

(Provision has already been made for all recently elected members of the Council to sign their Declarations of Acceptance of Office prior to the Annual Meeting of the Council)

11 May 2022

Dear Councillor

You are summoned to attend the **ANNUAL** meeting of **ACTON COMMUNITY COUNCIL** to be held remotely in accordance with Local Government and Elections (Wales) Act 2021 on **Tuesday 17 MAY 2022 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: 821 5462 2582 and Passcode: 925953 or click on here:

[Hyperlink to join remote Annual Meeting of Acton Community Council at 6:30pm on Tuesday 17 May 2022](#)

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer to the Council

AGENDA

1. APPOINTMENT OF CHAIR: To appoint a Chair of the Council for the 2022/23 Municipal Year.

(Clerk to witness Chair signing Acceptance of Office)

2. VICE CHAIR: To appoint a Vice Chair of the Council for the 2022/23 Municipal Year.

3. APOLOGIES FOR ABSENCE

4. 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.

5. PUBLIC QUESTIONS: In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on 16 May 2022, 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.

6. CONFIRMATION OF MINUTES: To confirm the Minutes of the Meeting of the Council held on 20 April 2022 (Copy attached)

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. INFORMATION FROM THE MINUTES:

8. COMMUNITY POLICING MATTERS: To receive the attached Report and update from the Acton Community Police Officers.

9. PROCEDURAL MATTERS: To consider the attached report concerning the following procedural matters:

- 1) Declaration of Acceptance of Office
- 2) Community Council vacancies following the Local Government Elections held on 5 May 2022 - Co-option of members onto the Council
- 3) Members Attendance at Meetings during 2021/22
- 4) Declaration of remuneration to Members of the Council for the year ended 31 March 2022 & arrangements for 2022/23
- 5) Day, Time and location of Meetings of the Council and its Committees
- 6) Banking Mandate for Payments & Consent for Contractual BACS Payments
- 7) Insurance Provider and Cover from 1 June 2022 (Year 2 or 3 year Service Level Agreement)
- 8) Review of Standing Orders and other Council Policies
- 9) Appointment of Committees and Task & Finish Groups
- 10) Appointment of Community Council representatives on Community and Resource Centre Management Committees.
- 11) Community School Governor representatives
- 12) Standards Committee – Nomination of Community Councillor Representative
- 13) New Legislative requirements under Local Government and Elections (Wales) Act 2021- Annual Report, Training Plans etc

10. KEY ACTON ISSUES: WCBC Members to report verbally on any **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)

11. SERVICE LEVEL AGREEMENT REPORTING:

1. **ACTON COMMUNITY RESOURCE CENTRE:** To receive the attached report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 9 May 2022
2. **CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** To consider the attached outputs and outcomes for the Service for the year ended 31 March 2022.

12. COMMUNITY ENGAGEMENT: To receive an update from Councillor K Roberts

13. CONSULTATIONS: To consider the detail of any current Consultations/Surveys and determine what response if any, the Community Council wishes to submit by the relevant deadlines:

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

15. PAYMENT OF ACCOUNTS: To note details of any payments received and to authorise any outstanding debtor or other payments.

16. PLANNING APPLICATIONS:

To consider any comments the Council may wish to make on the following application(s) made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address / Proposed Development	Decision
<p>1. Planning Application P/2022/0313 - Dilys o/Valid From 11/04/2022: 39, Elm Grove, Acton, Wrexham, LL12 7NR / discharge of condition 4 (parking) of planning permission p/2021/1039</p> <p>2. Planning Application P/2022/0399 - Dilys o/Valid From 26/04/2022: 206, Herbert Jennings Avenue, Acton, Wrexham, LL12 7YD / conversion of garage to additional living accommodation (partly in retrospect)</p>	

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 Community of Acton for the search. The Clerk to the Council requests an extension of the 21 day consultation period where appropriate.

18. EXCLUSION OF THE PRESS AND PUBLIC: It is recommended 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 157.8.ii) April 2022 to receive an update from Councillor R Hardy

Minutes of the Meeting of Acton Community Council held remotely via Zoom on Tuesday 19 April 2022

Present:

Councillor Kevin Roberts (Chair)

“ W Baldwin

“ Mrs C Bettley

“ M Davies *

“ MS E Doherty

Ms S Edwards

“ Mrs A Evans

“ Ms S Hope

Councillor R Hardy (Vice Chair)

“ P Lloyd

“ G Lowe *

“ Ms B Martin *

“ Ms E Owens

M Pritchard *

“ T Stanford *

“ Mrs D Wallice *

* Absent

Also Present:

PC154 Graham Bailey, North Wales Police

Carole Roberts, Clerk to the Council

68. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Pritchard and D Wallice.

RESOLVED – that the apologies be received and accepted.

69. DECLARATION OF INTERESTS

No declarations of interest were made at this stage of the proceedings. The Clerk to the Council reiterated previous advice about the public interest test that should be considered by Members when determining whether or not they wish to declare an interest. The present position was noted.

70. PUBLIC QUESTIONS

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

71. CONFIRMATION OF MINUTES

The Minutes from 22 March 2022 remote Council Meeting: were received.

RESOLVED – that the Minutes of the remote Council Meeting held on 22 March 2022 be received and confirmed as a correct record.

72. INFORMATION FROM THE MINUTES

1. **MINUTE 141.2 PROGRESS UPDATE: PEDI PADS FOR BARKERS LANE DEFIBRILLATOR:** It was noted delivery of the Pads was now awaited
2. **MINUTE 143.1 SLA PARK RANGER FOR ACTON PARK:** The Clerk reported this SLA has now been signed off to include the additional sum to enable the eight Park events to proceed throughout the year
3. **MINUTE 143.2 OFFA COMMUNITY COUNCIL**
 - i). **CONTRIBUTION TOWARDS THE RWF STATUE** To note the £500 has now been paid
 - ii). **PCSO POWERS:** To note with regret the response received from the Chief Constable to this representation
4. **MINUTE 143.4 DAMAGE TO SEESAW AT ACTON PARK**

RESOLVED: that the Clerk in consultation with the Chair be authorised to approve the repair works and any payments necessary once the Wrexham CBC Tender process has concluded to ensure this play equipment is repaired and poses no adverse risk to Park users

5. **MINUTE 143.4 –URGENT MATTERS** that may arise during the pre and post-election period

RESOLVED - to re-affirm that the Clerk in Consultation with the Chair, Councillor Kevin Roberts be authorised to approve any urgent matters that cannot be held over until the Annual Meeting of the Council on 17 May 2022, and any matters so determined be reported to that meeting

6. **MINUTE 143.4.5- LAYBY AT PENYMAES AVENUE, MAESYDRE:** It was noted that the Acton Sector Policing Team have been asked to increase Patrols in this area to re-assure the Public and the Officer in attendance undertook to highlight this request to the Team

7. **MINUTE 143.4.6- MANAGEMENT IN ACTION CONFERENCE:** It was noted that the Clerk was now booked to attend this Conference

8. **MINUTE 145- COMMUNITY ENGAGEMENT:** The Chair gave an update on the well-attended Easter Egg Hunt in Acton Park. Referring to comments received from Members of the Public attending the event and awareness of the facilities at the Acton Community Resource Centre, Councillors expressed concerns about the accessibility of publicity, information and the booking priorities for the accommodation that is available at the Resource Centre for Acton based Clubs, Societies and other organisations. It was noted that the 10 year funding Agreement with Wrexham CBC will end on 31 March 2023 and the Council is to review its position and priorities shortly.

RESOLVED –

1. **To note the update given by the Chair on the successful Easter Event organised in the Park by the Ranger; and**

2. **To request that an item to be placed on the Agenda of the next ACRC Management Committee meeting to discuss the Business model and availability of the Centre for use by local groups such as the 1st Acton Brownies and the Stroke Support Group.**

73. COMMUNITY AND OTHER POLICING MATTERS

The Monthly Policing and Operations report provided by the PCSOs on Crime issues and Trends in each of the five Acton Community Wards was received and considered. The Report contained other news and reiterated PCSO activities and further encouragement to members of the public to complete the Safer Streets Survey: www.police.uk/streetsafe;

RESOLVED that the Monthly Policing and Operations report be received and noted.

74. CLERK'S REPORT

The following procedural matters were reported by the Clerk and Responsible Financial Officer:-

PROCEDURAL MATTERS

1. **COMMUNITY COUNCIL ELECTIONS, UNCONTESTED SEATS AND VACANCIES:** The Clerk to report on any notifications received from the Returning Officer including any listing those Candidates that have been returned unopposed, the process for co-option and any other matters related to the full Council Elections on 5 May 2022.

2. **URGENT CORRESPONDENCE RECEIVED SINCE THE LAST MEETING**

a) **TOWN COMMUNITY COUNCIL FORUM 7 APRIL 2022:** the Clerk gave a brief report on items discussed at this meeting including, the New Charter, Legislative requirements now in force for Annual Reports & Training Plans and proposals by Wrexham CBC to provide short training sessions on Code of Conduct, Planning and Carbon neutrality for Town and Community Councils. Also discussed were Optic Fibre for Rural Communities and the Forum work programme including Wellbeing Assessments.

RESOLVED - the Clerk's update on her attendance be noted and the Draft Charter be considered at the June 2022 meeting of the Council

b) OFF STREET PARKING PLACES ORDERS - COMMENTS REQUIRED BY 6 May 2022

RESOLVED to note the changes proposed are for the removal of disabled charges from all Council operated car parks where car park charges apply

c) ONE VOICE WALES TRAINING IN APRIL AND MAY 2022 TO INCLUDE CODE OF CONDUCT AND NEW MEMBER TRAINING

RESOLVED – THAT the Clerk invite all new members of the Council to participate on the training now available

d) WREXHAM CBC CARBON TRAINING 26, 27, 28 APRIL 2022

RESOLVED – to note the available training

e) WALES REGIONAL TRAINING SEMINAR -22 JUNE 2022 AT LLANDRINDOD WELLS

RESOLVED – THAT the Clerk be authorised to book a place to attend this Conference as part of her continued professional training and the delegate's fees, travel/subsistence costs and additional hours incurred by the Clerk attending the Conferences be paid.

f) ACTON PARK PRIMARY SCHOOL – letters received from pupils regarding Acton Park Play provision for older children. It was noted that Wrexham County Borough Council owns and manages Acton Park but the Community Council is very supportive of initiatives in the Park and has since 2014 funded the retention of the Wrexham CBC formal play areas in the Acton Community at Aran Road, Ffordd Garmonydd and Acton Park. It currently has some earmarked reserves for replacement/ improvements. Improvements to the Ffordd Garmonydd Play area were developed by local children supported by the Wrexham Play Development Team.

RESOLVED – THAT

- i) the Pupils be thanked for their letters and ideas and advised of the action proposed in resolution ii) below:***
- ii) the Wrexham County Borough Council's Play Development Team should be requested to contact the Acton Park Primary School to work and develop ideas with the children who have submitted the letters to the Community Council and the Play Development Team should also include Pupils from the other Acton Community Schools as part of an initial Consultation process through Wrexham County Borough Council to develop older children's play ideas and present any firm proposals to the Community Council for consideration; and***
- iii) The Annual Safety inspection of the three existing Acton play areas funded by the Community Council that will take place shortly and their outcomes should inform where priority is given to replacement or new play areas.***

g) BOW TOP FENCING AT FFORDD GARMONYDD – notification had been received from Wrexham CBC of damage to some of the fencing at this play area

RESOLVED – THAT The Clerk in consultation with the Chair be authorised to approve any payments necessary once the Wrexham CBC Tender process has concluded to ensure this play equipment is repaired and poses no adverse risk to Park users

75. KEY ACTON ISSUES

Due to the pre-election period, there were no major issues for the WCBC Members to report on that are being considered by the County Bough Council that may affect the whole or part of the Community of Acton.

161. ANNUAL ACCOUNTS 2021/22

The Clerk presented the Year End Bank Reconciliation and spending progress against the 2021/22 Budget. Members noted there had been a total overspend in the budget due to Council decisions during the year for relaxation of the S137 Financial Assistance tier levels, the purchase of 5 defibrillators for each of the Acton Wards, and a six month extension of the Acton Park Ranger post from September 2021 to March 2022. The end of year General Fund balances were £28,306 less than the last year. The

Earmarked balances had a net in year increase of £12,577. It was expected in 22/23 there would be a call on the earmarked reserves in respect of expected repair/maintenance works to the Maesydre Power House, Election costs for the two Community Elections in May 2022 and proposed spending on play areas. Overall the cumulative balances to 31 March 2022 were £13,090 less than the previous financial year. It was noted the accounts will be submitted to the Council's Internal Auditor on 12 May 2022 and Audit Wales; the External Auditor has given notice that they will undertake the Annual Return and Basic Audit on 12 September 2022.

RESOLVED – that the quarter 4 quarter bank reconciliation and accounts together with the full year expenditure and progress against the Budget to be received and noted.

162. PAYMENT OF ACCOUNTS

The Clerk reported on payments received since the last meeting as set out below and the bank charges and fees that were now levied each month.

PAYMENTS RECEIVED: 1st Precept payment £56,334.00
Interest Payment 3/3/22 Deposit Account £3.76
BANK CHARGES & FEES 28/2/22 to 27/3/22 from Chair's Charity Account =- £5.00
4/3/22 to 3/4/22 from Current Account = -£7.40

Authorisation for the Payments to be made in April 2022 was sought.

RESOLVED –

i) To note the Interest payment receipts and the bank charges and fees to be levied on the Council's Bank Accounts; and

ii) To approve the payments to be made in April 2022 as set out in the schedule below:-

Current account Payments Made in APRIL 2022		
Voucher 1 /No payment ref Wrexham County Borough Council	Business Rates Demand 2022/23 – Maesydre Power House: Valuer 1475 (Below Min Value)	£0.00
Voucher 2 /BACS ref 1.4.22 Carole Roberts	Clerk's Salary & office expenses for April 2022 - 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)
Voucher 3/BACS ref 3.4.22 Clwyd Pension Fund	Pension payments for April 2022 plus £200 deficit Recovery Amount for 2022/23 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
Voucher 4/ BACS ref 4.4.22 HMRC	Payroll payments for March 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule) £462.27
Voucher 5/ Cheque No 202208 Vision ICT	Website & Email Hosting/support for May 2022 to April 2023 Section 58 Local Government (Democracy)(Wales) Act 2013	£580.80 (VAT= £96.80)
Voucher 6/ Cheque No 202209 Carole Roberts	Clerks Expenses for April 2022 Section 112 Local Government Act 1972 (as amended)	£115.42 (Vat= £13.40)
Voucher 7/ Cheque No 202194 Society of Local Council Clerks	1x Delegate fee SLCC Welsh Conference Llandrindod Wells Section 112 Local Government Act 1972 (as amended)	£102.00 (VAT = £17.00)

iii) Having regard to the risk associated with a potential reduction of cheque signatories, the Clerk in consultation with the Chair and any of the existing cheque signatories be authorised to approve

contractual and regulatory expenditure and report such actions to the next meeting of the full Council for endorsement

163. PLANNING APPLICATIONS

RESOLVED – that the Applications received since the last meeting be determined as follows:

Case Number/ Address & Proposed Development	
1. Planning Application P/2022/0264 - Dilys o/Valid From 15/03/2022: 5, Blanter Way, Wrexham, LL13 9QP: single storey rear extension and alteration to roofs	No observations
2. Planning Application P/2022/0266 - Dilys o/Valid From 23/03/2022 : 3, Grange Close, Wrexham, LL12 7YH : lawful development certificate for proposed single storey rear extension:	No observations
3. Planning Application P/2022/0358 - Dilys o/Valid From 08/04/2022 : 19, Turnberry Avenue, Wrexham, LL13 9GG:single storey rear extension and balcony above	No observations

164. BEST WISHES

The Chair and other members of the Council referred to the forthcoming full Council elections and to the seven members who were standing down and thanked them all for their good works and efforts in serving their community and wards. In particular the Chair commended Councillor Geoff Lowe for his long and valuable contributions and service as a member of the Community Council since February 1990.

RESOLVED – that the Clerk in consultation with the Chair arrange to purchase from the Chair's Charity account a suitable gift in recognition of Councillor Lowe's long service to the Acton Community.

Councillor Kevin Roberts, Chair

Signed as a correct record this 17TH day of May 2022

Presiding Chair



HEDDLU GOGLEDD CYMRU
Gogledd Cymru diogelach

NORTH WALES POLICE
A safer North Wales

ACTON AREA UPDATE

11/04/2022 – 07/05/2022

OFFICERS

Sgt 1689 Kelly Lewis

PC 154 Graham Bailey

PC 2566 Nicola Gaskell

PCSO 3970 Tom Jones

PCSO 3420 Tim Edwards

PCSO 3851 Dan Whitfield

CONTACT DETAILS

Email: ActonSectorWrexham@northwales.police.uk



HGC Trêf Wrecsam / NWP Wrexham Town

INCIDENT UPDATE

ACTON

Criminal Damage x 2

Theft x 2

LITTLE ACTON

Theft x 1

Fraud x 1

RHOSNESNI

Criminal damage x 1

Shoplifting x 4

Theft x 3

MAESYDRE

Theft x 4

Assault x 1

Criminal Damage x 3

Drugs incident x 1

Theft x 3

Shoplifting x 2

BORRAS

Fraud x 1

OTHER NEWS / PCSO ACTIVITIES

- A recent incident of ASB was reported and posted onto Facebook involving youths throwing stones at properties in the Maesydre area. No damage was caused and they have all been identified, spoken to and positive action taken. Members of the public are encouraged to report incidents of ASB; so we can quickly identify youths involved and prevent further issues in the area and around Wrexham.
- Increased patrols in the Ffordd Garmonydd area.
- We are encouraging members of the public to fill the safer streets survey in and identify locations where they feel unsafe. The results will then be fed back to local government and police to help improve safety in these areas.

<https://www.police.uk/streetsafe>

1. DECLARATION OF ACCEPTANCE OF OFFICE – In the event of any member not being able to be present or being able to make prior arrangements with Clerk to sign the declaration, the Council **is RECOMMENDED** to permit it to be done at a later date e.g. the next scheduled Council meeting. In any event Members must sign their Declaration within the statutory 2 month period, (Local Government Act 1972 S83) or at this time the office becomes vacant, and a Notice of Vacancy will be required to be submitted to the Returning Officer.

2. COMMUNITY COUNCIL VACANCIES FOLLOWING THE LOCAL GOVERNMENT ELECTIONS HELD ON 5 MAY 2022 - CO-OPTION OF MEMBERS ONTO THE COUNCIL: The Returning Officer has written to advise that provided the number of newly elected members of the Council constitutes a quorum for the meeting, they may co-opt any similarly qualified person or persons to fill the unfilled vacancies. This must be done within 35 days of the date of the elections. Members are advised that there are three vacancies to be filled by co-option at this meeting in the following wards:

Acton Central – 1 vacancy
Maesydre – 1 vacancy
Rhosnesni – 1 vacancy

The appropriate Public Notices have already been placed on the Council's Notice Board in the Acton Community Resource Centre and on the Council's website. Qualified persons within the Community have been invited to submit an expression of interest form to the Clerk by noon on Monday 20 June 2022. Copies of any forms received by this date will be circulated to Members of the Council for consideration at the meeting.

The Council is **RECOMMENDED** to endorse the action proposed by the Clerk to the Council in order to meet the requirements of Section 21 of the Representation of the People Act 1985.

3. MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2021/22: To receive the Schedules attached at Appendix 1 setting out the record of Members' attendance at Council meetings during the 2021/22 Municipal year. Members should note that in accordance with the provisions contained in Section 85 (1), (2) of the Local Government Act 1972 (as amended), an individual Member's attendance at any of the meetings of the Community Council's Committees will count when assessing whether a Member has vacated office by failure to attend meetings.

4. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2022 –The Council is required each year under Section 151 of the Local Government (Wales) Measure 2011, as a relevant authority to notify the Independent Remuneration Panel for Wales and arrange for the publication within the authority area of the remuneration received by its members and co-opted members. 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. The information to be provided must detail the payments made by community and town councils to named members as:

- i. Attendance Allowance.
- ii. Financial Loss Allowance.
- iii. Payments for costs incurred in respect of telephone usage, broadband etc.
- iv. Allowances made to a mayor/chair and deputy mayor/chair.

Appendix 2 sets out the position for all Members of the Council for 2021/22. It should be noted that Acton Community Council during the year ended 31 March 2022 did make payments to those Members who had elected to receive the £150 expenses payment for telephone usage, information

technology, consumables etc. However the Council made no other payments in respect of Attendance Allowance, Financial Loss Allowance, or Allowances made to a mayor/chair and deputy mayor/chair.

Further to Minute 144 March 2022 Members are reminded that there is provision in Determination 44 of the Panel's final report for 2022/23 mandating a basic payment of £150 as a contribution to costs and expenses for members of all community and town councils. A Consultation is expected to take place shortly reviewing the situation with HMRC regarding such payments being classed as taxable income. It is for any individual member to make a personal decision to elect to forgo part or all of the entitlement to any of the payments by giving notice in writing to the proper officer of the Council. Proper notice to forgo the mandatory £150 pa **MUST** be received by the Clerk to the Council otherwise the payment must be made to each Councillor who has not elected to forgo the entitlement. It is stressed that it is an individual decision whether to forgo or not all or some of the mandated payments and those non-mandated payments that the Community Council has adopted at its March 2022 meeting. (Minute 144 refers)

*It is **RECOMMENDED** 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 2022 and the schedule as set out in Appendix 2 be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2021/22 and the Schedule should be published on the Council's website and a copy be provided to the Independent Remuneration Panel for Wales.*

5. DAY AND TIME OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: To consider and confirm whether the Council wishes to continue to hold its monthly meetings generally on the third Tuesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee and Youth Committee had quarterly meetings set for them to meet in the Council's Annual Diary.

It is **RECOMMENDED** that additional dates be included in the Meeting Schedule and Timetable for the Staffing Committee and Youth Committee to meet on a quarterly basis. A draft Meeting schedule is attached at Appendix 3.

6. BANKING MANDATE FOR PAYMENTS: It is **RECOMMENDED** that the Council review and refresh the list of persons authorised to sign all cheques and other authorisations for payment on behalf of the Council following the changes to the Council's membership after the full Council elections on 5 May 2022. The current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd, and *Geoff Lowe*. The mandate requires that any two of the four signatories can sign cheques and authorise other electronic payments .

(Please note that members whose names are shown above in italics have stood down from the Council)

7. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2022 – The Council in 2021 entered into a three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services commencing 1 June 2021. This resulted in an overall budget saving. The Clerk will provide information about the insurance renewal schedule received , the level of cover and other options available to the Council by sector specific Insurance Companies at the meeting.

*The Council is **RECOMMENDED** to review and confirm its insurance cover requirements before the renewal date of 1 June 2022.*

8. REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER KEY POLICIES – The Council at its 3 November 2020 and 20 April 2021 meetings 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 going forward in respect of: -

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

It is **RECOMMENDED** that the following Policies together with the Standing Orders and Financial Regulations as set out above be re-affirmed:-

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

1st Adopted April 2021

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

9. APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS :

It is **RECOMMENDED** that the Council consider the appointment of the following **five** Committees and two Task and Finish Groups . The current memberships and terms of reference are set out below. Please note that former Councillor Paul Jones' seats on the Committees have been highlighted with red text:-

1) ACTON COMMUNITY RESOURCE CENTRE COMMITTEE:

Members should note that there will be a considerable amount of work undertaken during 2022/23 to review and determine whether to enter into a further Service Level Agreement with Wrexham County Borough Council. The new Council may wish to hold special Council meetings initially and develop a steer with the option to appoint a Committee to progress the Steer and options and report back to the Council.

Existing Members	Members Re-elected Onto Community Council	Membership Agreed at Annual Meeting on 17 May 2022
Councillor Ralph Hardy*	Yes	
Councillor Phil Lloyd*	Yes	
Councillor Kevin Roberts*	Yes	
*the Community Council's nominated representatives on Acton Resource Centre Management Committee		
Councillor Bill Baldwin	Yes	
Councillor Mike Davies	No	
Councillor Geoff Lowe	No	
Councillor Becca Martin	Yes	
Councillor Debbie Wallice	Yes	

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:

Members may wish to consider appointing one member from each Community Ward

Existing Members	Members Re-elected Onto Community Council	Membership Agreed at Annual Meeting on 17 May 2022
Chair of Council Councillor Kevin Roberts	Yes	
Vice Chair of Council Councillor Ralph Hardy	Yes	
Councillor Mike Davies	Yes	
Councillor Anne Evans	Yes	
Councillor Geoff Lowe	No	
Councillor Philip Lloyd	Yes	
Councillor Tom Stanford	No	

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:

Existing Members	Members Re-elected Onto Community Council	Membership Agreed at Annual Meeting on 17 May 2022
Chair of Council Councillor Kevin Roberts	Yes	
Vice Chair of Council Councillor Ralph Hardy	Yes	
Councillor Caroline Bettley	Yes	
Councillor Salli Edwards	No	
Councillor Anne Evans	Yes	

Councillor Mike Pritchard	No	
---------------------------	----	--

(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).

NOTE: The Staffing Committee appointed Councillor Lynne Williams as its Chair and Councillor Caroline Bettley as its Vice Chair for the 2020/21 Municipal year

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.

2) 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

3) 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)

4) 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: 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:**

Existing Members	Members Re-elected Onto Community Council	Membership Agreed at Annual Meeting on 17 May 2022
Chair of Council Councillor Kevin Roberts	Yes	
Councillor Caroline Bettley	Yes	
Councillor Mike Davies	No	
Councillor Elinor Doherty	No	
Councillor Anne Evans	Yes	
Councillor Sian Hope	No	
Councillor Mike Pritchard	No	

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:

Existing Members	Members Re-elected Onto Community Council	Membership Agreed at Annual Meeting on 17 May 2022
Chair of Council Councillor Kevin Roberts	Yes	
Councillor Bill Baldwin	Yes	
Councillor Anne Evans	Yes	
Councillor Philip Lloyd	Yes	
Additionally the following Councillors provide advice as and when required (Minute 75.1 April 2021 refers)		
Councillor Caroline Bettley	Yes	
Councillor Ralph Hardy	Yes	
Councillor Mike Pritchard	No	

Note: The Council at its April 2021 meeting (Minute 75.1 refers) agreed that **Councillors Mrs C Bettley, R Hardy and M Pritchard** meet at the Little Acton Community Centre as soon permitted after the Covid Restrictions are relaxed and the Group proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up and presented to the Council in due course.

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:

Existing Members	Members Re-elected Onto Community Council	Membership Agreed at Annual Meeting on 17 May 2022
Chair of Council Councillor Kevin Roberts	Yes	
Councillor Caroline Bettley	Yes	

Councillor Geoff Lowe	NO	
Councillor Philip Lloyd	Yes	

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

Existing Members	Members Re-elected Onto Community Council	Membership Agreed at Annual Meeting on 17 May 2022
Chair of Council Councillor Kevin Roberts	Yes	
Councillor Elinor Doherty	No	
Councillor Salli Edwards	No	
Councillor Emma Owens	No	
Additionally 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.

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

To consider the 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.

11. COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES: The Clerk has requested an update from Wrexham County Borough Council (Details to follow)

12. STANDARDS COMMITTEE – NOMINATION OF COMMUNITY COUNCILLOR REPRESENTATIVE : To consider an invitation from Wrexham County Borough Council to nominate a representative to sit on the Standards Committee by the relevant closing date (details to follow)

13. NEW LEGISLATIVE REQUIREMENTS UNDER THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021:

To consider any implications arising from this new legislations (Details to follow)

Carole Roberts, Clerk to the Council

12 May 2021

ACTON COMMUNITY COUNCIL MEMBERS ATTENDANCE AT COUNCIL MEETINGS*

COUNCILLOR	18 May 2021	15 June 2021	20 July 2021	August Recess	21 September 2021	14 October 2021	19 October 2-21	16 November 2021	14 December 2021	18 January 2022	15 February 2022	22 March 2022	19 April 2022		TOTALS		
															Actual	Possible	% Attendance
W Baldwin	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✗	✓		11	12	91.6%
Mrs C Bettley	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	✓		12	12	100%
M Davies	✗	✓	✓	-	✓	✗	✓	✗	✓	✓	✓	✓	✗		8	12	66.6%
Ms E Doherty	✓	✓	✗	-	✓	✓	✓	✓	✗	✓	✓	✗	✓		9	12	75%
Ms S Edwards	✓	✗	✓	-	✓	✓	✓	✓	✓	✓	✓	✗	✓		10	12	83.3%
Mrs A Evans	✓	✓	✗	-	✓	✓	✓	✗	✗	✓	✓	✓	✓		9	12	75%
R Hardy (Vice Chair)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓		12	13	92.3%
Ms S Hope	✓	✗	✗	-	✓	✓	✓	✓	✓	✓	✓	✗	✓		9	12	75%
P Lloyd	✓	✗	✓	-	✓	✓	✗	✓	✗	✗	✗	✗	✓		6	12	50%
G Lowe	✓	✗	✓	-	✓	✓	✗	✓	✓	✓	✓	✓	✗		9	12	75%
Ms B Martin	Co-opted on 14 December 2021								✓	✓	✓	✓	✗		4	5	80%
Ms E Owens (✓	✓	✓	-	✓	✓	✗	✓	✗	✓	✗	✓	✓		9	12	75%
M Pritchard	✓	✓	✗	-	✓	✓	✓	✗	✗	✗	✓	✗	✗		6	12	50%
K Roberts (Chair)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		13	13	100%

T Stanford	✓	✗	✗	-	✗	✓	✓	✓	✓	✓	✓	✗	✗		7	12	58.3%
Mrs D Wallice	✓	✗	✓	-	✓	✓	✓	✗	✓	✓	✓	✓	✗		9	12	75%
Mrs L Williams	✓	✓	✗	-	✓	Resigned on 4 October 2021									3	4	75%

DECLARATIONS OF INTEREST FOR THE MUNICIPAL YEAR 2021/22

*Community Councillors may also have attended Meetings of the Community Council's Committees where they have membership

The green shaded areas against a particular Councillor's attendance in the table above signifies that a declaration of interest has been made by that Councillor and recorded in the Minutes of that meeting. A copy of the Register of Members Interests is set out below:-

ACTON COMMUNITY COUNCIL

Register of Members' Declarations of Interest made during the MUNICIPAL YEAR 2021/22

MEETING DATE	COUNCILLOR'S NAME	Agenda Item and topic	Minute Reference	Nature of Personal interest	Not Prejudicial and took part in discussion	Prejudicial and left the meeting	Prejudicial can claim exemption	Prejudicial but have a dispensation
15 June 2021	Mr M Pritchard	Item 11.1: Application for Financial assistance from Wrexham Futsal Club	30.1	Son plays for this Team		✓		
15 June 2021	Mrs C Bettley	Item 11.2: Application for Financial assistance from Wrexham Community Broadcasting CIC	30.2	Applicant is a friend		✓		
15 June 2021	Mr R Hardy	Item 11.4: Application for Financial assistance from Borrass Park Albion Youth Football Club	20 & 30.4	Treasurer of Club and applicant		✓		
21 September 2021	Ms L Williams	Item 11.3 Application for Financial assistance from 9 Acre Campaign Group	63.7	Volunteer with the Group		✓		

End of 2021/22 Municipal Year Entries

**ACTON COMMUNITY COUNCIL
REMUNERATION TO MEMBERS OF THE COUNCIL
FOR THE YEAR ENDED 31 MARCH 2022**

In accordance with Section 151 of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales requires that: Relevant authorities must make arrangements for the publication within the authority area of the remuneration received by its members and co-opted members (including chairs of JOSCs or sub-committees of JOSCs).

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. The following information must be provided:

- a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
- b. **The payments made by community and town councils to named members as:**
 - i. Attendance Allowance.
 - ii. Financial Loss Allowance.
 - iii. Payments for costs incurred in respect of telephone usage, broadband etc.
 - iv. Allowances made to a mayor/chair and deputy mayor/chair.
- c. All care, travel and subsistence expenses and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
- d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely: a local health board a police and crime commissioner panel a relevant authority a body designated as a public body in an order made by the Welsh Ministers.
- e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

Declaration

The schedule overleaf sets out the position as required under item b above for each of the Members of Acton Community Council. It should be noted that the only payments Acton Community Council has made during the year ended 31 March 2022, were in respect of Determination 42: that mandates all community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses. The payments were made those members that chose not to opt out. Otherwise **no further payments were made to any of its Members** in respect of Attendance Allowance, Financial Loss Allowance, or Allowances made to a mayor/chair and deputy mayor/chair.

The Community Council has also published this information in the Public Notice section of its website: www.actoncommunitycouncil.gov.uk

Signed this 17th day of May 2022

Mrs Carole Roberts, Clerk and Responsible Financial Officer to Acton Community Council.

ACTON COMMUNITY COUNCIL
DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL
FOR THE YEAR ENDED 31 MARCH 2022

COUNCILLORS NAME	Attendance Allowance	Financial Loss Allowance	Payments for costs incurred etc.	Allowances made to Chair and Deputy Chair
W Baldwin	£0.00	£0.00	£0.00	N/A
Mrs C Bettley	£0.00	£0.00	£0.00	N/A
M Davies	£0.00	£0.00	£0.00	N/A
Ms E Doherty	£0.00	£0.00	£0.00	N/A
Ms S Edwards	£0.00	£0.00	£0.00	N/A
Mrs A Evans	£0.00	£0.00	£0.00	N/A
R Hardy	£0.00	£0.00	£150.00	£0.00
Ms S Hope	£0.00	£0.00	£150.00	N/A
P Lloyd	£0.00	£0.00	£150.00	N/A
G Lowe	£0.00	£0.00	£0.00	N/A
Ms B Martin (co-opted 14/12/21)	£0.00	£0.00	£0.00	N/A
Ms E Owens	£0.00	£0.00	£0.00	N/A
M Pritchard	£0.00	£0.00	£150.00	N/A
K Roberts (Chair)	£0.00	£0.00	£0.00	£0.00
T Stanford	£0.00	£0.00	£0.00	N/A
Mrs D Wallice	£0.00	£0.00	£0.00	N/A
TOTAL	£0.00	£0.00	£600.00	£0.00
Mrs L Williams (resigned 4/10/21)	£0.00	£0.00	£0.00	N/A

CYNGOR
CYMUNED**ACTON**COMMUNITY
COUNCIL**2021 / 2022 Municipal Year Meeting Dates**

All meetings of the Community Council will generally be held on the **third Tuesday** of each month **at 6.30pm** ***unless shown different below**. The Council will have a recess in August each year. The Agenda for each meeting will be available for inspection by contacting the Clerk (contact details below) from three clear working days before the date of the meeting or by looking on the Council's website: www.actoncommunitycouncil.gov.uk

1. COUNCIL MEETING DATES

- 17 May 2022
- 21 June 2022
- 19 July 2022
- August 2021 <No Meeting - Council in recess>
- 20 September 202
- 18 October 202
- 15 November 202
- 13 December 202 * NB: Brought forward by One Week due to Christmas
- 17 January 2023
- 21 February 2023
- 21 March 2023
- 18 April 2023
- 16 May 2023 (Annual Meeting)

2. YOUTH COMMITTEE MEETING DATES: To be held on the last Tuesday of each quarter as follows:-

- 26 July 2022
- 25 October 2022
- 24 January 2023
- 25 April 2023

3. STAFFING COMMITTEE DATES: To be held on the first Tuesday of each quarter as follows:-

- 7 June 2022
- 6 September 2022
- 6 December 2022
- 7 March 2023

All Remote Meetings will be held via Zoom and any hybrid Meetings that may be arranged [in accordance with the Local Government and Elections (Wales) Act 2021] will be held in either the Acton Community Resource Centre, off Overton Way, Wrexham LL12 7LB or at the Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH. All persons attending any of the above meetings will be recorded.

Carole Roberts

Clerk & Responsible Financial Officer to Acton Community Council
c/o Acton Community Resource Centre, off Overton Way, Wrexham, LL12 7LB
Tel: 07913 071470
WEBSITE: www.actoncommunitycouncil.gov.uk
Email: clerk@actoncommunitycouncil.gov.uk

To receive and consider the attached reports:

- 1. Acton Community Resource Centre (Appendix 1)**
- 2. Citizens Advice Bureaux – Acton Outreach Service (Appendix 2)**

	21/22	20/21	19/20	18/19	17/18	16/17	15/16	14/15	13/14
April	94	0*	223	286	227	286	253	211	
May	120	0*	276	322	293	279	243	217	
June**	187	0*	285	282	300	300	284	244	
July	183	0*	275	280	251	275	248	264	21
August	190	0	147	200	181	205	191	211	46
September	233	4	265	265	264	259	303	270	94
October	228	17	350	239	276	263	352	268	124
November	260	35	296	254	247	287	345	255	130
December	233	68	239	194	180	171	220	207	99
January	235	91	242	234	233	277	275	240	135
February	247	91	218	241	232	249	285	288	141
March	325	114	188*	264	282	353	298	304	181
Totals	2722	420	3004	3061	2966	3204	3297	2979	971

*Centres closed 20/03/2020 due to COVID-19 pandemic and resulting Welsh Assembly restrictions.

** Centres re-opened June 2021 to Organised Group bookings with 2m distance capacity restrictions

FINANCE

April 2021 – March 2022 Expenditure £99,346

April 2021 – March 2022 Repairs and Maintenance £8,697

April 2021 – March 2022 Acton Community Council Contribution £30,000

April 2021 – March 2022 Welsh Office Grant Contribution £34,000

April 2021 – March 2022 Income £22,855

APRIL 2021 – MARCH 2022 WCBC INCOME CONTRIBUTION £38,610

AGREED OUTPUTS AND OUTCOMES (PERFORMANCE MEASURES) FOR THE SERVICE

	Totals 2021.2022	Totals 2020.2021	Totals 2019.2020
Number of bookings	2722	420	3004
Average Number of bookings per week	52.35	8.08	57.77
Average Number of Bookings per day	7.71	1.19	8.46
Capacity of Total <u>Available</u> Rooms booked	42.84%	42.11%	46.88%

Interview Room not in use due to Covid-19 Regulations.

Available rooms returned to use data WILL NOT be equally comparable with 19/20 & 20/21 data.

APRIL 2021 – MARCH 2022

Number of people attending training courses: - 1241

Number of activities arranged to market/promote the Centre: - 2

Number of physical activity opportunities: - 81

Number of activities promoting Welsh Culture: - 0

Acton
JAN-MARCH 2022

APPENDIX 2

Ward Dashboard

More than one ward

citizens
advice

In this Ward we helped

Clients	128
Issues all	710

Top Issues

Benefits & tax credits	199
Debt	152
Benefits Universal Credit	120
Financial services & capability	36
Relationships & family	36

Top 5 benefit issues

21 Personal independence payment	63
01 Initial claim	30
04 Limited capability for work elements	26
23 Council tax reduction	19
15 Disability Living Allowance	18
28 General Benefit Entitlement	18

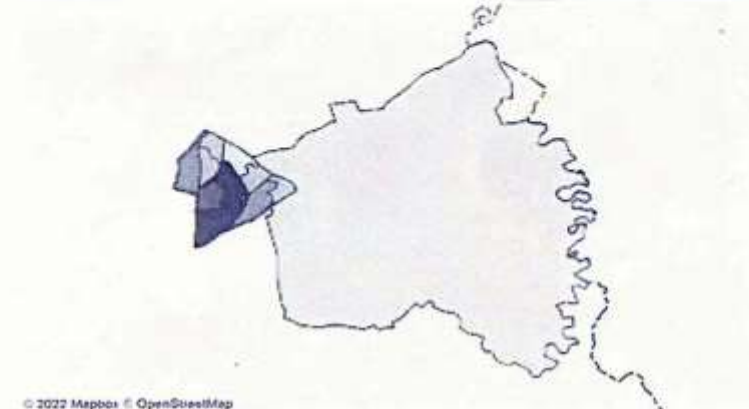
Top 5 debt issues

49 Debt Relief Order	17
60 Debt Assessment	17
40 3rd party debt collection excl. bailiffs	15
14 Unsecured personal loan debts	14
99 Other Debt	13

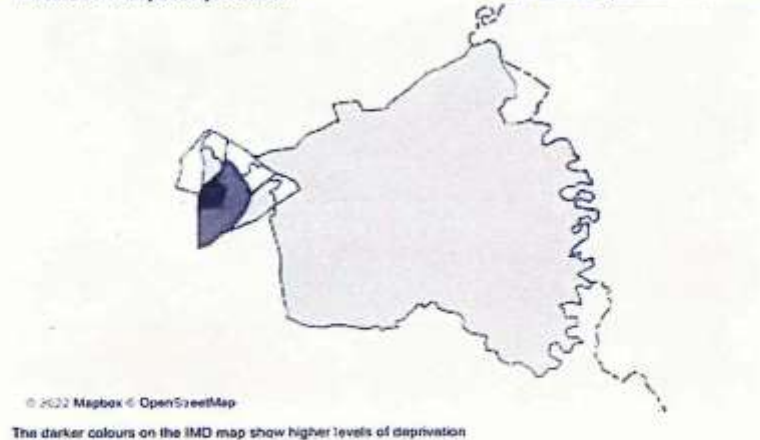
Homelessness

03 Threatened homelessness	2
----------------------------	---

Clients seen



Index of multiple deprivation



Gender



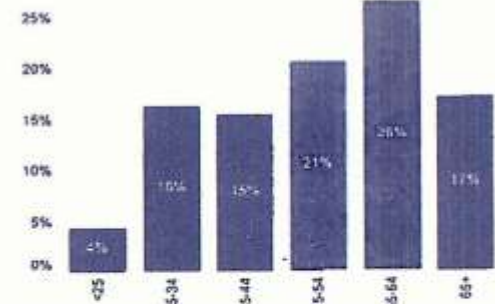
Ethnicity



Disabled or Long term health



Age group



Gains £89,019
Debt £3,112

Acton Annual
April 2021 - March 2022

Ward Dashboard

More than one ward

citizens
advice

In this Ward we helped

Clients	311
Issues at	2,094

Top Issues

Benefits & tax credits	624
Debt	485
Benefits Universal Credit	259
Financial services & capability	134
Relationships & family	95

Top 5 benefit Issues

21 Personal independence payment	277
01 Initial claim	90
19 Employment Support Allowance	52
04 Limited capability for work elements	50
22 Localised social welfare	49

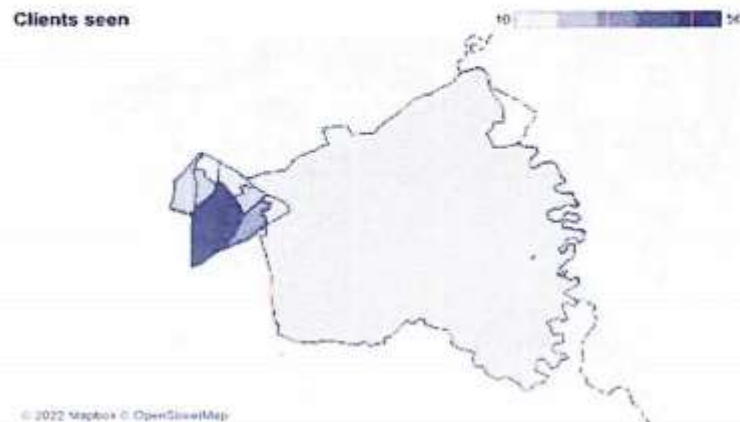
Top 5 debt issues

99 Other Debt	65
49 Debt Relief Order	61
60 Debt Assessment	39
09 Council tax arrears	36
04 Fuel debts	35

Homelessness

03 Threatened homelessness	3
02 Actual homelessness	1

Clients seen



Index of multiple deprivation

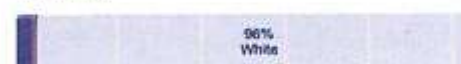


The darker colours on the IMD map show higher levels of deprivation

Gender



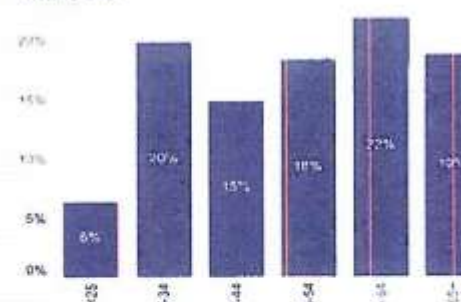
Ethnicity



Disabled or Long term health



Age group



Gains £145,904
Debt £69,429

* Includes Acton
Little Acton
Barnes
Maesydd
Rhosneani

Summary

Type of outcome Funder One off / ongoing
All All All

Financial outcomes summary

	Number of outcomes	Client count	Amount	Average per outcome	Average per client
Income gain	48	24	£136,234	£2,838	£5,676
Re-imburements, services, loans	12	7	£2,330	£194	£333
Debts written off	5	5	£59,111	£11,822	£11,822
Repayments rescheduled	9	4	£1,152	£128	£288
Other	64	24	£6,576	£103	£274
Grand Total	138	44			

Financial outcomes achieved

		Number of outcomes	Client count	Amount	Average per outcome	Average per client
achieved	Income gain	10	8	£56,458	£3,529	£7,057
	Re-imburements, services, loans	11	6	£330	£30	£55
	Debts written off	5	5	£59,111	£11,822	£11,822
	Repayments rescheduled	4	2	£534	£134	£267
	Other	6	4	£4,446	£741	£1,111
expected	Income gain	32	18	£79,776	£2,493	£4,432
	Re-imburements, services, loans	1	1	£2,000	£2,000	£2,000
	Repayments rescheduled	5	3	£617	£123	£206
	Other	5	3	£2,130	£426	£710
Not recorded/not a	Other	53	23	£0	£0	£0
Grand Total		138	44			

