

10 May 2023

Dear Councillor

You are summoned to attend a **HYBRID** meeting of **ACTON COMMUNITY COUNCIL** to be held in accordance with Local Government and Elections (Wales) Act 2021 on **TUESDAY 16 MAY 2023** at **6.30pm**. The Meeting will be held in the **TRAINING ROOM** at **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB.

For anyone unable to attend the meeting in person you can join the Zoom Meeting online by using this [hyperlink to join the Hybrid Annual Council meeting on 16 May 2023](#) or use Meeting ID: 838 3164 5351 and Passcode: 213659. Please note that the Meeting and those participating in person and online will be recorded. The business to be transacted is as set out in the agenda below.

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 2023/24 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:**

1. **To receive any apologies and reasons for absence**

2. **Section 85(1) Local Government Act 1972 (as amended):** To consider a request for Dispensation from Councillor C Bettley owing to ill health being the reason for her absence from January to April 2023 and accept her continuing absence whilst recovering.

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 15 May 2023, 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.

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Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or  
E-Mail: [clerk@actoncommunitycouncil.gov.uk](mailto: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

**6. CONFIRMATION OF MINUTES:**

1. To confirm the Minutes of the Council meeting held on 18 April 2023 (Copy attached)
2. To receive the Minutes and Recommendations of the Youth Committee meeting held on 25 April 2023 (Copy attached)

**7. INFORMATION FROM THE MINUTES THAT HAS NOT ALREADY BEEN INCLUDED ELSEWHERE ON THE AGENDA:**

1. **MINUTE 168.4 - COMMUNITY AGENT PROJECT:** Clerk to provide a progress update and to report on any outcomes notified from the Safeguarding Communities and Wellbeing Scrutiny Committee meeting held on 10 May 2023
2. **MINUTE 170 – ANNUAL ACCOUNTS 2022/23:** Clerk to give an update regarding the Internal Audit

**8. COMMUNITY POLICING MATTERS:** To receive a verbal update from any of the Acton Community Police Officers that may be present at the Meeting.

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

1. S116 Local Government (Wales) Measure 2011 -Co-Option- Maesydre Ward
2. Legislative requirements under Local Government and Elections (Wales) Act 2021- Annual report 2022/23 & Training Plan 2022-27
3. Members Attendance at Meetings during 2022/23
4. Declaration of remuneration to Members of the Council for the year ended 31 March 2023 & arrangements for 2023/24
5. Day, Time and location of Meetings of the Council and its Committees
6. Banking Mandate for Payments; Consent for Contractual BACS Payments; Provision of a current Account debit card
7. Insurance Provider and Cover from 1 June 2023 ( Year 3 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

**10. COMMUNITY ENGAGEMENT:** To receive updates on the following matters:

1. **1<sup>st</sup> Acton Brownies – Coronation Celebrations** (Councillor K Roberts)
2. **Attendance at Buckingham Palace Garden Party on Tuesday 9 May 2023** (Councillor K Roberts)
3. **Peace Statue – Acton Park** (Councillors K Roberts and Councillor B Martin)

**11. 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)

**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 to authorise any outstanding debtor or other payments.

**14. 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
1. <u>Planning Application P/2023/0178 - Dilys o/Valid From 27/03/2023</u> 11 Ffordd Almer, Wrexham, LL12 8JQ parking and operation of 2 private hire vehicles	
2. <u>Planning Application P/2023/0211 - Dilys o/Valid From 03/04/2023</u> 5 Ffordd Pedrog, Wrexham, LL12 7PL erection of front porch and single storey rear extension	
3. <u>Planning Application P/2023/0215 - Dilys o/Valid From 29/03/2023</u> 18 Camberley Drive, Wrexham, LL12 7LW erection of single storey rear extension	
4. <u>Planning Application P/2023/0228 - Dilys o/Valid From 29/03/2023</u> 62, Ffordd Llywelyn, Wrexham, LL12 8JP - erection of single storey rear extension	
5. <u>Planning Application P/2023/0282 - Dilys o/Valid From 02/05/2023</u> Land Opposite 101, Chester Road, Wrexham, LL11 2SH - prior notification for proposed 5g telecoms installation: h3g 15m street pole and additional equipment	

Minutes of the hybrid Meeting of Acton Community Council held on Tuesday 18 April 2023 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor Kevin Roberts (Chair)

“ W Baldwin \*

“ Ms L Balmain \*

“ Mrs. C Bettley \*

“ M Davies

“ R Davies

“ Ms S Edwards

“ Mrs. A Evans

Councillor R Hardy (Vice Chair)

“ A Gallanders \*

“ Ms H Hewitt

“ Ms C Jarvis

“ P Lloyd

“ Ms. B Martin

“ Mrs. D Wallice \*

1 Vacancy

\* Absent

Also Present:

Mrs. Carole Roberts & Mrs. Michelle Williams, Acton Community Council

## 164. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, Ms L Balmain, Mrs. C Bettley (sickness), A Gallanders and Mrs. D Wallice (technical difficulties)

***RESOLVED – that the apologies for absence be received and accepted.***

## 165. DECLARATIONS OF INTEREST

Councillor Phil Lloyd declared a non-prejudicial interest in respect of Agenda Item 10.1 Items placed on the Agenda at the request of Members due to being a Governor of Acton School

There were no other declarations of interest made at this stage of the proceedings.

## 166. PUBLIC QUESTIONS

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

## 167. CONFIRMATION OF MINUTES

The Minutes from the remote Council Meeting held on 21 March 2023 were received. It was noted that on Minute 162.i) Administration Assistant Post the word “further” should be deleted after “subject to a” and before “satisfactory six month appraisal review”

***RESOLVED – that subject to the amendment now put forward, the Minutes of the Council Meeting held on 21 March 2023 be received and confirmed as a correct record.***

## 168. INFORMATION FROM THE MINUTES

- CORE OBJECTIVES & PRIORITIES FROM 2023/24 ONWARDS:** The Chair acknowledged Councillor Balmain’s absence and invited Members to discuss options for the Workshop. The full Council Term objectives were desirable and laudable but owing to the size of the Community Council, the view was that the recently adopted Annual Report and its key objectives should be progressed through an action tracker.

**RESOLVED – that**

- i) *In view of the short time scale since completion of the 2021/22 Annual Report, to roll it forward to 2022/2023 to enable Councillors to do further work to achieve its objectives;*
  - ii) *A workshop be held in February 2024 to review the Annual Report and prepare objectives for the 2024/25 Annual Report*
  - iii) *The Council's thanks be passed on to Councillor Balmain for her hard work on this project.*
2. **MINUTE 153 - ACTON OUTREACH ADVICE SERVICE LEVEL AGREEMENT:** The Clerk gave an update confirming the option for an additional 10 hours per month at £25 per hour had now been incorporated within the Service Level Agreement at an additional cost of £3,000pa. The present position was noted.
3. **MINUTE 154.1 -SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY BORRAS PARK WARD:** The Clerk informed Members that a Notice of Co-option for the casual vacancy in the Borrass Park Ward had been published on the Acton Community Council website. Any nominations from eligible persons will be considered at the Annual Community Council Meeting on 16 May 2023. If no nominations are received then the Notice of Co-option must be re-advertised.
4. **MINUTE 154.4 -COMMUNITY AGENT PROJECT:** The Clerk informed Members that she had emailed Steve Latham-White for an update on the Project and was still awaiting a response. As no response had been received for this meeting, it was proposed that the second part of this resolution now be implemented and the Clerk will on behalf of the Community Council send a letter for consideration by the Safeguarding, Communities and Wellbeing Scrutiny Committee/Crime and Disorder Scrutiny Committee on 10 May 2023 setting out the Council's deliberations and position in respect of participating in this Project.
5. **MINUTE 163 -MAESYDRE POWERHOUSE:** The Clerk had received the professional fee proposal for the provision of professional services for all aspects of surveying, tender specification, tendering, Contract Management and supervision of the repairs and work required to the Maesydre Powerhouse Building. The fee proposal had exceeded the limit set at the Council Meeting in March 2023 and the Clerk had consulted with the Chair and Vice-Chair on the proposal.

**RESOLVED – to endorse the action taken by the Clerk in consulting with the Chair and Vice Chair and to proceed to engage the Contractor to carry out the professional works detailed and ensure the Maesydre Powerhouse is kept in good condition and state of repair to minimise identified Risk for the Community Council.**

**169. COMMUNITY POLICING MATTERS**

It was noted that no Police Officers were present at the meeting. Members received details about a Policing Operation set out in a Press Link on 4 April 2023 on a Domestic Abuse initiative. It was noted that the Council had already asked for release of monthly domestic abuse incidences and no information had been forthcoming.

**RESOLVED –**

- i) *To send another request for the Domestic Abuse statistics to the Police; and*
- ii) *If a response is not received then the Clerk, with the assistance of Councillor Salli Edwards, considers drafting and submitting a specific Freedom of Information request.*

**170. ANNUAL ACCOUNTS 2022/23**

The Clerk presented the Year End Bank Reconciliation and spending progress against the 2022/23 Budget. Members noted the end of year General Fund and other cumulative balances were £247,195.98 some £36,737 less than the end of 2020/21. The Earmarked balances following the review in December 2022 had a net in year decrease of £20,192. It was noted the accounts will be submitted to the Council's Internal Auditor on a date to be determined in May 2023 and Audit Wales; the External

Auditor has given notice that it was yet to determine when it will undertake the Annual Return and Basic Audit. Members proceeded to thank the Clerk for all her hard work on producing and keeping the Council's Accounts, it was thanks to this hard work that the Council had always passed the Auditors' inspections without any issues.

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

#### **171. COMMUNITY ENGAGEMENT**

- 1. EASTER EGG TRAIL ACTON PARK:** The Chair updated Members on the success of the Easter Egg Trail. It was a very well attended event, helped by the good weather. It was suggested that a thank you card and suitable gift be purchased for the Ranger.
- 2. PEACE STATUE:** It was confirmed by Members that, subject to planning permission, the Peace Statue would be unveiled on Tuesday 2 May 2023 at 11.30am. It was noted the children from Acton Park School were also to be invited to participate.

***RESOLVED – that***

- i) a thank you card and suitable gift be purchased and given to the Acton Park Ranger from the Chair's Charity Fund; and***
- ii) Councillor Jarvis contact John and Tamsin Evans, the Peace Run Coordinators in Wales to confirm if the unveiling of the Peace Statue is to be a public event.***

#### **172. KEY ACTON ISSUES**

WCBC Members reported 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 as follows:

- 1. WREXHAM CBC OFFICER RESPONSE TIMES:** Members discussed the delay in Wrexham CBC Officers responding to their communications. Members felt that this was now becoming professionally embarrassing for Acton Community Council and had the potential to bring the Community Council into disrepute due to lack of progress.

***RESOLVED – to write:***

- i) to Aled Pugh-Jones seeking progress and an update regarding the relocation of the Community Council's CCTV Camera; and***
  - ii) to Ian Bancroft, the Chief Executive of Wrexham CBC, bringing to his attention to the delays being experienced by the Community Council and its Councillors due to the lack of responses when communicating with Wrexham CBC Officers in respect various initiatives such as the relocation of the CCTV camera, participating in the Community Agent project, repair and restoration of metal fencing at Jeffreys Road and other Streetscene matters.***
- 2. WREXHAM LOCAL DEVELOPMENT PLAN:** It was noted that this was to be considered by Wrexham CBC at a special meeting on 19 April 2023

#### **173. ITEMS PLACED ON THE AGENDA AT THE REQUEST OF MEMBERS**

- 1. Councillor Phillip Lloyd: 100 year centenary anniversary of Acton County Primary School:** Councillor Lloyd drew attention to the events that are being planned on a date yet to be confirmed to celebrate this anniversary for present and former pupils and the Community to remember and celebrate the School. Councillor Lloyd referencing this landmark Anniversary requested consideration of a donation from the Community Council to support the Celebrations.

***RESOLVED – that a donation of up to £1,000 be made to Acton CP School from the Chair's Charity Account to assist with celebrating this event.***

*(Councillor Philip Lloyd having earlier declared a personal non-prejudicial interest in this item being a Community Governor at the School remained in the meeting and presented this item to the Council).*

## 2. Councillor Becca Martin:

- i) **Proposal for an Events Committee:** - to work with the Acton Park Ranger to build and create events for the local Community in Acton Park and other Open and Green Spaces, that would bring in funds that could be ring-fenced for Acton Park.
- ii) **Contribution to the cost of skip hire on WCBC environmental days:** Request so that all residents and not just Council Tenants are able to use the skips on Environmental clean-up Days. The Clerk confirmed that Acton Community Council had passed a resolution previously agreeing to pay 50% of the cost of the skip hire on the environmental days.

### **RESOLVED – that**

- i) ***the formation of an Events Committee be deferred until the Annual Council Meeting on 16 May 2023 when all the other Committees and Task and Finish Groups Membership and Terms of Reference will be reviewed and refreshed; and***
- ii) ***to reiterate a previous standing Council resolution that Acton Community Council is prepared to meet 50% of the skip hire cost on future Environmental Clean-up days subject to being invoiced after each event.***

3. **Councillor Andy Gallanders - Nine Acre Playing Field:** In the absence of Councillor Gallanders, Councillors Hewitt and Martin raised this matter on his behalf. A lengthy debate considered the viability of this site and referenced unknown costs and liabilities particularly in respect of grounds maintenance, the need for there to be a draw to the Field, and the full financial case, precept implications and other consequences/implications of the Nine Acre Field becoming an Open access field as stated by Wrexham CBC.

**RESOLVED – that the Clerk write to Wrexham CBC, on behalf of Members and Residents, requesting an update, following the previous commitment by Wrexham CBC to open up the field as a Public Park as to what the intended public use is and its intentions and future plans.**

## 174. REPORT FROM CLERK

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

### **RESOLVED – that**

- i) ***the undermentioned correspondence be received and noted***
- ii) ***The Clerk continue to send correspondence direct to Members and raise any items that require further discussion at the next Council Meeting***

Organisation	Details
1. One Voice Wales	<b>Consultation - Penn Review response (Local Authority Ethical Standards Framework and Code of Conduct):</b> email dated 30 March 2023 with this link to the consultation <a href="#">Recommendations of the Independent Review of the Ethical Standards Framework (Richard Penn report)   GOV.WALES</a> <b>Information noted</b>
1. Audit Wales	<b>Audit Wales – March Newsletter:</b> email dated 31 March 2023 with the latest newsletter attached. <b>Information noted</b>
2. AVOW	<b>AVOW – Emergency First Aid Training:</b> email dated 31 March 2023 with the latest training dates. <b>Information noted</b>
3. Awel Y Mor	<b>Awel Y Mor – Newsletter:</b> email dated 31 March with their latest newsletter. <b>Information noted</b>
4. One Voice Wales	<b>1. Written Statement on Electoral Reform:</b> email dated 31 March 2023 with a ministerial letter and a written statement on Electoral Reform. <b>Information noted</b> <b>2. Vacancy -- Public Appointments:</b> email dated 31 March 2023 with details of the latest advertisements for public appointments in Wales <b>Information noted</b> <b>3. New Grants for Coedtiroedd Bach:</b> email dated 3 April 2023 with information on Coedtiroedd Bach. It's an element of the National Forest being funded and developed by the government. <b>Information noted</b>

<b>5. Office of Sarah Atherton MP</b>	<b>1. Blue Spaces Fund for Wales Now Accepting Applications:</b> email dated 27 March 2023 with details of the fund and a link <a href="https://esmeefairbairn.org.uk/latest-news/blue-spaces-wales-mannau-glas-cymru-call-for-expressions-of-interest/">https://esmeefairbairn.org.uk/latest-news/blue-spaces-wales-mannau-glas-cymru-call-for-expressions-of-interest/</a> <b>2. Hubbub Announces Further Community Fridge Hub Grants:</b> email dated 3 April 2023 with details of further grants. <b>Information noted</b>
<b>6. Planning Aid Wales</b>	<b>Latest news from Planning Aid Wales:</b> email dated 6 April 2023 with the latest Newsletter from Planning Aid Wales <b>Information noted</b>
<b>7. Play Wales</b>	<b>Playday 2023 - the theme is ...:</b> Email dated 4 April 2023 with more information on this year's National Day for Play. <b>Information noted</b>
<b>8. Glyndwr University</b>	<b>Wrexham and Flintshire Green Health and Social Prescribing Event – New date:</b> email dated 14 April 2023 with a re-arranged date of the 15 May 2023 for this event. <b>Information noted</b>
<b>9. Caia Park Partnership</b>	<b>Job Vacancies-Youth Team:</b> email dated 13 April 2023 with details of part-time Youth Worker vacancies on a relief basis <b>Information noted</b>

## 175. PAYMENT OF ACCOUNTS

The Clerk reported on payments received and bank charges and fees levied since the last meeting and sought authorisation for the Payments and other transactions to be made in April 2023.

### RESOLVED

- i) To note the Interest payment receipts and the bank charges and fees to be levied on the Council's Bank Accounts;*
- ii) To confirm authorization for the Clerk/RFO to transfer £30,000 from the Deposit Account to replenish the Current Account; and*
- iii) To approve the payments to made in January 2023 as set out in the schedule below:-*

Voucher/Payment Ref & Payee	Details	Amount
1. No cheque. ref Wrexham County Borough Council	Business Rates Demand 2023/24 – Maesydre Power House: Valuer 1475 (Below Min Value)	£0.00
2. BACS ref 1.4.23 Carole Roberts	Clerks Salary and office expenses for April 2023 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)
3. BACS ref 2.4.23 Michelle Williams	Salary for April 2023 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)
4. BACS ref 3.4.23 Clwyd Pension Fund	Pension payments for April 2023 plus £560 deficit Recovery Amount for 2023/26 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
5. BACS ref 4.4.23 HMRC	Payroll payments for April 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
6. Cheque No 202288 Zurich Municipal	Policy Renewal YLL2720431173 Section 112 + S140 Local Government Act 1972 (as amended)	£1283.83 (Vat= £0)
7. Cheque No 202289 Carole Roberts	Clerks Expenses for April 2023 Section 112 Local Government Act 1972 (as amended)	£103.08 (Vat= £4.53 )



## 176. PLANNING RELATED MATTERS AND APPLICATIONS

The Council considered the following matters and applications within the Acton Community Area that had been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council

***RESOLVED – that the following observations be made on the applications as set out below.***

<b><i>Case Number/Address Proposed Development</i></b>	<b><i>Decision</i></b>
<a href="#"><u>Planning Application P/2023/0123 - Dilys o/Valid From 01/03/2023</u></a> 9 Ffordd Aled, Wrexham, LL12 7PP Estyniad unllawr l ochr yr eiddo / single storey side extension	<b><i>No observations</i></b>

***Councillor Kevin Roberts  
Chair***

***Signed as a correct record this 16 day of May 2023***

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***Presiding Chair***

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# ACTON

COMMUNITY  
COUNCIL

Minutes of the Remote YOUTH COMMITTEE MEETING held on Tuesday 25 April 2023

Present:	Councillor	Kevin Roberts (Chair) *
	"	Andy Gallanders (Vice Chair)
	"	Caroline Bettley *
	"	Roger Davies
	"	Anne Evans *
	"	Corin Jarvis
	"	Phil Lloyd

\* Absent

Also Present: Mr. Jon Stumpp, Caia Park Partnership  
Mrs. Michelle Williams, Acton Community Council

(In the absence of the Chair, the Vice Chair Councillor A Gallanders presided over the meeting)

***Councillor A Gallanders in the Chair***

## 32. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Caroline Bettley (Ill Health), Anne Evans (Ill Health), and Kevin Roberts

***RESOLVED – that the apologies for absence be received and accepted.***

## 33. DECLARATION OF INTERESTS

There were no declarations of interest made at this stage of the proceedings.

## 34. CONFIRMATION OF MINUTES

***RESOLVED – that the Minutes of the remote Youth Meeting held on 24 January 2023, as submitted to the Meeting of the Community Council on 21 February 2023 be received and confirmed as a correct record.***

## 35. INFORMATION FROM THE 24 JANUARY 2023 MINUTES

**1. MINUTE 30 JANUARY 2023 – PLAY BIN:** It was noted that the Council subsequently considered this matter at its March 2023 meeting and the Play Bin was now in situ at the Sunken Garden and a full risk assessment would now be undertaken.

## 36. TERMS OF REFERENCE

The Youth Committee was appointed at the Annual Community Council meeting held in May 2022 and its Terms of Reference were noted.

## 37. SERVICE LEVEL AGREEMENT – ACTON YOUTH WORK PROJECTS

The Vice Chair welcomed Jon Stumpp to the meeting. Members considered the Quarter 4 and partial Annual Report that had been circulated prior to the meeting. The report provided performance monitoring to 31 March 2023 on the operation of this Service Level Agreement for the provision of an Open Access Youth Service together with detailed updates on the Acton Juniors and Acton Seniors, and positive outcomes from activities organized by staff. Members were also updated on the current

recruitment drive for Youth Worker Staff, details of which had been circulated to all members of the Council. The Caia Park Partnership had brought in staff from other sites to ensure that the provision at the Acton Youth Clubs had not been affected following a staff resignation and long term sickness. Members indicated they would assist by highlighting the job advertisements on their social media.

Recently further work had recently been carried out with a larger group of Acton Juniors around boundaries. It was confirmed that the rules and consequences for the young people were written down and Mr. Stumpp offered to send Members a copy, as they have been updated since they were last shared with the Youth Committee. The presiding Chair noted in the Report that the young people had asked for some new equipment and asked if the Community Council could assist with the purchase of this equipment. Mr. Stumpp assured Members that there were funds in their budget to purchase this equipment. However, they would appreciate assistance with the purchase of other larger items, such as another PS5 and game pad. The Chair confirmed that they would take this request to the next Full Council Meeting in May, and thanked Jon Stumpp for his attendance and report.

**RESOLVED –**

- i. to accept the update and report as now submitted;*
- ii. the report be updated and circulated once the complete quarter four statistics for 2022/23 have been included;*
- iii. that a further monitoring report for quarter one be submitted by the Caia Park Partnership to the next Youth Committee Meeting to be held in late July 2023;*
- iv. That a copy of the Rules and Consequences for all Young People who attend the Acton Youth Club be circulated to Members of the Youth Committee;*
- v. That Jon Stumpp arrange for the condition of the exiting Table tennis equipment within Acton to be checked.*
- vi. That Members highlight the current job vacancies for youth workers within the Caia Park Partnership on their Social Media.*
- vii. To **RECOMMEND TO THE COUNCIL** that a financial contribution (estimated to be approximately £500) be given towards the actual cost of purchasing of a PS5 and game pad for use by the Acton Youth Club*

**38. PLAY SUFFICIENCY PILOT PROJECT WITH WREXHAM CBC FOR STAFFED PLAY PROVISION IN THE ACTON COMMUNITY**

The Chair reported that apologies had been received from Mr. Jay Davies and Gareth Stacey, Wrexham CBC Play Development Team. Consideration was given in their absence to their Report on the Pilot Acton Play Sessions from February to April 2023. It was noted that the Report recommended to extend this Play Sufficiency Pilot Project for an initial period of twelve months (April 2023 to March 2024). Members considered the report and its position was noted. The Vice Chair confirmed that the Pilot had been extended into the Summer 2023.

**RESOLVED –**

- i. To accept the Report and update as now submitted and*
- ii. That the Wrexham CBC Play Development Officers continue to monitor attendance at the Acton Community play sessions and respond to children's requirements in terms of locations and provide a further progress report on this Pilot Play Provision to the next Youth Committee Meeting expected to be held in late July 2023*

Councillor Andy Gallanders Vice Chair

Signed as a correct record this     day of July 2023

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Presiding Chair

## PROCEDURAL MATTERS

### REPORT FROM CLERK ON PROCEDURAL MATTERS:

#### 1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD

Further to Minute 154.1, March 2023, the Community Council currently has one casual vacancy in the Borrás Park ward which the Council **must fill** by co-option. The necessary steps to fill the vacancy together with the appropriate Public Notices have both been on display since 13 April 2023 in accordance with Section 116 of the Local (Wales) Measure 2011.

#### PURPOSE OF REPORT

To enable Members to consider any expressions of interest submitted to the Clerk to the Council by noon on 10 May 2023 in accordance with Section 116 of the Local Government (Wales) Measure 2011. Any expressions of interest received will be circulated and the Candidate will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

#### DECISION REQUIRED

To consider the Expressions of Interest received and if appropriate, to proceed to fill the casual vacancy in the Borrás Park Ward by Co-option in accordance with the requirements of Section 116 of the Local Government (Wales) Measure 2011.

#### INFORMATION

Members must give consideration to any expressions of Interest received by noon on 10 May 2023 and to assist with the filling of the vacancy by co-option at the Meeting, listen to the supporting statement given by any Candidates. If there is a vacancy remaining after consideration of this report, the Clerk should be authorised to re-advertise the vacancies in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

It is **RECOMMENDED** that the Clerk be requested to proceed to make the necessary arrangements to fill this casual vacancy by Election or Co-option and be authorised to re-issue the relevant Public Notice(s).

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

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

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

#### 2. ANNUAL REPORT FOR 2022-23 & TRAINING PLAN 2022-2027

Members will recall that Section 52 of the Local Government and Elections (Wales) Act 2021 requires the Council, as soon as reasonably practicable after the end of each financial year (31 March), to prepare and publish

an annual report about the council's priorities, activities and achievements over the previous year. However as this was a new requirement from April 2023, the Council did not approve its Annual report for 2021/22 until February 2023.

Further to Minute 168 April 2023, and in view of the short timescale between completion of the first Annual Report for 2021/22 the Council has agreed to roll its Annual Report forward to 2022/23 to enable Councillors to do further work to achieve its objectives was produced. It is now suggested that Members may wish to carry out a light touch review only and update the final outcomes for its 2022/23 Annual report prior to its re-publication on the Council's website.

The Local Government and Elections (Wales) Act 2021 also requires the Council to prepare and publish a Training Plan for its Members and Staff. Members may wish to carry out a further light touch 1<sup>st</sup> Annual Review to assess progress against the approved Training Plan 2022-27.

### **The COUNCIL'S INSTRUCTIONS ARE REQUESTED**

**3. MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2022/23:** To receive and note the Schedules attached at Appendix 1 setting out the record of Members' attendance at Council meetings during the 2022/23 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 2023** –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 2022/23. It should be noted that Acton Community Council during the year ended 31 March 2023 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 154.3 March 2023, Members are reminded that there is Mandatory provision in the Panel's final report for 2022/23 for Councils in all Groups mandating an Extra Costs Payment of £156pa as a contribution to costs and expenses for each member of all community and town councils. It is for each individual member to make a personal decision on whether 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 £156 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 2023 meeting. (Minute 154.3 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 2023 and the schedule as set out in Appendix 2 to this report be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2022/23 and the Schedule should be published on the Council's website and a copy be provided to the Independent Remuneration Panel for Wales before 30 September 2023.

**5. DAY AND TIME OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES:** To consider and confirm when the Council wishes to hold its meetings for the 2023/24 Municipal Year.

Members' attention is drawn to the recent revision of the hours at the Acton Community Resource Centre which is now closed to the public each Monday and Tuesday. Previously the Council has held its monthly meetings on the third Tuesday of each month at 6:30pm apart from August when the Council is in recess. However due to changes to the opening days at the Acton Community Resource Centre, this will no longer be possible.

In accordance with the Local Government and Elections (Wales) Act 2021, the Council's meetings must be convened on a hybrid basis or the Council can meet on an online virtual basis on any day of the week chosen by it. The Clerk has liaised with the Resource Centre staff and it would be possible for the Council to change its meeting day to a Wednesday so that Hybrid Council Meetings can continue to be held in the Training Room at the Community Resource Centre.

The Staffing Committee and Youth Committees meet quarterly and it is suggested that their meeting dates should be set in the Council's Annual Diary.

It is **RECOMMENDED** that the Council agrees from June 2023 to hold its monthly meetings on the **third Wednesday of each month at 6:30pm** with a recess in August and that additional dates be included in the Annual Meeting Schedule to timetable Meetings for the Staffing Committee and Youth Committee to meet on a quarterly basis at 6:30pm. A draft Meeting schedule is attached at Appendix 3 for Members' consideration.

**6. BANKING MANDATE, ELECTRONIC AND OTHER REGULAR/DEBIT CARD PAYMENTS:** The Council should in accordance with Financial Regulations 6.8, 6.9, 6.10 and 6.11 carry out a review of its arrangements to ensure they are current and up to date.

- I) 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. The current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd, and Kevin Roberts. The mandate requires that any two of the four signatories can sign cheques and authorise other electronic payments;
- II) It is **RECOMMENDED** that the Council review and refresh its arrangements under Financial Regulations 6.8, 6.9, 6.10 and 6.11 and give authorisation for Employers and other contractual Service Level Agreement Payments to be made via BACS and reported to next Council meeting; and
- III) Financial Regulation 6.18 –states that any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council in writing before any order is placed.  
It is **RECOMMENDED** that the Clerk and RFO to the Council be authorised to obtain a business debit card for the Council's current account subject to adhering to the requirements of Financial Regulation 6.18

**7. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2023** – 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 2023 at a cost of £1,283.83.

**8. REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER KEY POLICIES** – The newly elected Council at its Meeting on 17 May 2022 reviewed and adopted its Standing Orders, Financial Regulations and other policies prepared by the National Association of Local Councils and One Voice Wales Model Documents. During the 2022/23 Municipal Year the Staffing Committee has considered several staffing related policies and the Council at its March 2023 meeting adopted en-bloc eleven Model employment/staffing related Policies.

The Clerk is also aware that One Voice Wales has been working on refreshing the Model Standing Orders document to reflect significant changes in governance law introduced by way of the Local Government and Elections (Wales) Act 2021 and accounting for the need for all Councils to become accustomed to how these changes affect the everyday working of Councils. It was expected that the revisions and new version would be available for the start of the Municipal Year. However it is now expected that new model Standing orders will be available by the end of this month.

*It is **RECOMMENDED** that*

- i) the Council's existing Standing Orders and Financial Regulations as adopted on 3 November 2020 be re-affirmed and the Council review its Standing Orders once the revised Model Document has been received from One Voice Wales; and*
- ii) the following Policies 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

**ADOPTED APRIL 2021**

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

**ADOPTED MARCH 2023**

13. Annual Leave Policy
14. Anti-bullying and Harassment Policy
15. Data Protection Policy
16. Equality Diversity Policy
17. Flexible Working Policy
18. Lone Working Policy
19. Maternity Leave and Pay Policy
20. Paternity Leave and Pay Policy
21. Performance Improvement Policy and Procedure
22. Sickness Absence Policy
23. Whistleblowing Policy

## 9. APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS :

It is **RECOMMENDED** that the Council consider the appointment of the following **four** Committees and **three** Task and Finish Groups. The current memberships and terms of reference are set out below.

### 1) PLANNING COMMITTEE:

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

Existing Members	Membership Agreed at Annual Meeting 16 May 2023
Chair of Council – Ex-Officio Councillor Kevin Roberts	
Vice Chair of Council – Ex Officio Councillor Ralph Hardy	
Councillor Anne Evans	
Councillor Corin Jarvis	
Councillor Philip Lloyd	
Vacancy (was Andrew Moss)	
Vacancy (was Tim Ryan)	

#### 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.

### 2) STAFFING COMMITTEE:

#### MEMBERSHIP:

Existing Members	Membership Agreed at Annual Meeting 16 May 2023
Chair of Council – Ex-Officio Councillor Kevin Roberts	
Vice Chair of Council – Ex Officio Councillor Ralph Hardy (Vice Chair of the Committee)	
Councillor Caroline Bettley (Chair of Committee)	
Councillor Anne Evans	
Councillor Becca Martin	
Vacancy (was Andrew Moss)	

(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 Caroline Bettley as its Chair and Councillor Ralph Hardy as its Vice Chair for the 2022/23 Municipal year

#### TERMS OF REFERENCE:

1. To deal with all staffing matters and carry out the Council's employment duties relating to its Clerk and other staff appointed and **make recommendations to the Council**.
2. The Staffing Committee to have regard to the Civility & Respect Pledge signed by the Council in September 2022 and to the SLCC/OVW Finance and Governance Toolkit for Town and Community Councils issued June 2022 with particular reference to Theme B: "Leadership and People". which includes Staff Job Descriptions; the Model Contract of Employment; Performance Monitoring; Appraisal and Rewards for its Employees; Job Evaluation - the duties and requirements the Council



requires from Employed Staff; Terms and Conditions of its Employees and that the core Employment Policies are in place (as reviewed yearly at the Annual Council meeting).

(To note that the Clerk to the Council has been tasked with overall day to day supervision of all other Employees and will bring any significant issues to the attention of the next Staffing Committee.)

If any Disciplinary, Grievance or Dignity at Work hearings are necessary, there is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and to appoint an external note-taker.

Note: The Annual Review of the Clerk's performance and development will be undertaken by the Chair of the Staffing Committee and previous year's Chair to provide continuity.

- 3) 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.

**4) YOUTH COMMITTEE: MEMBERSHIP:**

Existing Members	Membership Agreed at Annual Meeting 16 May 2023
Chair of Council Councillor Kevin Roberts (Ex-officio) (Chair of the Committee)	
Councillor Caroline Bettley	
Councillor Roger Davies	
Councillor Anne Evans	
Councillor Andy Gallanders (Vice Chair of the Committee)	
Councillor Corin Jarvis	
Councillor Phil Lloyd	

**TERMS OF REFERENCE:**

- 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;
- 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;
- 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.
- 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.
- 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";
- In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment (WCBC) 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. To receive quarterly updates and monitoring reports on the progress and success of the Rhosnesni and Little Acton Pilot Play Project from the WCBC Play Development Team
  8. The scope of the Service Level Agreement with the Caia Park Partnership can be extended to encompass emergency Detached Youth Work in response to any further Covid 19 Measures or similar that may be put in place to ensure continued service delivery of the Projects that may have to be held outdoors in accordance with National and Welsh Government advice and guidance and in order to react to any emerging risks in the future.

## **5) TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE:**

### **MEMBERSHIP:**

<b>Existing Members</b>	<b>Membership Agreed at Annual Meeting 16 May 2023</b>
<b>Chair of Council Councillor Kevin Roberts</b>	
<b>Councillor Bill Baldwin</b>	
<b>Councillor Anne Evans</b>	
<b>Councillor Philip Lloyd</b>	
Additionally the following Councillors provide advice as and when required (Minute 75.1 April 2021 refers)	
<b>Councillor Caroline Bettley</b>	
<b>Councillor Andy Gallanders</b>	
<b>Councillor Ralph Hardy</b>	

### **TERMS OF REFERENCE:**

1. To investigate, collate information and Report its findings back to the Community Council 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 Public Consultation work that was delayed due to the Coronavirus Pandemic and to examine options for the funding of improvements necessary to ensure the longer term viability of the Community Centre.
3. the Group to meet at the Little Acton Community Centre 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 for consideration in due course.

## **6) TASK AND FINISH GROUP –ACTON COMMUNITY PLAY AREAS:**

*All Members of the Council are encouraged to take the opportunity to visit all three play areas owned by WCBC that are funded by the Community Council.*

## MEMBERSHIP

Existing Members	Membership Agreed at Annual Meeting 16 May 2023
Chair of Council – Ex-Officio Councillor Kevin Roberts	
Councillor Andy Gallanders	
Councillor Phil Lloyd	
Councillor Becca Martin	
Councillor Salli Edwards (September 2022)	
Vacancy	
Additionally Councillor Ralph Hardy to provide advice /assistance as and when required	

### TERMS OF REFERENCE:

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas funded by Acton Community Council 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.
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.

## 7) TASK AND FINISH GROUP –EVENTS

### MEMBERSHIP

No Existing Members Group Proposed at April 2023 Council meeting	Membership Agreed at Annual Meeting on 16 May 2023

### TERMS OF REFERENCE:

To work with the Community Council funded Acton Park Ranger to build and create events for the local Community in Acton Park and other Open and Green Spaces that would bring in funds that could be ring-fenced for Acton Park.

End of Committees and Task and Finish Groups list

*Carole Roberts, Clerk to the Council*  
15 May 2022

# APPENDIX 1

## ACTON COMMUNITY COUNCIL MEMBERS ATTENDANCE AT COUNCIL MEETINGS\*

COUNCILLOR	17 May 2022	21 June 2022	5 July 2022	19 July 2-2022	August Recess	27 September 2022	18 October 2022	15 November 2022	13 December 2022 Meeting	3 January 2023 Meeting	17 January 2023	21 February 2023	21 March 2023	18 April 2023	TOTALS		
															Actual (to date)	Possible (to date)	% Attendance (to date)
W Baldwin	✓	✗	✓	✓	-	✓	✗	✓	✓	✓	✓	✗	✓	✗	9	13	69.2%
Ms L Balmain	Co-opted 21 June 2022	✓	✗	✓	-	✓	✓	✗	✓	✗	✓	✓	✗	✗	7	12	58.3%
Mrs C Bettley*	✓	✓	✓	✗	-	✓	✗	✗	✗	✗	✗	✗	✗	✗	4	13	30.7%
M Davies	Co-opted 21 June 2022	✓	✗	✓	-	✓	✓	✓	✓	✗	✗	✓	✓	✓	9	12	75%
R Davies	✗	✓	✓	✗	-	✗	✗	✓	✓	✓	✓	✓	✓	✓	9	13	69.2%
Ms S Edwards	Co-opted 21 June 2022	✓	✗	✓	-	✓	✗	✓	✓	✓	✗	✓	✓	✓	9	12	75%
Mrs A Evans	✓	✓	✓	✓	-	✓	✗	✗	✓	✓	✗	✓	✗	✓	9	13	69.2%
A Gallanders	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	✗	12	13	92.3%
R Hardy (Vice Chair)	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	12	14	85.7%
Ms H Hewitt	Co-opted 21 February 2023												✓	✓	2	2	100%
Ms C Jarvis	✓	✓	✗	✓	-	✓	✓	✗	✓	✓	✗	✗	✓	✓	9	13	69.2%
P Lloyd	✓	✓	✓	✓	-	✓	✓	✗	✓	✓	✗	✓	✓	✓	11	13	84.6%
Ms B Martin	✓	✓	✓	✓	-	✓	✓	✓	✓	✓	✓	✓	✓	✓	13	13	100%
A Moss	✓	✓	✓	✓	-	✓	✓	✓	✗	✗	✗	Resigned 18 January 2023			7	10	70%
K Roberts (Chair)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	14	100%
T Ryan	✓	✗	✗	✓	-	✗	✗	✓	Resigned 7 December 2022						3	7	42.8%
Mrs D Wallice	✓	✗	✗	✓	-	✗	✓	✓	✗	✓	✗	✓	✓	✗	7	13	53.8%

## DECLARATIONS OF INTEREST FOR THE MUNICIPAL YEAR 2022/23

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

The grey shaded areas above signifies that the Councillor was unable to attend remote meetings due to technological capabilities

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 2022/23

MEETING DATE	COUNCILLOR'S NAME	Agenda item and topic	Minute number	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
17 May 2022	Mrs C Bettley	Item 11.2 Wrexham Citizens Advice Bureau Outreach Report	12.2	Trustee of the Board for Wrexham Citizens Advice Bureau	✓			
18 October 2022	Mr P Lloyd	Item 13.3 Planning Application P/2022/0868	87.3	School Governor at Alexandra School	✓			
18 October 2022	Ms B Martin	Item 13.3 Planning Application P/2022/0868	87.3	School Governor at Alexandra School	✓			
3 January 2023	Mr A Gallanders	Item 12.2 Planning Application P/2022/0974	117.2	Neighbour of the property concerned in the application		✓		
21 March 2023	Mr A Gallanders	Item 11 Financial Assistance Application No 5	157	Friend of Applicant		✓		
21 March 2023	Mr A Gallanders	Item 11 Financial Assistance Application No 8	157	Previous Business Relationship with Director		✓		
21 March 2023	Ms B Martin	Item 11 Financial Assistance Application No 5	157	Applicant known		✓		
21 March 2023	Ms B Martin	Item 11 Financial Assistance Application No 8	157	Friend of Applicant		✓		

*End of 2022/23 Municipal Year Entries*

**ACTON COMMUNITY COUNCIL  
REMUNERATION TO MEMBERS OF THE COUNCIL  
FOR THE YEAR ENDED 31 MARCH 2023**

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 2023, were in respect of the Determination 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](http://www.actoncommunitycouncil.gov.uk)

**Signed this 16th day of May 2023**

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**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**

<b>COUNCILLORS NAME</b>	<b>Attendance Allowance</b>	<b>Financial Loss Allowance</b>	<b>Payments for costs incurred etc.</b>	<b>Allowances made to Chair and Deputy Chair</b>
<b>W Baldwin</b>	£0.00	£0.00	£0.00	N/A
<b>Ms L Balmain</b>	£0.00	£0.00	£150.00	N/A
<b>Mrs C Bettley</b>	£0.00	£0.00	£0.00	N/A
<b>M Davies</b> (co-opted 21/6/23)	£0.00	£0.00	£0.00	N/A
<b>R Davies</b> (co-opted 21/6/22)	£0.00	£0.00	£150.00	N/A
<b>Ms S Edwards</b> (co-opted 21/6/22)	£0.00	£0.00	£0.00	N/A
<b>Mrs A Evans</b>	£0.00	£0.00	£0.00	N/A
<b>R Hardy</b>	£0.00	£0.00	£150.00	£0.00
<b>A Gallanders</b>	£0.00	£0.00	£0.00	N/A
<b>Ms H Hewitt</b> (co-opted 21/2/23)	£0.00	£0.00	£0.00	N/A
<b>Ms C Jarvis</b>	£0.00	£0.00	£0.00	N/A
<b>P Lloyd</b>	£0.00	£0.00	£150.00	N/A
<b>Ms B Martin</b>	£0.00	£0.00	£0.00	N/A
<b>K Roberts (Chair)</b>	£0.00	£0.00	£0.00	£0.00
<b>Mrs D Wallice</b>	£0.00	£0.00	£0.00	N/A
<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£600.00</b>	£0.00
<b>A Moss</b> (resigned 4/10/21)				
<b>T Ryan</b> (resigned 4/10/21)	£0.00	£0.00	£0.00	N/A

CYNGOR  
CYMUNED**ACTON**COMMUNITY  
COUNCIL**2023 / 2024 Municipal Year Meeting Dates****(Subject to confirmation)**

All meetings of the Community Council will generally be held on the **third Wednesday** 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](http://www.actoncommunitycouncil.gov.uk)

**1. COUNCIL MEETING DATES**

- 16 May 2023
- 21 June 2023
- 19 July 2023
- August 2023 <No Meeting - Council in recess>
- 20 September 2023
- 18 October 2023
- 15 November 2023
- 13 December 2023 \* NB: Brought forward by One Week due to Christmas
- 17 January 2024
- 21 February 2024
- 20 March 2024
- 17 April 2024
- 15 May 2024 (Annual Meeting)

**2. YOUTH COMMITTEE MEETING DATES:**

To be held Remotely on the last Wednesday of each quarter as follows:-

- 26 July 2023
- 25 October 2023
- 24 January 2024
- 24 April 2024

**3. STAFFING COMMITTEE DATES:**

To be held remotely on the second Wednesday of each quarter as follows:-

- 14 June 2023
- 13 September 2023
- 6 December 2023\* NB: Brought forward by One Week due to Christmas
- 13 March 2024

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](http://www.actoncommunitycouncil.gov.uk)  
Email: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk)

Organisation	Details	Notes
<b>Correspondence</b>		
<b>1. One Voice Wales</b>	<p><b>1. NATURE WISE - ECO LITERACY COURSE (MOONDANCE):</b> email dated 20 April 2023 with details of Nature Wise training programme from Cynnal Cymru – Sustain Wales, teaches you about how the natural environment works, the threats it faces, and how we can all help nature thrive</p> <p><b>2. Motions for 2023 Annual General Meeting:</b> email dated 27 April 2023. Member councils are invited to propose a <b>maximum of two</b> motions for debate at the AGM on Saturday 30<sup>th</sup> September 2023, which must arrive at this office <b><u>no later than noon on Friday 23rd June 2023</u></b> for consideration by the Conference Motions Committee. <b>MEMBERS INSTRUCTIONS ARE REQUESTED</b></p> <p><b>3. Written Statement: Democratic Health of Community and Town Councils:</b> email dated 28 April 2023 with a link to <a href="#">Written Statement: Democratic Health of Community and Town Councils</a></p> <p><b>4. MAY 2023 TRAINING DATES:</b> email dated 28 April 2023 with a list of remote training sessions available in May 2023.</p>	
<b>2. Glyndwr University</b>	<b>Wrexham and Flintshire Green Health and Social Prescribing Event 15 May 2023:</b> email dated 24 April 2023 with details of an event taking place on 15 May 2023 exploring the work of local social prescribing and green health providers	
<b>3. Play Wales</b>	<p><b>1. New Play Wales website:</b> email dated 27 April 2023 with details of the new Play Wales website and logo.</p> <p><b>2. May e-bulletin:</b> email dated 4 May 2023 with the May issue of the Play Wales e-bulletin</p>	
<b>4. 20sPlenty</b>	<b>Invite for Acton Community Council to our 3rd Diolch am 20 - Thanks for 20 Zoom:</b> email dated 27 April 2023 with an invitation to this event.	
<b>5. Audit Wales</b>	<b>Audit Wales   April Newsletter:</b> newsletter dated 27 April 2023 with links to their latest reports.	
<b>6. Planning Aid Wales</b>	<b>Training from Planning Aid Wales:</b> email dated with details of the latest training events.	
<b>7. Society of Local Council Clerks</b>	<p><b>Management in Action Conference at Kenilworth on 20 &amp; 21 June 2023:</b> Notification received of this event for Clerks and RFOs featuring problem-solving group challenges and other sessions on achieving better collaborative working The Full conference package for SLCC Members is £430.00 inc vat.</p> <p>The <b>COUNCIL'S INSTRUCTIONS ARE REQUESTED</b> upon whether it wishes to authorise the Clerk 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.</p>	

**End of Report**