 Section 112 Local Government Act 1972 (as amended)	£54.00 (Vat= £9.00)
14	Cheque No 202116	Information Commissioner	Data Protection Renewal Fee 28 June 2021 Data Protection Act 2018	£40.00 (NIL VAT)
15	Cheque No 202117	Vision ICT	Hosted Email Account Section 58 Local Government (Democracy)(Wales) Act 2013	£21.60 (Vat= £3.60)
16	Cheque No 202118	Vision ICT	SSI Certificate setup July 2021 to June 2022 Section 58 Local Government (Democracy)(Wales) Act 2013	£60.00 (Vat= £ 10.00)
17	Cheque No 202119	Wrexham County Borough Council	Supply and Replace damaged spring to seesaw at Acton Park Play area S19 Local Government (Miscellaneous Provisions) Act 1976	£205.50 (Vat= £34.25)
18	Cheque No 202120	Zurich Municipal	Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/21 to 31/5/22 (Year 1 of 3 year agreement) Section 112 & S140 Local Government Act 1972 (as amended)	£1,146.40 (NO VAT)

17. PLANNING APPLICATIONS:

- 1) **Application P/2021/0313 Former Ebeneser Chapel 2 Chester Street Wrexham - Variation of Condition 01 of planning permission P/2016/0337 to extend time period for commencement of development:** Further to Minute 80.10, the Council gave consideration to further information and advice provided by the chief Planning Officer in response to the objection the Council has made in respect of this application. The Community Council was asked to review its comments in view of this further information. It was noted that other works to redevelop various landmark buildings in the vicinity of this site had much improved the general appearance and amenity of this area.

RESOLVED – to reiterate and restate the Council’s objection to this application.

- 2) 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 to make the comments as set out below for the following applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address Proposed Development	Decision
1. P/2021/0333: 3 Coed Derw, Wrexham Construction of single garage to serve plot 6 of previously approved residential development of planning permission p/2016/1048	The Community Council has concerns this proposal will adversely affect the density of the site and visual impact from Mile Barn Road; If permitted the developers should ensure that the protected Trees on the site boundary are not affected in any way by the construction of the garage.
2. P/2021/0392: 14 Box Lane Single Storey Side Extension	No observations

Case Number/ Address Proposed Development	Decision
3. P/2021/0392: 14 Box Lane Single Storey Side Extension	No observations
4. P/2021/0426: 14 Burton Drive, Wrexham, LL12 8BG Single storey rear extension	No observations
5. P/2021/0427: Asda Superstore, Holt Road, Bodhyfryd, Wrexham, Advertisement consent for 3 internally illuminated fascia signs and 4 non illuminated signs	No Observations

Adjoining Community Application

5. P/2021/0436: Land South Of Holt Road Wrexham

Outline Application For The Construction Of Up To 600 Dwellings, With Associated Landscaping, Public Open Space And On-Site Infrastructure, With All Matters Reserved Except For The Northern Site Access.

RESOLVED – that the Community Council objects strongly to this application and wishes to confirm that its reasons are set out below. Some of these views were also submitted as part of the Community Council's response to the Local Development Plan Consultation and in particular the proposals for the land this application refers to:

- The Community Council wishes to highlight that there is not the same local demand for Housing as originally envisaged when the Local Development Plan was being prepared:-
- The proposed development will result in a loss of high grade agricultural green barrier land; it is the view of the Community Council that Wrexham's green belt should be preserved and brownfield sites used for development wherever possible
- During the expected build on this land there will be nuisance caused to nearby occupiers by reason of noise, dust, grit and other matter;
- This housing development does not have the commensurate development of the services (surgeries, schools, shops, community facilities) necessary and will exacerbate and overwhelm Wrexham's already overstretched public amenities
- Since 2011 the existing Public Transport provision within the Acton Community has contracted and serves less of the area; previously some bus services were temporarily provided by the local Authority for a two year period on a restricted basis
- The Welsh Spatial Plan aim on Health is “to create a strong and well run network of streamlined and integrated care services “The health services within the Acton Community are inadequate to cope with any expansion. There are two GP practices at Borrass Park and Strathmore Surgery on Chester Road. There is a shortage and no other land identified to provide new or additional GP surgeries to meet increased demand and public health needs. This is contrary to the Wales Spatial Plan’s Area Framework for North East Wales which seeks to ensure there is good access to services such as health for users and workers across the area.
- The Welsh Spatial Plan on Water Extraction - there will be a big impact due to reliance of water supplied from the River Dee. The Welsh Spatial Plan Area Framework for North East Wales in valuing the Environment recognises the development of more housing may put a strain on the Environment particularly in relation to water resources and by isolating protected wildlife and species. The LDP proposal for KSS2 (of which the application site is part of) provides no compelling evidence that this large scale development will have the resources to expand the existing over stretched local

infrastructure to meet all the ancillary needs coming from the large scale development of this large green field site.

- Welsh Spatial Plan requirements to promote a sustainable Economy by ensuring areas have a strong and co-ordinated network of Education and skills providers to match geographical and sectoral needs: The three of the four existing Primary Schools in the Acton Community are oversubscribed and at capacity. The Community Council is of the view that any large scale expansion of housing without matching learning infrastructure will be inadequate and not meet the Welsh Spatial Plan's Area framework for North East Wales to ensure provision of basic education skills for the area's Children and Young People.
- The infrastructure deficit for Transport, Water, sewerage and energy will place additional demands on these services that are already overstretched with the current housing provision.
- The Welsh Spatial Plan aim of valuing the Environment by promoting wildlife and diversity: The Acton Community area has a green open space deficiency and the proposed expansion to green field sites will decrease the quality and quantity of nature sites and the development will result in a green field site becoming part of the urban area. Paragraph 16.57 of the 2008 Wales Spatial Plan refers to provision of open spaces to improve the infrastructure for activity, recreation and community facilities

In addition the Community Council also objects strongly to the proposals in the current application to create two separate vehicular accesses on to the narrow Bryn Estyn Lane from the application site, the increased vehicular traffic will have an adverse impact on several mature trees protected by TPOs that are located along side this narrow country lane.

18. 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.

19. ACTON COMMUNITY RESOURCE CENTRE – WCBC MANAGEMENT

Further to Minute 83 April 2021 Members received an update from Councillor R Hardy about a meeting he had attended recently as the Chair of the Acton Community Resource Centre concerning the reorganisation of all Resource Centres managed by Wrexham County Borough Council. It was noted flexibility changes were planned to staffing levels and where they are based; a joint booking system was also proposed for all Resource Centres and a funding model similar to the one with Acton Community Council was being pursued. Reassurances had been sought that the £30,000 SLA payments from Acton Community Council will be ring fenced for use solely by the Acton Community Resource Centre.

It was noted as a consequence there may be an adverse impact on the Business Plan currently being prepared for the Little Acton Community Centre; particularly if surplus requests for the Acton Community Resource Centre are to be directed to elsewhere in the County.

RESOLVED – that the updated be noted and Acton Community Council under the terms of the existing ten year Service Level Agreement with Wrexham County Borough Council reserves the right to review its position following judgement of the developing situation in ensure the SLA payments can only be used for costs directly related to Acton only.

Councillor Kevin Roberts
Chair

Signed as a correct record this 15th day of June 2021.

Presiding Chair



HEDDLU GOGLEDD CYMRU
Gogledd Cymru diogelach

NORTH WALES POLICE
A safer North Wales

ACTON AREA UPDATE

13/05/21 to 07/06/21

OFFICERS

PC 154 Graham Bailey/PCSO 3970 Tom Jones/PCSO 3420 Tim Edwards/PCSO 3851 Dan Whitfield

CONTACT DETAILS

Tel: 01978 834303

Tel: 01978 834304

Email: ActonSectorWrexham@nthwales.pnn.police.uk

HGC Trêf Wreccsam / NWP Wrexham Town

INCIDENT UPDATE

N/A

CRIME ISSUES / TRENDS

ACTON

- 1 x Burg – attempts made to car & home, however CCTV footage suggests this is likely to be intoxicated male disorientated and at wrong address
- 1 x BOTD – shed break – no entry gained
- 1X criminal damage – graffiti on floor outside a flat
- 1 x theft – stolen bicycle

LITTLE ACTON

- 1 x theft other – victim left watch at a house party – not there upon re-visiting

RHOSNESNI

- 2 x Burg – both attempted shed breaks – one was disturbed by dog. Chased off by local residents!

MAESYDRE

- ASB nuisance – kids climbing on roof of Waterworld. Staff made aware via a TikTok video of them on roof. No suspects identified, however Waterworld have improved their access/agress points to avoid any further repeat incidents.
- 1 x Burg – suspect arrested within vacant property. Appears he has been squatting at premises.
- 2 x criminal damage - damage to fence and damage to toilet cubicle
- 1 x public order – female causing issue at Waterworld. Officers called to deal with. Suspect removed. No further action required from staff at venue.
- 1 x shoplifting – ASDA – suspects detained at door by security staff. Goods recovered.
- 1 x theft from motor vehicle – tools taken from van
- 2 x theft other – one theft of copper piping from Groves School: suspect identified, arrested. To be interviewed. Other matter relates to theft of fence panels.

BORRAS

- 1 x Criminal damage – vehicle damaged by another motorist, however still to clarify if any damage was caused.

OTHER NEWS / PCSO ACTIVITIES

N/A

ACTON COMMUNITY COUNCIL – 15 JUNE 2021
[DEFERRED ITEM FROM 21 MAY 2021 MEETING]
ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

AGENDA ITEM 7

INTRODUCTION

Each financial year the Council is required under the Accounts and Audit (Wales) Regulations 2014, issued under the Public Audit (Wales) Act 2004 to:

1. prepare accounting statements for the Annual Return;
2. prepare a supporting governance statement by completing the relevant sections of the Annual Return. This is an assessment by the Council that it has conducted its business in accordance with the law and proper standards; has safeguarded and properly accounted for public money; used its resources economically, efficiently and effectively. The governance statement should enable the Council to respond yes to any assertion on the Annual Return; and
3. enable interested parties and local electors to exercise their rights with regard to the annual accounts under the Public Audit (Wales) Act 2004.

The Council should now consider and approve a Statement of the Accounts for the year ended 31 March 2021. This information is included in the Annual Return which summarises the financial results of the Council.

PURPOSE OF REPORT

To enable Members to consider the 2020/21 annual income and expenditure account, statement of balances or record of receipts and payments and Annual Risk assessment that the Community Council is required to prepare in accordance with, and in the form specified in, any Annual Return required by proper practices in relation to accounts.

DECISIONS REQUIRED

- i) To consider, determine instructions, recommendations made and if appropriate approve the Statement of Accounts for the Year ended 31 March 2021 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 2021/22;
- 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;
- 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; and
- v) To assert that the Community Council has not awarded any contracts during 2020/21 and therefore no evidence is required to support the annual Governance Statement on part 2 of the Annual return for 2020/21

INFORMATION

1. Small bodies such as this Community Council have a legal responsibility to put in place proper arrangements to ensure the proper conduct of their financial affairs, and to monitor the adequacy and effectiveness of those arrangements in practice.

2. The Community Council must ensure it has proper governance practices in that it must approve a budget prepared in accordance with the Local Government finance Act 1992. Following approval, the Council must ensure that the precept issued to the billing authority is for the net budget requirements determined as part of the budget approval. The Council must ensure that it monitors its financial position against the approved budget periodically through the financial year. Such consideration should not be less than quarterly.
3. The Community Council is responsible for putting in and ensuring there is a sound system of internal control. Members are jointly and individually responsible for putting proper governance arrangements in place to safeguard public funds. The internal controls provide assurance that the Council maintains proper accounting records and control systems and maintains an adequate system of internal audit of those accounting records and control systems. The Community Council meets its responsibilities by focusing on control areas that are relevant to it, for example:-
 - i) the adoption of Standing orders and financial regulations, /procedures;
 - ii) controls being in place for all cash and income received,
 - iii) Expenditure control to ensure only necessary and authorised purchases are made and all payments are reported to a Council meeting;
 - iv) Payroll control and to ensure the Council is not exposed to additional liabilities from breaches of statutory regulations
 - v) Safeguarding of Assets and Investments held by the Council from loss or damage and to ensure their proper use within the community and maintaining an Asset Register
 - vi) Safeguarding of Investments and setting of an Investment Policy
 - vii) Bank Accounts – controls to ensure that the amount of money held at any given time can be identified and is secure
4. The Council must ensure that it considers the statutory powers it relies on when making decisions. As a public body the Council is expected to conduct its activities lawfully. There are three aspects it needs to consider to ensure it acts in a lawful manner namely, does the Council have the power to act? Has the Council acted reasonably and has the Council exercised its discretion to act fairly? The 2019 Practitioners Guide states that all Councils are required to ensure they are aware of, and have regard to, the legal power they exercise when deciding on any action, including decisions to spend public money. Councils usually act within their powers (intra-vires) in day to day operations. However for new or innovative functions Councils need to ensure they have fully considered the statutory power that will allow them to undertake the function. Where there is uncertainty over the vires available or where the decision will result in significant sum of money being spent or where there is some controversy over the proposed activities Councils should seek legal advice before making decisions.
5. The Council meets some of its responsibilities by preparing, publishing, and providing the Auditor with the accounts prepared for the financial year, together with such additional information, Governance Statements and explanations as is necessary to provide sufficient evidence that it has maintained adequate systems of internal control and internal audit throughout the financial year.
6. The Council's appointed Internal Auditor, JDH Business Services, undertook the Internal Audit on 2 June 2021 and his report will be considered later at this meeting under Agenda Item 8. In accordance with the requirements of Regulation 15(1) of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Clerk as the Responsible Financial Officer of the Council has signed and dated the statement of accounts, and certified that it properly presents the Council's receipts and payments for the year. Additionally in accordance with the requirements of Regulation 15(2) of the Accounts and Audit (Wales) Regulations 2014 (as amended) and following the

certification by the Responsible Financial Officer, the Council **must approve** the accounts. The Regulations require that this must be completed **by 30 June 2021**.

7. The Auditor General for Wales confirming the appointment of Monday 20 September 2021 as the date from which electors can exercise their rights under sections 30 and 31 of the Public Audit (Wales) Act 2004 to ask questions or make objections to the accounts to the Auditor General. The relevant Public Notice advertising Local Government Electors' right to Inspect and ask the Auditor questions about the accounts will be placed on display within the relevant timeframes.
8. The Annual Return and accompanying information will be sent to the Council's External Auditor Grant Thornton within the revised timeframe and will include explanations of significant variances on the Accounting statements, an Annual Governance statement with assertions for Part 1 to include:-
 1. Bank reconciliation as at 31 March 2021.
 2. Explanation of variances between the 2019-20 and 2020-21 accounts in the 2020-21 annual return.
 3. If applicable, an explanation of any differences between the 2019-20 accounts included on the 2019-20 annual return and the 2019-20 accounts reported on the 2020-21 annual return.
- 9 In respect of Part 2 the Annual Governance Statement, the Community Council is required to provide:-
 1. For those council's subject to the requirements of the Well-being of Future Generations Act 2015, a copy of the Council's report on how it is contributing to the wellbeing of its area [not applicable as the Council's expenditure has not exceeded £200,000 for 2017-18 and subsequent years]
 2. A copy of the Clerk and RFO Contract of Employment
 3. Where the Clerk /RFO salary is not specified in the contract or is set annually, minutes of the meeting at which the salary was agreed by the Council.[not applicable]
 4. Payslips and tax record for Clerk/RFO for October 2020
- 10 The Summary of receipts and payments for the year ended 31 March 2021 is attached at Appendix 1 to this report. The detailed receipts and payments by Budget headings and a copy of the Asset Register are included at Appendix 2.1 and 2.2 together with the supporting statement for the accounts for the year ended 31 March 2021 and the formal Risk Assessment for 2020 is attached at Appendix 3.

Acton Community Council

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended 31st March 2020		Current Year Ended 31st March 2021
	Operating Income	
149,288.01	General Administration	169,310.14
3,160.34	VAT Data	3,307.37
<u>152,448.35</u>	Total Receipts	<u>172,617.51</u>
	Running Costs	
49,483.23	General Administration	55,455.66
80,482.38	Service level & Licence Agreem	74,798.10
3,906.85	Other Projects	6,280.28
3,307.37	VAT Data	2,287.91
<u>137,179.83</u>	Total Payments	<u>138,821.95</u>
	Receipts and Payments Summary	
234,868.87	Opening Balance	250,137.39
152,448.35	Add Total Receipts(As Above)	172,617.51
387,317.22		422,754.90
137,179.83	Less Total Payments(As Above)	138,821.95
<u>250,137.39</u>	Closing Balance	<u>283,932.95</u>
	These cumulative funds are represented by:	
18,832.15	Community Bank Account	13,612.68
79,100.75	Deposit Account	98,116.10
152,204.49	Money Market Call Account	172,204.17
0.00	Cashbook Suspense	0.00
<u>250,137.39</u>		<u>283,932.95</u>
	Reserve Balances are represented by:	
15,268.52	Current Year Fund	33,795.56
83,862.80	General Reserves	79,372.93
28,000.00	EM Res - Elections	28,000.00
17,380.00	EM Res - Power House R&M	18,980.00
1,500.00	EM Res - Power House/Valuation	1,500.00
49,981.58	EM Res - Playground Equip Repl	59,133.58
18,958.00	EM Res - Acton Comm Res Centre	18,958.00
6,718.50	EM Res - Environmental Works	11,718.50
5,908.49	EM Res -Youth Projects Cfvd	5,908.49
560.00	EM Res -Grant Monies: Holdings	560.00
625.00	EM Res - Play Sufficiency Proj	625.00
7,390.00	EM Res- Locum Clerk Costs	7,390.00
4,530.00	EM Res -Covid Crime Prevention	4,530.00
4,063.00	EM Res -LACC Equipment Refurbi	6,897.89
1,967.00	EM Res -Covid Donations (S137)	0.00
3,424.50	EM Res -Covid School Crossing	0.00
0.00	EM Res -Acton Park Equipment/S	6,563.00

Acton Community Council

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended
31st March 2020

250,137.39

Current Year Ended
31st March 2021

283,932.95

Signed: Ken Ried (Chairman) Candice Roberts (RFO)
5/5/2021

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1076 Precept	169,000	0	(169,000)			0.0%	26,815
1090 Interest	310	0	(310)			0.0%	
General Administration :- Receipts	169,310	0	(169,310)				26,815
4100 Employer's Costs	26,828	41,380	12,552		12,552	69.7%	
4103 Payroll Admin Charge	350	420	70		70	83.3%	
4105 Clerk's Expenses	1,109	2,370	1,261		1,261	46.8%	
4110 Equipment	124	1,500	1,376		1,376	8.3%	
4111 Legal / Translation	0	3,880	3,880		3,880	0.0%	
4115 Chain Plaque	0	25	25		25	0.0%	
4120 Annual Subscriptions	2,179	2,239	60		60	97.3%	
4125 Insurance	1,476	1,800	324		324	82.0%	
4130 Elections	0	6,000	6,000		6,000	0.0%	
4135 Audit Fees	466	1,500	1,034		1,034	31.1%	
4140 Donations (S137)	14,533	3,500	(11,033)		(11,033)	415.2%	1,967
4141 Power of Wellbeing	4,000	0	(4,000)		(4,000)	0.0%	
4145 Conference fees/expenses	100	1,500	1,400		1,400	6.7%	
4150 Advertising	0	500	500		500	0.0%	
4155 Training - Staff	169	1,500	1,331		1,331	11.3%	
4160 Training - Members	660	1,000	340		340	66.0%	
4161 Members Remuneration	780	6,400	5,620		5,620	12.2%	
4165 Website	681	1,200	520		520	56.7%	
General Administration - Indirect Payments	55,456	76,714	21,258	0	21,258	72.3%	1,967
Net Receipts over Payments	113,854	(76,714)	(190,568)				
5001 plus Transfer from EM Res	1,967						
5000 less Transfer to EM Res	26,815						
Movement to/(from) Gen Reserve	89,006						
200 Service level & Licence Agreem							
4200 Acton Resource Centre-Rev Cost	30,000	30,000	0		0	100.0%	
4205 Young Person Projects	19,711	27,340	7,629		7,629	72.1%	
4210 Seasonal Ranger Acton Park	0	6,563	6,563		6,563	0.0%	
4215 CAB Outreach Worker-ACAS	6,522	6,800	278		278	95.9%	
4220 Maesydre Power House	0	1,600	1,600		1,600	0.0%	
4225 Acton Playground Provision	6,958	16,110	9,152		9,152	43.2%	
4230 School Crossing Patrols (S137)	11,607	14,026	2,419		2,419	82.8%	2,663
Service level & Licence Agreem - Indirect Payments	74,798	102,439	27,641	0	27,641	73.0%	2,663
Net Payments	(74,798)	(102,439)	(27,641)				
5001 plus Transfer from EM Res	2,663						
Movement to/(from) Gen Reserve	(72,135)						

Detailed Receipts & Payments by Budget Heading 31/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Other Projects</u>							
4300 Little Acton Community Centre	3,874	7,500	3,626		3,626	51.6%	1,665
4305 Community Streetscene	417	5,000	4,583		4,583	8.3%	
4310 Crime Prevention Projects	1,990	5,000	3,010		3,010	39.8%	
Other Projects :- Indirect Payments	<u>6,280</u>	<u>17,500</u>	<u>11,220</u>	<u>0</u>	<u>11,220</u>	<u>35.9%</u>	<u>1,665</u>
Net Payments	<u>(6,280)</u>	<u>(17,500)</u>	<u>(11,220)</u>				
5001 plus Transfer from EM Res	1,665						
Movement to/(from) Gen Reserve	<u>(4,615)</u>						
<u>999 VAT Data</u>							
115 VAT on Receipts	3,307	0	(3,307)			0.0%	
VAT Data :- Receipts	<u>3,307</u>	<u>0</u>	<u>(3,307)</u>				<u>0</u>
515 VAT on Payments	2,288	0	(2,288)		(2,288)	0.0%	
VAT Data :- Indirect Payments	<u>2,288</u>	<u>0</u>	<u>(2,288)</u>	<u>0</u>	<u>(2,288)</u>		<u>0</u>
Net Receipts over Payments	<u>1,019</u>	<u>0</u>	<u>(1,019)</u>				
Grand Totals:- Receipts	172,618	0	(172,618)			0.0%	
Payments	138,822	196,653	57,831	0	57,831	70.6%	
Net Receipts over Payments	<u>33,796</u>	<u>(196,653)</u>	<u>(230,449)</u>				
plus Transfer from EM Res	6,296						
less Transfer to EM Res	26,815						
Movement to/(from) Gen Reserve	<u>13,276</u>						

*Carole Roberts 5/5/2021.
Clerk & RFO, Acton Community Council*

ACTON COMMUNITY COUNCIL - ASSET REGISTER

ASSETS (defined as land, buildings, vehicles, plant and equipment with a value in excess of £500)

At 31 March 2021 the following assets were held:

Item	Location	Date acquired	Purchase price	Estimated current value	Insurance Value
Maesydre Power House Building					
	Central Junction at Plas Gwyn and Glan Garth, Maesydre, wrexham	17/09/1993	£35,167.00	£121,021.00	£124,651.63
Chairmans Badge of Office / Ribbon Pins & Case	Clerk's Office	pre 2009	Not known	£520.45	£516.06
Office Equipment					
	Clerk's Office		£1,163.59 (made up as follows):		£1,195.41
Acer Aspire 5750 Laptop;		09/11/2011	(£830.00)	£830.00	
Epson Stylus Office BX320FW Printer/Copier/Fax		09/11/2011			
Metal 4 Drawer Filing Cabinet &		30/07/2013	(£330.59)	£330.59	
Wooden effect 4 Drawer Filing Cabinet		30/07/2013			
Fujitsu Scan Snap IX500 A4 ADP USB 30ppm/60ipm A4 Duplex ADF Touchscreen Wi-Fi		01/07/2019	362.99 (net)	£362.99	
Community Streetscene					
	The Green, Little Acton LL12 8BH x 1 Lomond Seat	20/02/2018	704.50 (net)	£704.50	£725.64
	Chester Road, Wrexham x 1 Greenan Bin Top Cover Lid 140 ltr	28/11/2018	625.00(net)	£625.00	£643.75
	Russell Grove Maesydre x2 Lomond Seats@£600 each	28/11/2018	1200.00 (net)	£1,200.00	£1,236.00
	RWF Memorial Site x1 WW1 Seat @ £625.50	28/11/2018	625.50(net)	£625.50	£1,360.12
	RWF Memorial Site x1 WW2 Seat @ £695.00	15/01/2019	695.00(net)	£695.00	
Young People Projects					
	Riley 6ft 6inch folding Pool Table	10/12/2018	448.99 (net)	£448.99	£462.46
	Carlton Performance 500 Table Tennis Table	10/12/2018	280.00 (net)	£280.00	
			£127,644.02	TOTAL	£127,644.02

Signed as an accurate reflection of the Acton Community Council Asset Register

Carole Roberts Clerk to the Council
Kevin Rida Chair of the Council

Date: 14 May 2021

INTERNAL AUDITORS REPORT & ACTION PLAN FOR THE YEAR ENDED 31 MARCH 2021**INTRODUCTION**

Further to Minute 76.4 April 2021, the Internal Auditor has now completed his Audit of the Community Council's Accounts for the year ended 31 March 2021 and his report is set out in Appendix 1 to this report. The attached copy of the Annual Return has been prepared and will, subject to the approval of the Council, be submitted to the External Auditor by the notified Audit date of 27 September 2021.

PURPOSE OF REPORT

To enable Members to consider and respond to the Internal Auditor's report and recommendation and ensure that the Statement of Balances, Annual Return and Governance Statements included within the Annual Return comply and have been prepared in accordance with proper practices in relation to accounts.

DECISIONS REQUIRED

- 1 **INTERNAL AUDITOR'S REPORT AND ACTION PLAN 2020/21:** to receive and respond to the report and action plan as contained in Appendix 1 to this Report. A draft response prepared by the Clerk & RFO is set out below for the Council to consider.
- 2 **ANNUAL RETURN AND ACCOUNTING STATEMENTS:** to receive and approve the statements set out in sections 1 and 2 of the Annual Return for the year ended 31 March 2021 as attached at Appendix 2.
- 3 **APPROVAL PRIOR TO SUBMISSION TO EXTERNAL AUDITOR:** subject to 2 above, to give formal approval for the Chair to sign the Statement on Page 4 of the Annual return on the Council's behalf prior to its initial submission to the External Auditor.

INFORMATION

Suggested response to the Internal Auditors Action Plan - Recommendation 1 concerning including a risk assessment for Supplier (procurement) fraud including the adequacy of supplier onboard controls:-

The Clerk & RFO should respond and advise the Internal Auditor that Acton Community Council is aware of Supplier fraud. The bulk of the Council's annual expenditure is in respect of service level agreements and payments via cheque to small organisations that have applied for grants.

A separate file is kept that contains details of all the electronic payments and BACS beneficiary lists during each financial year. The majority of BACS payments are for payroll that are calculated and generated by Shropshire Council under a Service Level Agreement

There have been no changes to bank accounts requested once an invoice has been received. However the RFO would raise this as a red flag and stop the payment being authorised until further detailed checks are made to ensure no fraud is possible. The Clerk and RFO will shortly complete a Cyber security awareness course provided by the SLCC.

HSBC the Council's banker does use confirmation of payee and it has been active and used when setting up the new payees for the Wellbeing payments and Litter Picking equipment purchase during 2020/21.

The Council at its annual meeting in May 2021 reviewed its insurance cover and in particular as part of a three year review, the Clerk & RFO asked about supplier fraud cover which is not provided by Zurich the Council's Insurers. The Council also has a separate Cyber Insurance Policy with Came and Company that expires in August each year.

The Internal Auditor's suggestion about checking new supplier's credentials via Companies House has been noted and will be included in the risk assessment to be considered at the June 2021 Community Council meeting

Carole Roberts, Clerk to the Council and Responsible Financial Officer

9 June 2021

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2020/2021**

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

Internal Control	Internal Audit Testing
Books of account have been properly kept throughout the year	<ul style="list-style-type: none"> • Ensure the cashbook is maintained and up-to-date and arithmetically correct • Document and assess the adequacy of the prime books of record (and where relevant computer software) used to record council income and expenditure transactions
<p>Standing Orders & Financial Regulations have been adopted and applied</p> <p>The Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for</p>	<ul style="list-style-type: none"> • Ensure the Council has formerly adopted Standing Orders & Financial Regulations • Ensure a Responsible Financial Officer has been appointed • Through sample testing ensure contracts above the tendering threshold established in the Financial Regulations/Standing Orders been competitively purchased • Through sample testing ensure payments in the cashbook are supported by invoices, authorised in the minutes, have cleared the bank statements and are not ultra vires • Ensure VAT on payments been identified, recorded and reclaimed • Ensure Section 137 expenditure is separately recorded and within statutory limits • Where material services are received from independent or public sector provider(s) ensure an appropriate Service Level Agreement is in place • Having regard to the size of the council, review policy and procedure documents
Adequate arrangements are in place to manage all identified risks	<ul style="list-style-type: none"> • Review the minutes and identify and query with the council any unusual financial activity • Ensure the minutes record the Council carrying out and approving an annual risk assessment • Ensure key categories of insurance are in place and that fidelity cover is adequate • Having regard to the size of the Council, review whether internal financial controls are documented and regularly reviewed • Review whether the Council assessed the significant risks to achieving its objectives relative to its management of its finances and has risk management and risk mitigation procedures in place

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2020/2021**

Internal Control	Internal Audit Testing
The annual precept request is the result of a proper budgetary process; budget progress is regularly monitored and the council's reserves are appropriate	<ul style="list-style-type: none"> • Ensure the Council has prepared an annual budget in support of its precept request • Verify whether actual expenditure against the budget is regularly reported to the Council • Review budgetary control information and year end variance analysis. Follow up any significant unexplained variances from the budget • Review the Council reserves policy if one has been adopted. Review the analysis of reserves between earmarked and general reserves. Ensure earmarked reserves are appropriate. Review whether general reserves may be excessive or insufficient having regard to the levels of council net operating expenditure
Income procedures ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for	<ul style="list-style-type: none"> • Ensure through review of records that income is properly recorded and promptly banked • Through sample testing of each income stream verify that the correct price has been charged, income has been received, recorded accurately and where relevant that VAT has been accounted for • Ensure security controls over cash and near cash adequate and effective and that insurance cover is held
For those councils that maintain a petty cash system – Petty Cash Procedures ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for	<ul style="list-style-type: none"> • Through sample testing ensure petty cash expenditure is recorded and supported by VAT invoices/receipts • Ensure petty cash expenditure is reported to Council meetings • Review regularity of petty cash reimbursement • Ensure VAT is reclaimed on petty cash expenditure
Wages and salaries to employees have been paid in accordance with Council approvals and PAYE and NI requirements have been properly applied	<ul style="list-style-type: none"> • Ensure all employees have contracts of employment with clear terms and conditions • Ensure wages and salaries paid agree with those approved by the Council • Through sample testing ensure other payments to employees are reasonable and agreed by the Council • Verify that PAYE and NIC has been properly operated by the Council as an employer

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2020/2021**

Internal Control	Internal Audit Testing
Asset and investments registers are accurate	<ul style="list-style-type: none"> • Ensure the Council maintains a register of all material fixed assets owned or in its care • Ensure the assets and investments registers are up-to-date • Review asset valuation policies for different asset categories • Agree any capital expenditure identified through sample testing of payments to the fixed asset register
Bank Reconciliation procedures ensure the accuracy and timeliness of periodic and year-end bank account reconciliation(s)	<ul style="list-style-type: none"> • Ensure there is a bank reconciliation for each account and that bank reconciliations carried out regularly and in a timely fashion having regard to the council size • Substantively test the year end bank reconciliation and agree to underlying evidence including the cash book and bank statements
Year End Procedures ensure the accuracy and completeness of the financial statements	<ul style="list-style-type: none"> • Agree brought forward balances • Ensure Annual Return is balanced and cast correctly • Ensure year end accounts are prepared on the correct basis for the council size (ie Receipts and Payments or Income and Expenditure accounts) • Agree audit trail from the annual return accounts to underlying financial records including the cash book • Where appropriate ensure debtors and creditors have been properly recorded • Where relevant review year end journals
Where the Council is Sole Trustee of a Charity the Council has procedures in place to meet its responsibilities as a sole trustee	<p>Where the council acts as a sole trustee of a charity ensure that</p> <ul style="list-style-type: none"> • the charity transactions have been excluded from the annual return accounts • returns required by the Charities Commission have been submitted within deadlines
Recommendations for Improvement are implemented on a timely basis	<ul style="list-style-type: none"> • Ensure the Council has acted on previous audit recommendations and update the internal audit action plan accordingly

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2020/2021**

Conclusion

On the basis of the internal audit work carried out, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Ltd

JDH Business Services Limited

DATE: 02/06/2021

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2020/2021**

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	
Follow up of 2019/20 internal audit recommendations			
1	We could not find approval within the minutes for invoice vouchers 40-47.	<i>Vouchers 40-47 should be retrospectively approved by the Council.</i>	Implemented
2	A review of the financial regulations found that: The Financial Regulations relating to the procurement process include accountants, surveyors and planning consultants as specialist services that can be excluded from the Council's standard procurement processes. The Wales Audit Office has taken the view that these services cannot be classed as specialist.	<i>The Council should amend their financial regulations as per the 2019 model financial regulations issued by One Voice Wales to state the following for section 11.1 a. ii: '...for specialist services such as are provided by legal professionals acting in disputes;'</i>	Implemented

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2020/2021**

<p>Section 10 of the Financial regulations refers to a Purchase Order system:</p> <p><i>'An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.</i></p> <p>This does not reflect the current practice where a purchase order system is not in place.</p>	<p><i>The Council should ensure that orders for works, goods and services are made as per the financial regulations of the Council.</i></p>	<p>Implemented</p>
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Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2020/2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

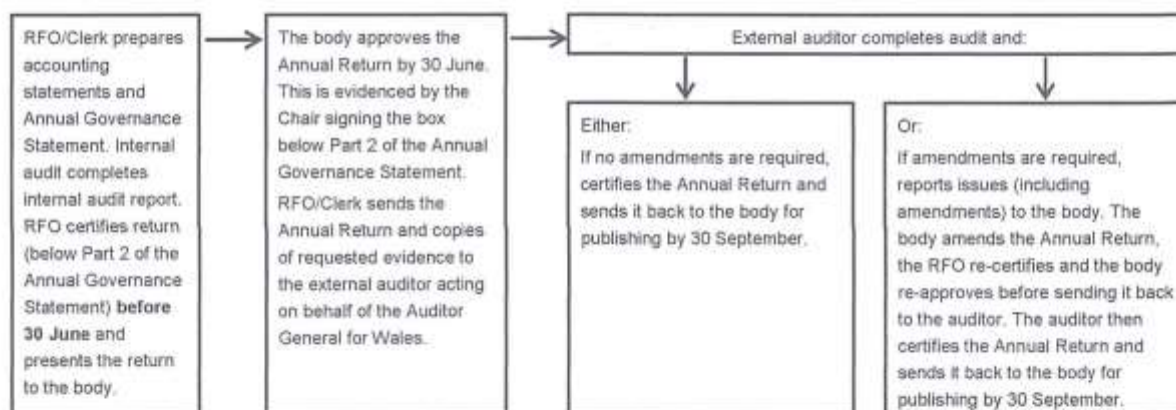
	Yes	No		Yes	No		Yes	No
ENGLISH	X		WELSH		X	BILINGUALLY		X

THE ACCOUNTS AND AUDIT PROCESS

- Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



- Please read the guidance on completing this Annual Return and **complete all sections highlighted pink** including BOTH sections of the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the Annual Return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The council must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2019-202020-21 for:

Name of body: **Acton Community Council**

	Year ending		Notes and guidance for compilers	
	31 March 20202019 (£)	31 March 202120 (£)		
Statement of income and expenditure/receipts and payments				
1. Balances brought forward	234,896	250,137	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.	
2. (+) Income from local taxation/levy	148,500	169,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.	
3. (+) Total other receipts	3,948	3,618	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.	
4. (-) Staff costs	37,214 (Restated) 37,778	28,828	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).	
6. (-) Total other payments	99,966 (Restated) 99,402	109,994	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	250,137	283,933	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).	
Statement of balances				
8. (+) Debtors and stock balances	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.	
9. (+) Total cash and investments	250,137	283,933	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.	
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.	
11. (=) Balances carried forward	250,137	283,933	Total balances should equal line 7 above: Enter the total of (8+9-10).	
12. Total fixed assets and long-term assets	127,644	127,644	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.	
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
14. Trust funds disclosure note	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
	X	X	X	

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 20210, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
			✓		

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given, and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes *nnual Governance Statement (Part 2)

'YES' means that the Council/Board/ CommitteeThe following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement:

- 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000**We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector. Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
- 2.** We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.

Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statementPlease delete as appropriate.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014. The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO

I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 20210.

RFO signature: *Carole Roberts*

Name: **Carole Roberts**

Date: **14 May 2021**

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair signature:

Name:

Date:

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference.
RFO signature:	Minute ref:
Name:	Chair signature:
Date:	Name:
	Date:

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with the external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales.

On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

I/we certify that I/we have completed the audit of the Annual Return for the year ended 31 March 2021 of:

ACTON COMMUNITY COUNCIL

External auditor's/Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of our my review, in our my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- the information contained in the Annual Return has not been prepared in accordance with proper practices;
- and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements, and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

[[These matters along with]* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated _____.] I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

--

Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

--

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: **ACTON COMMUNITY COUNCIL**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020/2021.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		NO PETTY CASH
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 02/06/2021.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19, 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD
 Signature of person who carried out the internal audit: JDH Business Services Ltd
 Date: 02/06/2021

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 20192020) equals the balance brought forward in the current year (line 1 of 20202021). Explain any differences between the 20192020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 20202021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 20202021?		
	Has the body approved the accounting statements before 30 June 20202021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

Cllr Becca Martin
9 Woodland Grove,
Wrexham
LL13 9DU

Dear clerk and members of Acton community council,

I am writing to ask if you would consider discussing the following points during a future council meeting.

- There is currently a huge issue within the Maesydre ward with trolleys being brought out from Asda and left littered around the area. Many up around the Mount area but some as far as the Groves school site. Would it be within the community councils remit to fund a bollard at the end of the path in order to stop this? I believe this would benefit all those in the community and, of course, make the community a tidier place. There is currently wheel lock barriers provided by Asda, though these can be over ridden simply by lifting the wheel over it.
- You may be aware that I have started working with a small group of residents to form a steering group with the aim of cleaning up the underpass and making it safer and more inviting for residents to use as a safe through way into the town. One of the "must haves" is CCTV and I would like to ask the ACC to consider moving the portable CCTV from the sunken gardens over to the underpass.
- Speeding is an issue across Maesydre, Acton and indeed Wrexham as a whole. I will be conducting some speed checks with NWP in the near future and have highlighted the following areas in Maesydre as speeding "hot spots": Westminster Drive, Aston Grove and Plas Gwyn road. I would like to ask the community council to consider funding speed calming measures such as flashing speed signs etc. which I believe will benefit the safety of the community.

Thank you for taking the time to read this and I look forward to seeing you all again at the next meeting.

Many thanks

Becca Martin

Maesydre County Councillor

APPLICATIONS FOR FINANCIAL ASSISTANCE

INTRODUCTION

In February 2019, the Community Council reviewed 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.

PURPOSE OF REPORT

To provide details and enable the Council to consider the four applications for financial assistance submitted to date in accordance with the Policy agreed at the February 2019 meeting of the Council.

DECISION REQUIRED

To determine the four applications for financial assistance included in this report submitted in accordance with the Community Council's Policy implemented from April 2019.

INFORMATION

1. The Community Council has reviewed and 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 130.3 February 2019 refers). The guidelines agreed from 1 April 2019 set out the three tiers of grants available and the criteria for each tier are being sent with a standard two page financial application form 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 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 where there are no other specific powers granted to the Community Council. 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 2022 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 £8.41 per person of the Community Councils' population is permissible for 2020/21. The total number of Acton Community electors at 1 January 2021 is 10,498. 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 £88,288.18 in 2021/22), 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. These powers cannot be used to give a Grant or Financial Assistance to any one individual person. The Council during 2020/21 made use of the General Power of Wellbeing to give grants to the Wrexham Foodbank (£2,000), the Friends of Dean Road Playing Field (£1,000) and 9 Acre Field Group (£1,000). Members are reminded that this expenditure using the General Power of Wellbeing counts towards the permissive limit for 2020/21 under Section 137(4) (a).
5. Attached at Appendix 1 and Appendix 2 for information is a summary of the Financial Assistance Grants awarded during 2019/20 and 2020/21. Members should note that during 2020/21 due to the

Coronavirus Pandemic and Lockdowns, the Council relaxed its Tier Limits and awarded grants above the guidelines set out in the existing Policy and overspent its budget in order to support local Acton Community Clubs and Organisations.

6. To ensure a fair and equal distribution of the budget, it has been usual practice to apportion it equally between the quarterly meetings. This equates to £875.00 per quarter for 2021/22. The Council at its reconvened meeting on 10 November 2020 (Minute 231.ii) refers) agreed to relax the S137 grant funding levels within the existing criteria for the remainder of the 2020/21 financial year having regard to the financial impact of the current pandemic on local clubs and organisations and other bodies that work with residents in the Acton Community.
7. Application forms have been available via the Council’s Website to all local Clubs and Organisations and several were sent in response to other general requests for financial assistance submitted to the Clerk to the Council. Each applicant has been sent a standard letter and the guideline document setting out the Council’s Policy as adopted on 1 April 2019. I have received four 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 information will be available at the meeting. Members are requested to determine the following applications for financial assistance:-

Organisation	Details	Decision
1. Wrexham Futsal Club	Financial support towards purchase of balls and goals for its two teams (U7 & U9)	
2. Wrexham Community Broadcasting CIC	Financial support towards the cost of starting up the former Calon FM Community Radio Station	
3. AWYR Las – Keep the Beats	Financial assistance towards the cost of purchasing a Community Defibrillator for the Fairways play park area	
4. Borrass Park Albion Youth Football Club	Financial support towards the cost of purchasing new collapsible mini goals & plastic line markers	
TOTAL		

Members are reminded that within the powers permitted by Section 137(4) (a) of the Local Government Act 1972 the Community Council cannot give financial assistance to an individual.

End of Applications received in time for June 2021 meeting.

SUMMARY OF FINANCIAL ASSISTANCE GIVEN DURING THE 2019/20 FINANCIAL YEAR:-

Name	Detail	Amount
1. Bobath Children's Therapy Centre	Contribution towards the £1.5m pa cost of providing the current level of service	£ 50.00
2. Hope House Children's Hospices	Financial support to maintain the Hospice and respite services and provide care and support to children, young people and their families	£300.00
3. Vic Studios Ltd	Assistance towards developing outreach sessions to harder to reach young people in the Acton Community	£100.00
4. Gate Hangs High Bowling Club	Financial assistance towards unexpected expenditure incurred at the start of the Bowling Season.	£200.00
5. Acton Park Community Angling Club	Contribution towards the cost of purchasing monitoring/ oxygenating equipment to improve water quality issues in the lake at Acton park	£200.00
6. RSPCA Wrexham & District & Deeside Branch	Financial support to sustain the Branch's mobile clinic project	£25.00
7. Royal British Legion	Donation to Annual Poppy Appeal for 2019	£50.00
8. Vivid Floral Design	Purchase of Poppy Wreath for 11 November 20219 Remembrance Service	70.00 (inc Vat £11.67)
9. Cunliffe Bowling Club	Financial Assistance towards running costs	£ 200.00
10. St Johns Church Rhosnesni	Financial Assistance towards cost of Community Meal on 3 December 2019	£ 300.00
11. Victim Support	Financial Assistance towards the costs of funding the 24/7 Support line Helpline Services	£50.00
Total Grants paid to 31 March 2020		£1,545.00

Additional spending Under Section 137 Powers during 2019/20:-

12.. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community (to 31 December 2020 - Q3 only)	£ 6,849.00
Total Spending under S137 powers for 2019/20 =		* £8,394.00

)

SUMMARY OF FINANCIAL ASSISTANCE GIVEN DURING THE 2020/21 FINANCIAL YEAR:-

Name	Detail	Amount
1. Wrexham Amateur Boxing Club	Financial support towards running costs of the Club	£200.00
2. Wrexham Futsal Club	Financial support towards running costs of the Club	£200.00
3. Wales Air Ambulance	Financial assistance towards costs of becoming a 24 hour service for the people of Acton, Wrexham and Wales	£225.00
4. Family Friends	Financial support towards the costs of continuing to provide support to disadvantaged families and their children in the Acton Community	£900.00
5. Wrexham Allotment & Leisure Gardeners Association	Donation to sponsor a group of classes at the Annual Flower and Vegetable Show	£100.00
6. Friends of Wrexham Museum	Donation towards the cost of printing and binding 50 copies of a book commemorating the lives of 586 men and 4 women from Wrexham who lost their lives in the Great War	£400.00
7. Royal British Legion Poppy Appeal	Contribution to 202 Poppy Appeal	£100.00
8. Vivid Floral Design	2020 Poppy Wreath - £70.00	£58.33 net
9. Family Friends	Financial support towards continuing to support vulnerable families in Wrexham	£1,000.00
10. Borrass Park Rangers Junior Football Club	Financial support towards the cost of replacement Goal Posts	£400.00
11. Nightingale House Hospice	Financial assistance towards costs of supporting patients and families	£2,000.00
12. Hope House Children's Hospice	Financial support towards the costs of keeping vital services operating	£2,000.00
13. Cunliffe Bowling Club	Financial assistance to support a shortfall in funding for operational costs and bills	£400.00
14. Home Start County Borough Wrexham	Financial Assistance towards ongoing and increased support to meet demand from disadvantaged and vulnerable families who reside within the Acton Community	£1,00.00
15. Gate Hangs High Bowling Club	Financial assistance to support a shortfall in funding for operational costs and bills	£400.00
16. Acton Park Community Angling Club	Financial assistance towards the cost of purchasing equipment to continue improving the water quality and oxygen content within the lake at Acton Park	£400.00
17. St Johns Church Community Meal	Financial assistance towards the cost of providing afternoon tea boxes to those who have been unable to attend the Church due to shielding or concerns about the Pandemic	£1,000.00
18. Cerebral Palsy Cymru (formerly Bobath Wales)	Financial Assistance to provide extra Therapists to treat children with Cerebral Palsy who reside in Wales	£300.00
19. 1 st Acton Brownies	Emergency Grant payment to ensure Group's continued viability during Covid 19 Pandemic Lockdown	£1,000.00
20. Welsh Air Ambulance Trust	Financial support towards running costs of four helicopters	£100.00
21. Urdd Gobaith Cymru	Financial support towards the cost of organising the Eisteddfod	£250.00

22. 1 st Acton Rainbows	Financial assistance towards costs of membership fees and badge activities	£1,000.00
23. Advance Brighter Futures	Financial support towards the cost of operating as a Mental Health Charity	£400.00
24. St Margaret's Church & Community Hall	Financial assistance to support a shortfall in funding for operational costs and bills	£200.00
25. Vic Studios Wrexham	Financial assistance towards the cost of purchasing equipment for new premises and to continue to deliver online services during the current lockdown	£100.00
26. Macmillan Cancer Support	Financial assistance towards the cost of local services and support to people who are affected by cancer	£400.00
Budget Spending under S137 powers for 2020/21 =		£14,533.33 (net)

Power of Wellbeing Expenditure to be included within spending under Section 137 Powers and limits during 2020/21

27. Wrexham Foodbank	Donation Covid 19 Parcels	£2,000.00
28. Friends of Dean Road Playing Field	Financial Support towards professional costs to be incurred opposing Glyndwr University's proposals to build on the Dean Road Playing Field	£1,000.00
29. 9 Acre Field Residents Association	Financial Support towards professional costs to be incurred opposing proposals to build on the 9 Acre Field, Westminster Drive Wrexham	£1,000.00
General Reserve Spending under s137 powers for 2020/21		£4,000.00

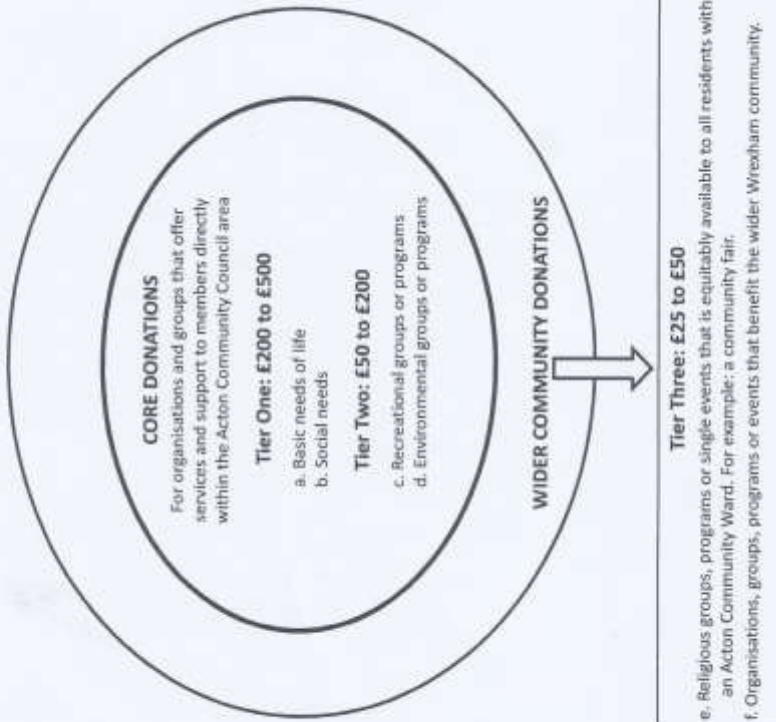
Add additional spending Under Section 137 Powers during 2020/21:-

30. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community	£ 11,607.42
Total Additional Spending under S137 powers for 2020/21		£11,607.42

Total Spending using Section 137 Powers in 2020/21 = £ 30,140.75

Acton Community Council Guidelines for S137 Grants/ Donations

(Adopted April 2015)



ACTON COMMUNITY COUNCIL – S137 GRANT /DONATION APPLICATION GUIDELINES

The Community Council considers applications for financial assistance using the following guidelines on a quarterly basis with the annual £3,500 budget being apportioned equally each quarter to allow the Community Council to be more focused and equitable when determining financial assistance applications. The quarterly meetings are held in March, June September and December each year.

The following guidelines have been adopted by Acton Community Council with effect from 1. April 2015. The hierarchy model as illustrated is based on a three tier system that assesses the level of need around the population that is being served. In addition, priority will be given to groups within the Acton Community or those groups that are providing for residents in the Acton Community.

The three tier system caps the amount of funds made available to deserving organisations. This is a more equitable system as decisions will not be made on an ad-hoc basis. It is accepted there will be anomalies within the system, but these will be dealt with on the merits of the submitted application on a case by case basis. By way of explanation:-

Tier One:

- a. Basic needs of Life:
 - Organisations or programs that ensure the basic needs of life are dispersed to members of our community, such as food, clothing and basic hygiene products
- b. Social/Cultural:
 - Organisations or programs that benefit youth within our community
 - Organisations or programs that benefit our elders and other members within our community

Tier Two:

- c. Recreational:
 - Outdoor recreation, such as football and other team sports
- d. Environmental:
 - Parks
 - Litter collection/management
 - Community greening/planting

Tier Three:

- e. Religious:
 - Religious organisations of all kinds that lie directly within our ward may receive funding if their donation request is for members of our community
- f. Larger Community

**APPLICATION FOR FINANCIAL ASSISTANCE TO ACTON COMMUNITY COUNCIL
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)**

NAME OF ORGANISATION: Wrexham Futsal Club

1. NAME AND ADDRESS FOR CORRESPONDENCE:

Paul Kelly 18 St John's Road Hightown Wrexham, LL138PG

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

To provide Balls and Goals for our newly formed U7s grassroots football team, And balls for our U9s team.

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?

We are Wrexham Youth Futsal based in Glyndwr , the club was formed for adults in 2011, in 2013 we started our Youth development sector, the children were 6years old when parents asked where could their son daughter play Grassroots football as they couldn't find any clubs for that age, so 3 years ago we decided to branch out and provide the children who attended our futsal sessions the chance to play Grassroots football also, we started with one team of about 16 players who now are in the U9s age group, more recently another group of children and eager parents expressed their desire to follow our lead and create a second Grassroots team so they started training alongside us at Glyndwr on the hockey pitch and then last September entered the local youth league, sadly due to the Pandemic and lockdowns all football activities were put on hold twice so these poor children couldn't get started, we as a club couldn't do any fundraising especially with majority of people being furloughed.

The majority of the children who attend are from the Acton community and coaches to, during the lockdown the club expended what cash reserves we had putting 3 dads through the FAW coaching schemes so they would be ready to start training and playing games when restrictions were lifted which thankfully happened recently, on our return the balls we use just keep going down so we have had to purchase new balls. The boys have the benefit of training and playing Grassroots each week when not in lockdown and Saturday just passed restarted indoor futsal sessions, so they are getting three sessions a week.

4. CAN ANYONE JOIN? YES/NO WHO CAN BENEFIT?children 7 and 9 years old for the two age groups we currently have>.....

HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION?prior to lockdowns we had approx. 190 children attending 80 % from Acton, we also now run a mums and dads sessions many from Acton area.

5. IS YOUR ORGANISATION A REGISTERED CHARITY? YES/NO
IF YES, PLEASE GIVE THE REGISTERED CHARITY No:

6. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?

No we are a local Development club with no ties to any other organisations

7. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? we currently have 13 no Coaches all
Volunteers, Unpaid.

ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS? Yes DBS checks then FAW coaching courses, First aid, safeguarding, level one Leaders awards in football

8. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? YES/ NO

IF YES, PLEASE STATE SUPERVISING BODY:NEWFA

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM: Wrexham Futsal Club

9. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? YES/NO]
(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:up to 11/05/21 £ 869-130 venue training fees for April-£739- Balls £365-Total balance £402,47p.....
- B. DEPOSIT ACCOUNTS:none.....
- C. OTHER INVESTMENTS:none.....
11. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR?£144.....
OR LOSS LAST YEAR?
12. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-
- A. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): / **TIER 2: £50-£200**
- B. 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:
.....Wrexham Futsal Club
14. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:

Due to two lockdowns it has been very difficult to raise any funds and with people out of work etc not really the ideal situation to ask for money, The FAW had an Emergency Fund for football clubs to apply to assist return to playing after the first lockdown, I painstakingly applied on behalf of the whole club and heard nothing, on our first return the futsal club sessions were restricted to numbers indoors which hit us financially, and many didn't return maybe afraid coming indoors, the finances were hit hard last time , with whole age groups having to self-isolate at short notice, we still have to pay the venue as we have Block bookings and are tied to their conditions. The money we received from you last time was used to buy new equipment for our Kiddyfutsal classes 4-6year old and was much appreciated. I wasn't aware we cold apply to you again until one of our Parents whose son attends our new U7s informed me we could so here I am again !!

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED:P kelly..... DATE: ...17/05 2021..
POSITION IN ORGANISATION:Chairman and Youth coaching coordinator...
CONTACT TELEPHONE NUMBER:07770 542364.....

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 TO ACTON COMMUNITY COUNCIL
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)**

NAME OF ORGANISATION: Wrexham Community Broadcasting CIC

1. NAME AND ADDRESS FOR CORRESPONDENCE:

11-13 Rhosddu Road, Wrexham, LL11 1AT

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

As existing volunteers of Calon FM, we launched a campaign in January to Save Calon FM and formed a consortium group with the aim to keep community radio in Wrexham.

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?

We are a group of volunteers based in and around Wrexham who created a task force with the aim to successfully retain the community radio license for the area. To make this possible we set up a Community Interest Company: Wrexham Community Broadcasting. Its overarching aim is to promote community development, economic regeneration and lifelong learning through the production and delivery of programmes through local broadcast media.

Calon FM have been broadcasting to the community of Wrexham since 2008. Calon FM broadcast 24/7 to the community of Wrexham and this came to a temporary end in January 2021. Wrexham Community Broadcasting are looking to relaunch in the coming months, with the support of the community we love to serve.

We are to be based in Town Square in the centre of Wrexham with the aim to broadcast up to 100 hours live content reaching out to those lone voices and providing a platform to charities, organisations, local businesses, and governing bodies that are a vital part of the community.

Our broadcasting catchment area is currently a 5 kilometre radius of the town centre, with a potential expansion of coverage area pending approval from Ofcom.

We will provide a platform to encourage and facilitate empowerment, lifelong learning and access to community radio to everyone, welcoming all people whatever their protected characteristics. The overarching aim of our organisation is to provide opportunities to students and young people, older people who are at risk of feeling isolated within their communities, people with disabilities, mental health challenges and people with additional learning needs.

Calon FM has a strong record of supporting community groups and organisations in the Wrexham area, including Yourspace, The Venture, and Acton Community Resource Centre as specific examples for this particular area.

Our shows will embrace the goals of the Wellbeing of Future Generations Act 2015 and will celebrate Welsh language, sports and culture.

In order to help us get the station up and running as quickly as possible, a donation from your Community Chest would help us immensely with our start-up funding.

4. CAN ANYONE JOIN? YES/NO WHO CAN BENEFIT? All inclusive

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? A minimum of 13,000 community members

6. IS YOUR ORGANISATION A REGISTERED CHARITY? NO
IF YES, PLEASE GIVE THE REGISTERED CHARITY No:

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

- A. HOW MANY STAFF DO YOU EMPLOY? 1
- B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS? Bsc Radio Production and Communication, DBS checked, First aid qualified, 14 years experience in community engagement and support.
9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? YES/ NO
- IF YES, PLEASE STATE SUPERVISING BODY:

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM Wrexham Community Broadcasting CIC

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **NO**]
(e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)
11. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?
- A. PETTY CASH AND CURRENT ACCOUNTS: £6,800
- B. DEPOSIT ACCOUNTS: N/A
- C. OTHER INVESTMENTS: N/A
12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? N/A
- OR LOSS LAST YEAR?
13. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-
- A. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): **TIER 1: £200-£500**
- B. 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**
14. IF YOUR APPLICATION IS SUCCESSFUL PLEASE STATE BELOW THE PAYEE NAME FOR THE CHEQUE:
Wrexham Community Broadcasting CIC

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

We are a registered Community Interest Company with a company number: **13256467**, as a new company we do not have a set of annual accounts yet, but we would like to mention that we are due to receive an amount of money from the previous license holder for Calon FM, to the amount of £14,000 subject to the old company not incurring any other costs. This funding has been budgeted for studio conversion costs.

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED:  DATE: 24/05/21

POSITION IN ORGANISATION: Project Manager

CONTACT TELEPHONE NUMBER: 07495487647

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 TO ACTON COMMUNITY COUNCIL
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)
NAME OF ORGANISATION: AWYR LAS – Keep the Beats

1. NAME AND ADDRESS FOR CORRESPONDENCE:

Hannah Davies 9 Hawkstone Way, The Fairways, Wrexham, LL139GP

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

To buy a Community Defibrillator

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?

My name is Hannah Davies and I live on the Fairways, I am currently raising money to buy and install a community defibrillator, so far we have raised £310 and our target is £1800.

Why am I fundraising? A cardiac arrest is when a heart stops beating. CPR and the use of a defibrillator before the ambulance arrives doubles the chance of survival.

SPF energy have kindly agreed to provide power for the defibrillator and it will be installed in the centre of the Fairways near the play park area. The park AREA is frequently used by the wider community and is also a main cycle and walking route to the rugby club and Bryn Estyn Lane.

I have set up a Just Giving Page through Awyr Las where donations can be made

https://www.justgiving.com/fundraising/hannah-davies101?fbclid=IwAR2pCU038Kgy2rbHf8xTbWolsl81mlKdYCOkp3vwacrVoDAaUyy75CDeFRY&utm_campaign=pfp-share&utm_content=Hannah-Davies101&utm_medium=fundraisingpage&utm_source=Facebook

I am working with Tomos Hughes from the Welsh Ambulance Service and supported by Awyr Las, Tomos is the community lead for the co-ordination of the installation of defibrillators within the community.

4. CAN ANYONE JOIN? YES/NO WHO CAN BENEFIT? Everyone

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? Anyone who is in need to use a defibrillator when in the area

6. IS YOUR ORGANISATION A REGISTERED CHARITY? /NO
IF YES, PLEASE GIVE THE REGISTERED CHARITY No:

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?

No.....

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? N/A

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

9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? YES/ ~~NO~~

IF YES, PLEASE STATE SUPERVISING BODY: Awyr Las – Keep the beats

APPLICATION FOR FINANCIAL ASSISTANCE FROM: AWYR LAS – Keep the Beats

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **YES/NO**]
(e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)
11. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?
- A. PETTY CASH AND CURRENT ACCOUNTS:
- B. DEPOSIT ACCOUNTS:
- C. OTHER INVESTMENTS:
12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR?
- OR** LOSS LAST YEAR?
13. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-
- A. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): **TIER 1: £200-£500**
- B. 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**
14. IF YOUR APPLICATION IS SUCCESSFUL PLEASE STATE BELOW THE PAYEE NAME FOR THE CHEQUE:
Awyr Las - Keep The Beats
15. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: Hannah Davies..... DATE: 4/06/21.....
POSITION IN ORGANISATION: Resident of the Fairways.....
CONTACT TELEPHONE NUMBER: 07532099589

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 TO ACTON COMMUNITY COUNCIL
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)**
NAME OF ORGANISATION: Borras Park Albion Youth Football Club

1. NAME AND ADDRESS FOR CORRESPONDENCE:

c/o Mr Ralph Hardy BPA Treasurer, 238 Holt Road, The Old Gardens, Wrexham LL13 9EE

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

With effect from season 2021/22 the FAW has determined that to aid player development, the Under 12 age range will play small sided 9x9 games and as such a new reduced size of goal are required to facilitate games at this level. Marker cones will be necessary to designate the playing area.

This funding application is to assist BPAFC with the purchase of new collapsible mini goals and plastic line markers which become mandatory with effect from September 2021.

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?

- BPA FC was established 1979, since then it has provided an opportunity for young people in the Borras and Acton area to participate in Youth football
- The Club is entirely run by x30 un-paid volunteers inc officials, team managers and coaches, each of which are accredited to the required standard(s) of coaching and are DBS checked
- In season 2020/21 BPA FC had approx 250 young players aged 6 to 16 registered with the FAW to play football in the Wrexham & District Youth League. They play at least one match per week and train at least once per week
- Mini-football teams aged 6-11 are based at Dean Road, while Youth ages 12-16 play either on Spider Park (Rhosnesni field) or at Gresford Sports Social Club

4. CAN ANYONE JOIN? YES WHO CAN BENEFIT? Ages 5/6-16 & 1x Senior Team

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? The Club does not keep statistics of where players live. It is reasonable to assume that most of the players live within the Acton area and attend local schools

6. IS YOUR ORGANISATION A REGISTERED CHARITY? NO
IF YES, PLEASE GIVE THE REGISTERED CHARITY No:

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?

No.

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

- A. HOW MANY STAFF DO YOU EMPLOY? None.
- B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS? CRB checked, Football Leaders Award accredited and other formal coaching and first aid qualified

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

IF YES, PLEASE STATE SUPERVISING BODY: We are affiliated to FAW, NEWFA and W&DYFL

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM:

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **Yes – I attach interim 2020/21 AGM balance sheet for Youth Accounts as at 03/05/2021. This also shows the outturn of 2019/20 accounts]**

(e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)

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

A. PETTY CASH AND CURRENT ACCOUNTS: £742.57

B. DEPOSIT ACCOUNTS: £17155.85

C. OTHER INVESTMENTS:

12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? Surplus of £2070.61

OR LOSS LAST YEAR?

13. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-

A. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): **TIER 1: £200-£500**

B. 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**

14. IF YOUR APPLICATION IS SUCCESSFUL PLEASE STATE BELOW THE PAYEE NAME FOR THE CHEQUE:

Borras Park Albion Youth FC

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

- In support of our application I attach quotation from Net World Sports of Wrexham Industrial Estate for the purchase of the proposed equipment; goal posts, carry bags and marker cones.
- Net World currently do not allow product collection (which we would normally do) for Covid compliance reasons. Carriage charges apply and are included within the quotation.
- **The equipment quotation total cost of £829.79 is what BPAFC will need to fund to comply with the FAW regulations this coming season.**
- There are 2x sets of equipment specified as BPA will field 3x teams in the coming season.

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: Ralph Hardy..... DATE: 05/06/2021..

POSITION IN ORGANISATION: BPA FC Treasurer.....

CONTACT TELEPHONE NUMBER: 01978 363365.....

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)

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	Organisation	Details	Comments
1.	One Voice Wales	<p>1. REMOTE TRAINING SESSIONS BEING HELD IN JUNE 2021: Email circulated to all members of One Voice Wales</p> <p>2. PLANNING AID WALES/ONE VOICE WALES ONLINE EVENT WEDNESDAY 23RD JUNE 2021: Invitation received via email on 3 June 2021 to attend this event being held remotely. The cost per delegate is £50.00</p> <p>3. WHATSAPP SCAM...: Email circulated 7 June 2021 to all One Voice Wales Members informing that the ‘WhatsApp Hijack Scam’ seems to be doing the rounds again. The BBC have a very good article on it, for which the following link has been provided: https://www.bbc.co.uk/news/technology-57357301</p> <p>4.</p>	
2.	Wrexham County Borough Council	<p>1. ADDITIONAL HMO LICENSING CONSULTATION: Email dated 20 May 2021 advising that the Wrexham Housing Standards Team is consulting stakeholders about this new scheme which will replace the current one which ends on 31 October 2021. The Council has been invited to submit comments by 18 July 2021. The link below is to the online questionnaire and consultation booklet. If you wish to receive hard copies please email healthandhousing@wrexham.gov.uk http://www.yourvoicewrexham.net/KMS/dmart.aspx?noip=1&strTab=PublicDMart&PageType=item&DMartId=555</p> <p>2. TRAFFIC REGULATION ORDER: EMAIL DATED 24 MAY 2021 attaching plans regarding a proposal for Traffic Regulation restrictions within the Council’s area, this order has been advertised on the Wrexham Council website https://www.wrexham.gov.uk/services/consultations and in The Leader. If you wish to support or object to the proposals please do so via email to traffic@wrexham.gov.uk, the closing date for objections is 16 June 2021.</p> <p>3. ACTON PARK SEASONAL RANGER: Email dated 4 June 2021 advising that the Ranger Hannah Farnell has been appointed with effect from Sunday 13 June 2021. Her working days will be Sunday, Monday and Tuesday in Acton. Despite the late appointment she will still work for 16 weeks until the end of September 2021.</p>	

	Organisation	Details	Comments
3.	Clerk to Governing Body of Barkers Lane School	<p>ADDITIONAL COMMUNITY GOVERNOR – MR JIM KELLY: Email dated 26 May 2021 advising of this retirement and inviting the Community Council to make a new appointment to this position.</p> <p>The COUNCIL’S INSTRUCTIONS are REQUESTED</p>	
4.	Edmund Sides , Swansea on behalf of the charity Settled	<p>EU SETTLEMENT SCHEME APPLICATION DEADLINE (30-JUNE): Email dated 27 May 2021 providing information about the scheme and requesting cascading of this information to EU and EFTA residents in the UK who are affected by this and need to apply if they wish to retain their rights to live, work and study in the UK. Some people are not aware that this applies to them, including even some elderly veterans of World War II who came to the UK long before the UK joined the EU. In addition, the children of some more recent arrivals, who have obtained rights to live and work in the UK, need to have individual applications made on their behalf in order to ensure that they will be able to access healthcare and education in the future. A short video (3-4 minutes long) providing an overview of the EU Settlement Scheme and some of the issues involved is available on YouTube using the links provided below: English: https://youtu.be/xtPNwozO0kw or Cymraeg: https://youtu.be/7kNxiGBHwJ4</p>	
5.	Suzzie Penn, Contracts Support Manager, Primary Care Services, NHS Wales Shared Services Partnership	<p>PLAS COCH RETAIL PARK - APPLICATION FOR INCLUSION: Email dated 29 May 2021 enclosing an application and letters regarding Boots UK Ltd’s application for inclusion onto the Betsi Cadwaladr University Health Board. Pharmaceutical List. The Council has been invited to submit any representations it may have by no later than 29 June 2021.</p> <p>The COUNCIL’S INSTRUCTIONS are REQUESTED</p>	
6.	Sarah Atherton	<p>MEETING WITH WREXHAM MP & COMMUNITY COUNCIL REPRESENTATIVES: The attached letter dated 8 June 2021 invites the Council’s Chair, Clerk and any other Councillors to meet with Mrs Atherton and advises of a community based surgery to be held at Borrass Park Shops on 19 June 2021.</p> <p>The COUNCIL’S INSTRUCTIONS are REQUESTED</p>	

SARAH ATHERTON MP
Member of Parliament for Wrexham



HOUSE OF COMMONS
LONDON SW1A 0AA

Acton Community Council
Acton Community Resource Centre,
Overton Way,
Wrexham
LL12 7LB

For the attention of: Mrs C Roberts, Clerk to Acton Community Council

June 8th 2021

Dear Carole,

I'm writing to you to express my sincere thanks for all that the Acton Community has done throughout the pandemic to support local residents in so many ways. With us all being locked down for so long, our home communities have never been so important and being able to enjoy well-kept local green and play spaces has literally been a lifeline for local people. This has, I hope, really driven home to Wrexham residents the true value of our hard-working community councils and their dedicated and enthusiastic volunteer councillors.

As your MP I'm here to help in any way that I can. Having been elected literally weeks before the first lockdown, we haven't really had the opportunity to safely meet up and I'm hoping that we can fix this over the summer or as soon as restrictions allow.

I would be so grateful if you could consider putting a date in the diary for me to meet with your Council's Chair and you as the Clerk and any other councillors who might want to join us either in person or online. Please remind everyone that they are always welcome to get in touch if they think I can help in any way.

I am resuming my community based surgeries and plan to be at the Borrass Park Road shops on the 19th June from 10-12. It would be great to meet any of your councillors and discuss any local issues they may wish to raise.

I look forward to hearing from you.

Yours ever

A handwritten signature in black ink that reads "Sarah E Atherton".

Sarah Atherton MP
Member of Parliament for Wrexham

Cyngor Bwrdeistref Sirol Wrecsam/ Wrexham County Borough Council
 Neuadd y Dref, Wrecsam. LL11 1AY
 Guildhall, Wrexham. LL11 1AY
 www.wrecsam.gov.uk www.wrexham.gov.uk
 Cyfnewid Testun/Text Relay: 18001



ACTON COMMUNITY COUNCIL
 MRS CAROLE ROBERTS - CLERK
 ACTON COMMUNITY RESOURCE
 CENTRE
 OFF OVERTON WAY
 ACTON
 WREXHAM
 LL12 7LB

Your Ref/Eich Cyf	P/2019 /0005
Our Ref/Ein Cyf	26/05/2021
Date/Dyddiad	Sharon Williams
Ask for/Gofynner am	01978 298785
Direct Dial/Rhif Union	sharon.williams@wrexham.gov.uk
E-mail/E-bost	

Town and Country Planning Act 1990
Section 78 Appeal at: , LAND SOUTH OF, HOLT ROAD, , WREXHAM

Dear Sir/Madam

I refer to the above details. An appeal has been made to the Planning Inspectorate following the determination of the planning application.

The appeal will initially be determined on the basis of an Inquiry. The procedure to be followed is set out in the Town and Country Planning (Referred Applications and Appeals Procedure) (Wales) Regulations 2017. The appeal shall be determined by the Welsh Ministers, this means that instead of writing the decision the Inspector will prepare a report which will be forwarded to the Welsh Ministers for decision, the reason for this is the proposed development is residential development of more than 150 houses or on more than 6 hectares of land.

If you wish to make any additional comments or withdraw those submitted at application stage, they must be received by the Planning Inspectorate **within 4 weeks of the start date of the appeal**

A copy of the Planning Inspectorate's leaflet 'A Guide to Engaging with the Planning Inspectorate Wales' can be obtained either free of charge from this office or through the Welsh Government website <https://gov.wales/planning-appeals-guidance>.

Comments on the appeal can be submitted to the Planning Inspectorate on line at <https://acp.planninginspectorate.gov.uk/>. You can also contact the Planning Inspectorate by e-mail at wales@planninginspectorate.gov.uk; and post at The Planning Inspectorate, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ.

All representations must quote the appeal reference. If any are submitted after the deadline they will be returned. If you wish to receive a copy of the appeal decision, you must request one. The Planning Inspectorate will not acknowledge representations unless specifically asked to do so.

The Planning Inspectorate may publish appeal documentation, including copies of representations received, on the Appeals Casework Portal. If published, the information provided in your representation will be made available online, but all Personal details will be removed. If you object to publication in this way, please contact the Planning Inspectorate.

For Representations to be considered your name and address should be provided. If you submit online your personal details will automatically be separated from your comments for publication. However, if you chose to submit your comments by e-mail or post they can still be submitted in a form that allows only the representation to be published, for example, your name and address could be submitted on a separate sheet of paper or document attached to an e-mail.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal. The Inspector will only consider comments related to the planning merits of the case and cannot address complaints about Individuals or the Local Planning Authority. Any comments that are deemed libellous will not be seen by the Inspector and may be returned to you.

The appeal documents can be inspected on the Appeals Casework Portal at <https://acp.planninginspectorate.gov.uk/> or alternatively you can view the Appeal form and accompanying documents on our website www.wrexham.gov.uk/plans quoting the planning reference number.

The Planning Inspectorate aims to deal with appeals within 14 to 29 weeks of the appeal start date, dependant on procedure. When made, the decision will be published on the Appeals Casework Portal.

In the case of appeals being dealt with by the Hearing/Public Inquiry procedure I will write to you at a later date with further details.

Planning Reference:

P 2019 0005

Site Address:

LAND SOUTH OF
HOLT ROAD
WREXHAM

Site Description:

OUTLINE APPLICATION FOR THE CONSTRUCTION OF UP TO 600 DWELLINGS, WITH ASSOCIATED LANDSCAPING, PUBLIC OPEN SPACE AND ON-SITE INFRASTRUCTURE, WITH ALL MATTERS RESERVED EXCEPT FROM THE NORTHERN SITE ACCESS

Welsh

Government Ref/Planning Inspectorate ref:

H6955/A/20/3263516

Start Date:

19/05/2021

Appellant's Name: Barratt Homes, Bloor Homes North West, John Raymond Jones and the Trustees of The Wrexham (Parochial) Education Foundation.

Please note that if you wish to receive a copy of the appeal decision letter, please inform the Planning Inspectorate of this when you write to them. If you have any further queries regarding the above please do not hesitate to contact the above named officer on the details shown above.

Yours sincerely



Lawrence Isted
Prif Swyddog Cynllunio a Rheoleiddio
Chief Officer Planning & Regulatory