

15 June 2023

Please note: prior to the formal commencement of the Meeting, a short presentation will be made by the Chair of a Certificate of Appreciation in recognition of a resident's contribution to the Community of Acton.

Following the Presentation, you are hereby summoned to attend a **HYBRID** meeting of **ACTON COMMUNITY COUNCIL** to be held in accordance with Local Government and Elections (Wales) Act 2021 on **WEDNESDAY 21 JUNE 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 Council meeting on Wednesday 21 June 2023](#) or use the Meeting ID: 876 6524 9914 and Passcode: 014013. 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. APOLOGIES FOR ABSENCE

2. **DECLARATION OF INTERESTS:** To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

3. **PUBLIC QUESTIONS:** In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on Tuesday 20 June 2023, may, subject to stating their name and address before the meeting, speak remotely at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.

4. **CONFIRMATION OF MINUTES:** To confirm the Minutes of the hybrid Annual Meeting of the Council held on 16 May 2023 (Copy attached)

5. INFORMATION FROM THE MINUTES: Updates to be given upon:

- i) Minute 7.1): Community Agent Project
- ii) Minute 7.4): Domestic Abuse
- iii) Minute 7.6): Wrexham CBC Officer Response times
- iv) Minute 7.7): Acton Park Primary School Centenary Celebrations
- v) Minute 9.6.iii): Business Debit Card
- vi) Minute 9.8.i): Review of Standing Orders

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

- 6. ANNUAL ACCOUNTS 2022/23:** Details to follow. Further to Minute 170 April 2023:
1. To receive details of the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2023;
 2. To receive and approve the Annual Return and accounting statements set out in sections 1 and 2 for the year ended 31 March 2023;
 3. To give approval for the Chairman to sign the Annual Return on the Council's behalf before 30 June 2023 to comply with the Accounts and Audit (Wales) Regulations 2014 (as amended); and
 4. to note the arrangements for the External Audit of the Council's Accounts for the year ended 31 March 2023 is being carried out on 11 September 2023 and endorse the action taken by the Clerk in accordance with the Accounts And Audit (Wales) Regulations 2014.

7. PROCEDURAL MATTERS

- 1. COMMUNITY COUNCIL CASUAL VACANCY – BORRAS PARK WARD** – Clerk to report on latest deadline for expressions of interest.
- 2. SERVICE LEVEL AGREEMENT REPORTING:** (As copies have previously been circulated to Members they are not reproduced on this agenda)
 - i) ANNUAL INSPECTIONS OF THE THREE PLAYGROUND IN THE ACTON COMMUNITY:** To receive and consider the Annual Inspection reports for Aran Road, Ffordd Garmonydd and the Acton Park Junior Play area and determine what action if any is necessary.
 - ii) ACTON PARK RANGER:** To receive and consider the previously circulated reports for the periods 1 April 2022 to 30 September 2022 and 1 October 2022 to 31 March 2023 and details of the proposed Green Flag Celebration event from Hannah Farrell, Park Ranger for Acton Park
 - iii) ACTON COMMUNITY RESOURCE CENTRE :** To receive and consider the previously circulated Final Annual Report for 2022/23
- 8. KEY ACTON ISSUES:** Wrexham CBC Members to report verbally on new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)
- 9. SOCIAL MEDIA OFFICER:** Further to Minute 11.2 May 2023, to consider nomination of a Member to monitor the Community Council's Social Media Forum and ensure adherence to the Council's Social Media Policy
- 10. PUBLIC ENGAGEMENT & UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES:** Chair to provide an update
- 11. FINANCIAL ASSISTANCE:** To consider whether the Council wishes to make any grants under Section 137 of the Local Government Act 1972. Details Attached.
- 12. REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.
- 13. PAYMENT OF ACCOUNTS:** To note details of any payments received and authorise any outstanding debtor or other payments by either cheque or BACS.
- 14. PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on application(s) within the Acton Community area made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address & Proposed Development	Decision
<p>1. Planning Application P/2023/0281 - Valid From 12/04/2023- 24 Ffordd Jarvis, Wrexham, LL12 7UP: single storey side extension</p> <p>2. Planning Application P/2023/0279 - Valid From 14/04/2023 - 3, Ffordd Garmonydd, Wrexham, LL12 8JD : erection of side and rear extension.</p> <p>3. Planning Application P/2023/0275 - Dilys o/Valid From 19/04/2023 73 Box Lane, Wrexham, LL12 8DA :erection of single storey side extension.</p> <p>4. Planning Application P/2023/0343 - Valid From 15/05/2023 - 9, Caernarvon Road, Wrexham, LL12 7TT: erection of side extension (partly in retrospect)</p> <p>5. Planning Application P/2023/0351 - Valid From 19/05/2023 - Land At Box Lane And, Jeffreys Road, Wrexham, LL12 7PY: installation of 15m high slim-lin monopole, supporting 6 no antenas, 2 no equipment cabinets</p> <p>6. Planning Application P/2023/0352 - Valid From 19/05/2023 - Land Adjacent To 140, Park Avenue, Wrexham, LL12 7AN: Gosod monopol tenau (cam 9) 16m o uchder, l gefnogl 6 antenau, 2 gabinet offer, 1 cabinet mesurydd trydan a datblygiadau ategol l gynnwys 1 modiwl gps / installation of 16m high slim-lin phase 9 monopole, supporting 6 no an</p>	

**the plans and documents for these applications can be viewed online [by clicking here](#) and selecting the Community of Gwauntyrfyn/Acton for the search. The Clerk requests an extension of the 21 day consultation period where appropriate*

15. EXCLUSION OF PRESS AND PUBLIC:

It is RECOMMENDED that the press and public be excluded from the Meeting during consideration of the next item of business only 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.

16. MAESYDRE POWER HOUSE: Further to Minute 7.3)May 2023 : To receive a progress update

17. ACTON COMMUNITY RESOURCE CENTRE - LICENCE TO OCCUPY OFFICE: Further to Minute 130 January 2023 to receive a progress update

Minutes of the hybrid Meeting of Acton Community Council held on Tuesday 16 May 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

* Absent

Councillor R Hardy (Vice Chair)

“ A Gallanders

“ Ms H Hewitt

“ Ms C Jarvis

“ P Lloyd

“ Ms. B Martin

“ Mrs. D Wallice

1 Vacancy

Also Present:

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

(Councillor K Roberts in the Chair)

1) APPOINTMENT OF CHAIR

RESOLVED - That Councillor K Roberts be appointed Chair of the Council for the 2023/24 Municipal Year.

(Councillor K Roberts in the Chair for the remainder of the meeting following signing his declaration of Office before the Proper Officer of the Council)

2) APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor R Hardy be appointed Vice Chair of the Council for the 2023/24 Municipal Year.

3) APOLOGIES FOR ABSENCE

- i. Apologies for absence were received from Councillors Ms L Balmain (illness) , Mrs. C Bettley (illness)

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

- ii. **Section 85 Local Government Act 1972 (as Amended) – Request for Dispensation:** Members considered a request from Councillor C Bettley for a Dispensation under Section 85 owing to her recovery from ill health being the reason for her period of absence from January to April 2023, and to accept and approve her continuing absence whilst recovering.

RESOLVED – that Councillor Bettley’s request be approved and a Dispensation be granted for Councillor C Bettley to be absent from Community Council meetings until Council Meeting on 19 September 2023, when a further review would take place.

4. DECLARATIONS OF INTEREST

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

5. PUBLIC QUESTIONS

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

6. CONFIRMATION OF MINUTES

- 1) The Minutes from the remote Council Meeting held on 18 April 2023 were received.

RESOLVED – that the Minutes of the Council Meeting held on 18 April 2023 be received and confirmed as a correct record.

- 2) The Minutes from the remote Youth Committee Meeting held on 25 April 2023 were received. Members noted and discussed a Youth Committee recommendation that a financial contribution (estimated to be approximately £500) be given towards the actual cost of purchasing a PS5 and game pad for use by Acton Youth Club.

RESOLVED –

- i) that the Minutes of the Youth Committee Meeting held on 25 April 2023 be received and noted; and*
- ii) to endorse the Recommendation of the Youth Committee that a financial Contribution of approximately £500 be made available to the Caia Park Partnership for the purchase of the PS5 and game pad for the Acton Youth Club equipment and the Caia Park Partnership be requested to investigate and review the suitability and fitness for purpose of the Table Tennis Table and Snooker Table stored at the Acton Community Resource Centre for use by the Acton Youth Club attendees and report outcomes and any estimated costs for replacement equipment to the next Youth Committee Meeting.*

7. INFORMATION FROM THE MINUTES

- 1) **MINUTE 168.4 – COMMUNITY AGENT PROJECT:** The Clerk updated Members with details of a meeting she had attended with Steve Latham-White and other Community Council Clerks. Members then debated the options available to them, the quickest route to obtaining a Community Agent for the Acton Ward.

RESOLVED – Following the Scrutiny Meeting and noting the delays in moving the Project forward, the Community Council agrees in principle that it's stated preferred options are:

- i) To employ a Community Agent for Acton through a Job Share arrangement with Rhosddu Community Council and its Community Agent. Or*
- ii) To employ a Community Agent for Acton through a Consortium Arrangement with other local Community Councils.*

- 2) **MINUTE 170 – ANNUAL ACCOUNTS 2022/23:** The Auditors had agreed a two-week extension and the Clerk was continuing to prepare the detailed information required by the Internal Auditor and all supporting information for the Internal Audit would be submitted by Thursday 25 May 2023. The Outcome of the Internal Audit and the Auditors report and action ;plan will be submitted to the June 2023 meeting of the Council.

- 3) **MINUTE 168.5 MAESYDRE POWERHOUSE:** The Clerk had been in detailed discussion with the Architect/ Surveyor and both had met at the Powerhouse, on Wednesday 17 May to conduct an initial survey. Members considered an informal suggestion that the Council should apply for listed building status for the Maesydre Powerhouse.

RESOLVED –

- i) to note the present position and progress in respect of the repairs/ redecoration at the Maesydre Powerhouse*
- ii) that an application for listed building status for the Maesydre Powerhouse should not be made at this time.*

- 4) **MINUTE 169 COMMUNITY POLICING MATTERS:** It was noted that the Council had already asked for release of monthly domestic abuse incidences and no information had been forthcoming.

RESOLVED –

- i) The Clerk submit another request for the Domestic Abuse statistics to the Police; and*

ii) If a response is not then received then the Clerk, with the assistance of Councillor Salli Edwards, consider drafting and submitting a specific Freedom of Information request.

5) MINUTE 171.1 ACTON PARK RANGER: The Clerk had purchased a suitable thank you card. Members discussed the most appropriate gift to purchase to recognise her hard work within Acton Park.
RESOLVED that the present position be noted

6) MINUTE 172.2 WREXHAM CBC OFFICER RESPONSE TIMES: Councillors Martin and Gallanders reported they had met with Mr. Ian Bancroft, Chief Executive of Wrexham CBC. Mr. Bancroft, had indicated he would welcome a letter off Acton Community Council, outlining the recent delays experienced when communicating with Wrexham CBC Officers.

RESOLVED – the Clerk on behalf of the Community Council to write 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 particularly in respect various of 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.

7) MINUTE 173: ACTON PRIMARY SCHOOL CELEBRATIONS: The Chair provided an update to Members on the proposed Centenary Celebrations at Acton Primary School. A request for additional funding had been received from the School. Members deliberated the request, with a suggestion made that both the Community Council and the School contact County Councillor Phillip Wynn with a request for matched funding. The decision then being deferred to the Council Meeting on the 21 June 2023.

RESOLVED –

i) That Acton Community Council and Acton Primary School write to County Councillor Phillip Wynn, the Lead Member for Education to request funding from Wrexham CBC to support the Centenary Celebrations.

ii) To defer the decision for additional funding until the Council Meeting on 21 June 2023.

8. COMMUNITY POLICING MATTERS

Further to Minute 81 October 2022, there were no Police Officers present and Members confirmed they had no issues they wished to raise with the Police. The present position was noted.

RESOLVED – To remove this standing item from future Agenda

9. PROCEDURAL MATTERS

1) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CO-OPTION BORRAS PARK WARD: Further to Minute 168.3 April 2023, the Clerk informed Members that there had been no applications for the post of Community Councillor in the Borrass Park Ward.

RESOLVED – that the Notice of Co-option for the Vacancy in the Maesydre Ward be re-advertised on the Acton Community Council website and Notice Board and Members Social Media with any expressions of Interest received to be considered at the July 2023 Council meeting.

2) LEGISLATIVE REQUIREMENTS UNDER LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021 – ANNUAL REPORT 2022/23 AND TRAINING PLAN 2022-27: Further to Minute 168.1 April 2023, the Clerk suggested a light refresh of the rolled forward Annual Report for 2023/24 to reflect any changes arising from the appointment of Committees and Task & Finish Groups later in the meeting.

3) MEMBERS ATTENDANCE AT MEETINGS DURING 2022/23:

RESOLVED – that the Schedules as now submitted setting out the record of Members' attendance at Council meetings during the 2022/23 Municipal year be received and noted.

4) DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2023 AND ARRANGEMENTS FOR 2023/24: Under Section 151 of the Local Government (Wales)

Measure 2011, as a relevant authority the Council must notify the Independent Remuneration Panel for Wales of the remuneration received by its members and co-opted members during 2022/23 and arrange for publication of this information within the authority area. This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate.

RESOLVED - that in order to comply with the requirements of the Local Government (Wales) Measure 2011, the Council make its formal Declaration for the year ended 31 March 2023 and the schedule as set out in Appendix 2 to the Report be confirmed as a summary of the position for each of the Members of the Acton Community Council during 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, TIME AND LOCATION OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: Members considered a schedule setting out the timetable for the Council's monthly meetings for 2023/24 which in a departure from established practice will be held on the third Wednesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee and Youth Committee will also meet on a quarterly basis and all meetings of the Community Council where possible will be held on a Wednesday evening. This change to meeting day reflects the recent revision by Wrexham County Borough Council of the hours at the Acton Community Resource Centre which is now closed to the public each Monday and Tuesday.

RESOLVED –

- i) the Meeting Schedule for the 2023/24 Municipal Year as set out in Appendix 3 be accepted and the Council will meet on the third Wednesday of each month; the Staffing Committee will meet on the second Wednesday of each quarter and the Youth Committee will generally meet on the last Wednesday of each quarter as set out in the schedule; and***
- ii) the Clerk be authorised to arrange for payment of the £40 room hire fee for each of the Youth and Staffing Committee Meetings that are held at the Acton Resource Centre to enable meetings to be held on a Hybrid basis.***

6) BANKING MANDATE FOR PAYMENTS; CONSENT FOR CONTRACTUAL BACS PAYMENTS; PROVISION OF A CURRENT ACCOUNT DEBIT CARD: The Council reviewed its Banking Mandate and the current list of persons authorised to sign all cheques and other authorizations for payment on behalf of the Council. It was noted the current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd and Kevin Roberts. The Mandate requires that the Clerk to the Council together with any two of the four signatories can sign cheques. Members considered the Clerk's report and recommendations. It was noted that Wrexham CBC had commented that the Community Council's current Cheque Payment method was expensive to process. The Community Council's Bank has now started to levy a charge of £0.40 for each cheque issued.

The Council's Financial Regulations contain provision for the making of BACS payments and for authorisation of regular Contractual Commitments such as staff salary costs and Service Level Agreement charges to be paid and then reported to the next Council meeting. There is also provision within Financial Regulations for the use of a debit card on the Council's current account, which if obtained would assist with online low level transactions within the limits set out in the Regulations.

RESOLVED –

- i) To leave the current mandate in place and the current list of persons authorized to sign all cheques and other authorizations for payment on behalf of the Council, remain the same.***
- ii) In accordance with Financial Regulations 6.8, 6.9 ,6.10 and 6.11 that Authorisation be given for Employers and other contractual Service Level Agreement payments to be made via BACS and reported to the next Council Meeting.***
- iii) That the Clerk and RFO to the Council be authorized to obtain a Business Debit Card for the Council's Current Account subject to adhering to the requirements of Financial Regulation 6.18, which 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.

7) INSURANCE PROVIDER AND COVER FROM 1 JUNE 2023 (YEAR 3 OF 3 YEAR SERVICE LEVEL AGREEMENT): It was noted the Council was in a three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services which had commenced on 1 June 2021.

RESOLVED - that the level of Insurance cover as set out in the Policy renewal Documents be confirmed as being adequate to meet the Council's requirements and the Zurich Municipal Insurance policy be renewed for a one year period to 31 May 2024 and the premium as now reported be paid.

8) REVIEW OF STANDING ORDERS AND OTHER COUNCIL POLICIES: The Council received a report setting out existing Policies adopted in January 2019, April 2021 and March 2023. It was noted that One Voice Wales will shortly be refreshing the Model Standing Orders document to reflect significant changes in governance law introduced under the Local Government and Elections (Wales) Act 2021.

RESOLVED – 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: The Council considered the re-appointment of its four Committees and three Task and Finish Groups. The 2022/23 memberships and current terms of reference were noted.

RESOLVED - that for the 2023/24 Municipal year the Council re-appoint or as otherwise stated, the following Committees and Task and Finish Groups with the memberships and terms of reference as set out below:

1. PLANNING COMMITTEE:

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Salli Edwards, Anne Evans, Holly Hewitt, Corin Jarvis, and Philip Lloyd.

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: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Mrs Caroline Bettley, Mike Davies, Anne Evans, and Becca Martin

(In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee.)

NOTE: Due to the ongoing recovery of Councillor Bettley following illness, Councillor Ralph Hardy was appointed interim Chair and Councillor Becca Martin as interim Vice Chair.

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 and 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:

MEMBERSHIP: One independent person together with three members of the Community Council to be selected by the Council as and when required – they must **not** have previously investigated or taken part in the Staffing Committee decision being appealed.

TERMS OF REFERENCE:

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support, and an external note-taker will be appointed at the necessary time.

4. YOUTH COMMITTEE:

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts (ex officio) and Ralph Hardy (both ex officio) together with Councillors Caroline Bettley, Roger Davies, Anne Evans, Andy Gallanders, Holly Hewitt, Corin Jarvis, and Phil Lloyd.

NOTE: The Council appointed Councillor Kevin Roberts as Chair of the Committee and Councillor Andy Gallanders as Vice Chair of the Youth Committee for the 2023/24 Municipal year.

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";
- 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 (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: Chair of the Council, Councillors Kevin Roberts (ex-officio) together with Councillors Bill Baldwin, Roger Davies, Anne Evans, Philip Lloyd. Additionally the following Councillors will provide advice as and when required: Councillors Caroline Bettley, Andy Gallanders and Ralph Hardy.

The Group has been requested by the Council to endeavor to hold its first meeting before the August 2023 Recess

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 of the three play areas owned by Wrexham CBC that are funded by the Community Council.

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Andy Gallanders, Phil Lloyd, Becca Martin, Salli Edwards and Holly Hewitt. Additionally Councillor Ralph Hardy will provide advice as and when required.

The Group has been requested to meet via Zoom as soon as practicable after May 2023 to refresh the status of the work being/to be carried out.

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.
4. To invite input and advice from the Wrexham Play Development Team Officers and any other relevant Wrexham CBC Officers involved with the existing play equipment and play provision within the three Acton Community Play areas

7. TASK AND FINISH GROUP – EVENTS:

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Mike Davies, Roger Davies, Andy Gallanders, Holly Hewitt, Becca Martin, and Corin Jarvis.

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.

10) APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEE: The Council reviewed and considered the appointment of the Community Council's representatives for the Little Acton Community Centre and the Acton Community Resource Centre.

RESOLVED – that the Council's representatives at these Centres be confirmed as follows:

1. **Little Acton Community Centre** – All 3 Little Acton Ward Members, Councillors Bill Baldwin, Kevin Roberts and Andy Gallanders.

2. **Acton Community Resource Centre** – Councillors Ralph Hardy, Phil Lloyd and Kevin Roberts (Noting that in accordance with the Constitution, the six County Borough Councillors namely, Bill Baldwin, Mike Davies, Andy Gallanders, Corin Jarvis, Becca Martin and Debbie Wallice are also members of the Acton Community Resource Centre Management Committee).

11) **COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES:** It was noted that the Clerk had not received an update from Wrexham CBC on the Community Governors for Alexandra CP, Acton Park CP, Barkers Lane CP, Borrass Park CP and Rhosnesni High Schools. Accordingly there are currently no vacancies to fill. However it was mentioned that there will be a vacancy for a Community Councillor School Governor at the new Llan y Pwll CP School.

RESOLVED – that Councillor Andy Gallanders be nominated for appointment as the Community Council Governor when the Council is notified of any vacancy on the Governing Body of the new Llan y Pwll CP School.

10. COMMUNITY ENGAGEMENT

1. **1ST ACTON BROWNIES:** The Chair and Councillor Edwards reported they had attended Acton Brownies Coronation Celebrations and updated other Members with details of the event.
2. **BUCKINGHAM PALACE:** The Chair updated the Council regarding his attendance at a Coronation Garden Party at Buckingham Palace, representing Acton Community Council on 9 May 2023.
3. **PEACE STATUE:** Members noted the Statue supported in good faith was now in-situ at Acton Park. However there was a learning curve for the Community Council to carry out due diligence for any similar requests particularly in light of recent negative comments made on Social Media, and previously in the Press, regarding the Peace Statue. Councillors Martin and Jarvis had contacted Wrexham CBC and confirmed that the Planning Process had been strictly adhered to. With regard to the accusations in the Press it was noted there had been no convictions or physical evidence for any purported crime. Councillor Jarvis had contacted the Wales sponsors for the Statue, John and Tamsin Evans, who were happy to talk to any Community Councillors about the issues now raised.

RESOLVED – that

- i) **any Councillors who require further information should contact Tamsin Evans direct to discuss any concerns now raised using contact details available via Councillor Jarvis; and**
- ii) **Whilst Acton Community Council had acted in good faith, it should in future reflect and use due diligence for any similar request/offers to ensure the Council is in full possession of facts and differing views.**

11. 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. **MINUTE 141.3 - REWARD:** Councillor Martin confirmed that the young lady from the Acton area who had noticed a young child that had become separated from his parents and had the presence of mind to alert two adults who reunited the child with his parents, had been traced.

RESOLVED – to invite the young lady to attend before the start of the next Council meeting and the Chair present the young lady with a £50 voucher purchased from his Charity Account in recognition of her contribution to the Community of Acton.

2. **SOCIAL MEDIA OFFICER:** Councillor Hewitt suggested that a Social Media Officer should be nominated to monitor the Community Council's Social Media forums.

RESOLVED – that a decision on this matter be made at the Council Meeting to be held on 21 June 2023

3. **THE GROVES SITE:** Members were pleased to note the Groves Site has been shortlisted by Welsh Government as a potential anchor site for a National Contemporary Art Gallery for Wales. Wrexham Council has received a grant to further develop its proposal.
4. **NINE ACRE FIELD:** Wrexham CBC had confirmed that there are no firm plans to open Nine Acre Field to the Public.
5. **TRAFFIC ISSUES OUTSIDE BORRASS PARK SCHOOLS:** Recommendations had been made by the Planning

Committee to carry out improvements, but work had not started as yet.

RESOLVED – that Acton Community Council submit a letter to the Planning Committee requesting an update on the proposed work.

6. CHIEF INSPECTOR STEVE ROBERTS: Councillor Baldwin had recently met the new Chief Inspector Steve Roberts. He informed the Council that the new Chief Inspector had asked each Community Council to provide their top two issues to him.

RESOLVED – to inform the new Chief Inspector of the top two issues within the Acton Ward, as follows:

- i. **Lack of PCSO's within the Ward**
- ii. **Parking and traffic issues at Schools within the Ward**

7. 20MPH SPEED LIMIT: Ward maps highlighting the new 20mph speed limit would be released soon, with the information being sent direct to Community Councils.

12. 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 the undermentioned correspondence be received and noted

Organisation	Details
1. One Voice Wales	<p>1. NATURE WISE - ECO LITERACY COURSE (MOONDANCE): 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 Information noted</p> <p>2. Motions for 2023 Annual General Meeting: email dated 27 April 2023. Member councils are invited to propose by 23 June 2023 a maximum of two motions for debate at the AGM on Saturday 30th September 2023, for consideration by the Conference Motions Committee. Information noted</p> <p>3. Written Statement: Democratic Health of Community and Town Councils: email dated 28 April 2023 with a link to Written Statement: Democratic Health of Community and Town Councils Information noted</p> <p>4. MAY 2023 TRAINING DATES: email dated 28 April 2023 with a list of remote training sessions available in May 2023. Information noted</p>
2. Glyndwr University	<p>Wrexham and Flintshire Green Health and Social Prescribing Event 15 May 2023: email dated 24 April 2023 detailing an event taking place on 15 May 2023 exploring the work of local social prescribing and green health providers Information noted</p>
3. Play Wales	<p>1. New Play Wales website: email dated 27 April 2023 with details of the new Play Wales website and logo. Information noted</p> <p>2. May e-bulletin: email dated 4 May 2023 with the May issue of the Play Wales e-bulletin Information noted</p>
4. 20sPlenty	<p>Invite for Acton Community Council to our 3rd Diolch am 20 - Thanks for 20 Zoom: email dated 27 April 2023 with an invitation to this event. Information noted</p>
5. Audit Wales	<p>Audit Wales April Newsletter: newsletter dated 27 April 2023 with links to their latest reports. Information noted</p>
6. Planning Aid Wales	<p>Training from Planning Aid Wales: email dated with details of the latest training events Information noted</p>
7. Society of Local Council Clerks	<p>Management in Action Conference at Kenilworth on 20 & 21 June 2023: Notification received about this event for Clerks and RFOs featuring problem-solving group challenges and other sessions on achieving better collaborative working RESOLVED – that the Clerk should not attend this Conference on this occasion</p>

13. 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 May 2023.

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 made in May 2023 as set out in the schedule below:-*

Voucher/Payment Ref & Payee	Details	Amount
8. BACS ref 5.5.23 Carole Roberts	Clerks Salary and office expenses for May 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)
9. BACS ref 6.5.23 Michelle Williams	Salary for May 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)
10. BACS ref 7.5.23 Clwyd Pension Fund	Pension payments for May 2023 plus £560 deficit Recovery Amount for 2023/26 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
11. BACS ref 8.5.23 HMRC	Payroll payments for May 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
12. Cheque No 202290 Rialtas Business Solutions Ltd	Alpha Software Annual Support and Licence Section 112 Local Government Act 1972 (as amended)	£163.63 (Vat= £27.27)
13. Cheque No 202291 Vision ICT Ltd	SSI Certificate Renewal to June 2024 S58 Local Government (Democracy) (Wales) Act 2013	£60.00 (Vat= £10.00)
14. Cheque No 202292 Councillor Kevin Roberts	Travel/Accommodation – Reimbursement of Costs representing Council at Royal Garden party on 9 May 2023 S112 Local Government Act 1972 (as amended)	£256.37 (Vat = £29.68)
15. Cheque No 202294 Carole Roberts	Clerks Expenses for May 2023 Section 112 Local Government Act 1972 (as amended)	£78.89 (Vat= £5.68)

14. 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.

Case Number/Address Proposed Development	Decision
1. Planning Application P/2023/0178 - Valid From 27/03/2023 11 Ffordd Almer, Wrexham, LL12 8JQ parking and operation of 2 private hire vehicles	<i>The Council has no objections to this application provided the premises are not visited by members of the public (which should not be the case for private hire vehicles)</i> <i>There should be enough space provided within the curtilage of the property for the two vehicles to be</i>

	<i>parked off the road without affecting the visual and general amenity of the area; and The permission if granted should only apply to applicants whilst they reside at the property</i>
2. Planning Application P/2023/0211 -Valid From 03/04/2023 5 Ffordd Pedrog, Wrexham, LL12 7PL erection of front porch and single storey rear extension	<i>No observations</i>
3. Planning Application P/2023/0215 -Valid From 29/03/2023 18 Camberley Drive, Wrexham, LL12 7LW erection of single storey rear extension	<i>No observations</i>
4. Planning Application P/2023/0228 - Valid From 29/03/2023 62, Ffordd Llywelyn, Wrexham, LL12 8JP erection of single storey rear extension	<i>No observations</i>
5. Planning Application P/2023/0282 -Valid From 02/05/2023 Land Opposite 101, Chester Road, Wrexham, LL11 2SH prior notification for proposed 5g telecoms installation: h3g 15m street pole and additional equipment	<i>Acton Community Council is mindful of the visual impact of the proposed mast on the street scene and general amenity of the area. However, the Community Council also recognises the benefits of good connectivity and coverage for local residents and businesses and therefore, would not object on this occasion</i>
6. Planning Application P/2023/0150 - Valid From 16/05/2023 Tapley Avenue Children's Centre, 45 Tapley Avenue, Wrexham, LL12 7UY erection of single storey extension	<i>No observations</i>

Councillor Kevin Roberts
Presiding Chair

Signed as a correct record this 21 day of June 2023

Presiding Chair

INTERNAL AUDIT REPORT ACTON COMMUNITY COUNCIL 2022/2023

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

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is sole trustee of a charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited 07/06/2023

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2022/2023**

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	We have not seen evidence that three quotes were received for the IT equipment contract (total cost £3705.80) as required by the financial regulations for contracts over £3000.	<i>Contracts should be awarded as per the financial regulations of the Council.</i>	
2	As reported in 21/22, the total for fixed assets of £138,895 was incorrect and should have been £134,317 as per the correct total of the asset register. The asset register had been totalled correctly for 22/23.	<i>The 21/22 fixed assets balance should be restated as £134,317.</i>	
Follow up of 2021/22 internal audit recommendations			
1	Asset Register is not accurate: - The register value has been incorrectly totalled - Picnic benches purchased have not been included on the register	<i>The fixed asset register total should be corrected. The amended total is £134,316.86</i> <i>If the benches totalling £3,132.70 are owned by the Council they should be added to the asset register. The revised total value will be £137,449.56</i>	Not Implemented. Asset register total not amended to £134,316.86 for 2021/22 The Clerk has informed us that WCBC own the picnic benches.

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2022/2023**

		<i>The annual return for fixed assets will need to be amended to reflect the correct total.</i>	

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: **ACTON COMMUNITY COUNCIL**

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	283,933	270,842	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	169,000	169,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	2,318	9,229	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	34,813	41,329	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	149,596	160,545	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	270,842	247,196	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	270,842	247,196	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	0	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	134,317 (Restated was £138,895)	143,397	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

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

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

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling **£28,094.18** under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Board/Committee approval and certification

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

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: Chair of meeting signature:
Name: Carole Roberts	Name: Councillor Kevin Roberts
Date: 24 May 2023	Date: 21 June 2023

Annual internal audit report to:

Name of body:

ACTON COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

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

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

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 07/06/2023.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: JDM BUSINESS SERVICES LTD
Signature of person who carried out the internal audit: JDM Business Services Ltd
Date: 07/06/2023.

APPLICATIONS FOR FINANCIAL ASSISTANCE

INTRODUCTION

In February 2019, the Community Council reviewed its procedure to deal with requests for financial assistance from Organisations that work or are based in the Acton Community Area; this report summarises the applications received to date and reminds members of the Grants/ donations that have been awarded during the previous financial year.

PURPOSE OF REPORT

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

DECISION REQUIRED

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

INFORMATION

1. The Community Council has reviewed and agreed its process and Policy for considering applications for financial assistance made under the provisions of Section 137 of the Local Government Act 1972 (as amended). (Minute 130.3 February 2019 refers). The guidelines agreed from 1 April 2019 set out the three tiers of grants available and the criteria for each tier are being sent with a standard two page financial application form to all persons and organisations seeking financial assistance from the Community Council. This ensures that the information from each applicant is received in a consistent format and all questions frequently asked by members are answered.
2. To ease pressures on the Council's budget, its Policy is to consider applications on a quarterly basis with the budget apportioned equally to each quarter to allow the Community Council to be more focused and equitable when determining financial assistance applications. The quarterly meetings are March, June, September and December each year.
3. The Local Government Act 1972 sets out in Section 137, the powers and scope for a Community Council to make expenditure that benefits the local Community where there are no other specific powers granted to the Community Council. Additional powers are also contained in Section 145 of the Act. A sum of £10,000 has been set aside in the estimates of Income and Expenditure for the year ended 31 March 2024 for this purpose.
4. The current Budget Allocation is much less than the limit permitted by Section 137(4) (a) of the Local Government Act 1972. For Parish and Town Councils in England and Wales, an amount of **£9.93** per person of the Community Councils' population is permissible for 2023/24. The total number of Acton Community electors at 1 January 2023 is **10,374**. An extract will be available at the meeting of the powers contained in Section 137 of the Local Government Act 1972 that enables the Community Council to incur expenditure (up to £103,013.82 in 2023/24), which in their opinion is in the interests of, and will bring direct benefit to their area or any part of it or all or some of its inhabitants. These are a power of last resort and the powers cannot be used to give a Grant or Financial Assistance to any one individual person. The Local Government and Elections (Wales) Act 2022 introduced the General Power of Competence, and the Power of Wellbeing can longer be used by the Council.
5. Attached at Appendix 1 and Appendix 2 for information is a summary of the Financial Assistance Grants awarded during 2021/22 and 2022/23. Members should note that during these two financial years due to the Coronavirus Pandemic and Lockdowns, the Council relaxed its Tier Limits and

awarded grants considerably above the guidelines set out in the existing Policy and overspent its budget in order to support local Acton Community Clubs and Organisations.

6. To ensure a fair and equal distribution of the £10,000 budget, it has been usual practice to apportion it equally between the quarterly meetings. This equates to £2,500 per quarter for 2023/24.
7. Application forms have been available via the Council's Website to all local Clubs and Organisations, and several were sent in response to other general requests for financial assistance submitted to the Clerk to the Council. Each applicant has been sent a standard letter and the guideline document setting out the Council's Policy as adopted on 1 April 2019. I have received three completed forms in the current quarter as listed below. The full application form is attached to this report and a copy of the supporting accounts and any other information will be available at the meeting. Members are requested to determine the following applications for financial assistance:-

Organisation	Details	Decision
1.Wrexham Allotments and Leisure Gardeners Association	They are seeking a donation of £200.00 to help sponsor their Annual Flower, Vegetable and Home Produce Show	
2. Wrexham Futsal Club	They are seeking Financial support so they can subsidise the cost of sports glasses for children whose families cannot afford the full cost of the special glasses their child needs.	
3. Wrexham Sounds Ltd	They are seeking a grant to provide free Music for Well-being sessions to children from low-income families facing hardships during the current economic climate and who could not afford to pay the fees they have to charge for their services	
TOTAL		

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

End of Applications received in time for June 2023 meeting.

APPENDIX 1

SUMMARY OF FINANCIAL ASSISTANCE GIVEN DURING THE 2021/22 FINANCIAL YEAR:-

Organisation	Details	Decision
1. Wrexham Futsal Club	S137: Financial support towards purchase of balls and goals for its two teams (U7 & U9)	£ 400.00
2. Wrexham Community Broadcasting CIC	S137: Financial support towards the cost of starting up the former Calon FM Community Radio Station	£ 300.00
3. Borrass Park Albion Youth Football Club	S137: Financial support towards the cost of purchasing new collapsible mini goals & plastic line markers	£ 400.00
4. K2 Explorer Scout Unit	S137 Financial support towards replacement and purchase of Water Safety equipment for Kayaking and Canoeing	£ 500.00
5. Acton Park Community Angling Club	S137 Financial support towards the purchase of equipment to improve water quality and oxygen content in the lake at Acton park	£ 400.00
6. Royal British Legion	Donation to Annual Poppy Appeal for 2021	£ 100.00
7. Vivid Floral Design	Purchase of Poppy Wreath for November 2021 Remembrance Service	£ 70.00
8. Offa Community Council	Donation towards costs of Christmas Light Switch on	£ 150.00
10. Borrass Park Rangers Junior Football Club	S137 Financial support towards purchase of equipment for a new under 6 football team	£ 200.00
11. 1 st Acton Brownies	S137 Financial support towards purchase of equipment	£1,000.00
12. Cunliffe Bowling Club	S137 Financial support towards purchase of new match jacks & equipment for maintaining the site	£ 300.00
13. Family Friends	S137 Financial support to enable continued support for vulnerable families in Wrexham	£ 400.00
14. Hope House Children's Hospices	S137 Financial support towards the costs of providing vital nursing care	£ 400.00
15. Eisteddfod yr Urdd (Urdd Gobaith Cymru)	S137 Financial support towards the costs of staging this event	£ 200.00
16. Nightingale House Hospice	S137 Financial support to enable continued support for patients with life limiting illness and their families within the Acton area	£ 500.00
17. Home Start Wrexham	S137 Financial support to enable peer assistance to be given to families in need of additional help	£ 500.00
18. Advance Brighter Futures	S137 Financial support requested for essential maintenance to this mental health charity's building	£ 500.00
19. Wrexham Allotment & Leisure Gardeners Association	S137 Financial support/ sponsorship towards the cost of staging the Annual Flower, Vegetable & Home Produce Show on 13 August 2022	£ 200.00
20. Wrexham Futsal Club Grassroots sector	Financial support towards the purchase of a defibrillator for shared use of U8 & U10 Teams	£ 200.00
21. 1 st Acton Rainbows	S137 Financial support towards annual	£ 500.00

Organisation	Details	Decision
	membership and programme costs for the Unit	
22. Borras Park Albion Youth Football Club	S137 Financial support to enable setting up & equip a new U7 team for the summer	£ 400.00
23. Wales Air Ambulance Charitable Trust	S137 Financial support towards the annual costs of keeping 4 Air Ambulance Helicopters & rapid response vehicles	£ 200.00
24. Llangollen International Musical Eisteddfod	S137 Financial support towards the costs of staging this year's event	£ 200.00
25. Offa Community Council	Donation towards cost of RWF Memorial statue at Hightown Barracks	£ 500.00
26. Purple Orchids	Financial support towards running costs and room hire in particular	£ 500.00
27. Acton Park Community Angling Club	Grant towards the purchase of a second aeration system and a Dissolved Oxygen Meter	£ 500.00
28. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials	£ 375.00
TOTALS for S137 Spending in 2021/22		£9895.00
Power of Wellbeing Expenditure to be included within spending under Section 137 Powers and limits during 2021/22		
29. AWYR Las – Keep the Beats	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing a Community Defibrillator for the Fairways play park area <i>Addendum to Minutes: Subsequently it was confirmed by the applicant that a sum of £1,355.00 was required to complete the purchase of the defibrillator</i>	To provide funding up to the full cost of purchasing and installing the defibrillator £1,355.00
30. 9 Acre Campaign Group	SS1-5 Power of Wellbeing: assistance towards the cost of obtaining professional advice from Traffic and Planning consultants to oppose proposals to build on the 9 Acre Field, Westminster	£ 1,400.00
31. Acton Community Resource Centre	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing a Community Defibrillator for this public building	£ 1,485.84*
32. Defib Store Ltd	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing 4x Community Defibrillator Cabinets	£ 6,224.40*
33. Tomos Hughes	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing 4x Zoll Aed Pads	£353.24*
34. Mike Pryde Electrical Services	1. SS1-5 Power of Wellbeing: assistance towards the cost of electrical installation of Defibrillator at the Maesydre Power House 2. SS1-5 Power of Wellbeing: assistance towards the cost of electrical installation of Defibrillator at the Cunliffe Arms	£180.00* £222.00*
35. Barkers Lane Community School	Paediatric Pads for Barkers Lane Defibrillator SS1-5 Local Government Act 2000	£102.00 (Vat =£17.00)

Organisation	Details	Decision
TOTALS for General Reserve Spending (under SS1-5 Local Government Act 2000) =£ 11,322.48		
28. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community	£ 14,306.17
Total Additional Spending under S137 powers for 2021/22		£ 14,093.17

Total Spending using Section 137 Powers in 2021/22 = £ 33,935.65

SUMMARY OF FINANCIAL ASSISTANCE GIVEN DURING THE 2022/23 FINANCIAL YEAR:-

Financial Assistance Grants		
Organisation	Details	Decision
1. Purple Orchids	Financial support towards running costs and room hire in particular	£500.00
2. Acton Park Community Angling Club	Financial support towards the purchase of further equipment to improve the water quality and oxygen content in the lake at Acton Park	£500.00
3. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials	£375.00
4. Royal British Legion	Donation/Grant to 2022 Poppy Appeal	£100.00
5. Borrass Park Albion Youth Football Club	Financial Assistance to support the purchase of a football kit, and equipment such as water bottles and bags.	£400.00
6. Acton Park Community Primary School Netball Team	Financial Assistance to support the purchase of a netball kit, and equipment such as posts, balls and bibs	£400.00
7. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials	£350.00
8. Family Friends	Financial Assistance to allow continued support to vulnerable families in Wrexham. Currently support is being given to 17 families in the Acton Community.	£400.00
9. 1 st Acton Rainbows	Financial support to assist families with the cost of the annual membership of Girl guiding UK and termly subscriptions and to be able to offer a varied programme of craft activities, themed challenge badge work, and outings for the Rainbow Unit	£500.00
10. Wales Air Ambulance	Financial Assistance required to help fund Rapid Response Vehicles (RRV's) that are part of the operational fleet alongside Helicopters at each of the four bases across Wales. The average monthly cost is £1608 for each RRV	£100.00
11. Macmillan Cancer Support	Financial assistance required to help support people affected by cancer from diagnosis to end of life through local services including Macmillan Health Professionals based in local hospitals and the local community	£100.00
12. Backyard Beasts	Financial assistance to run several free to attend sessions helping people gain new skills and take the first steps to understanding and being more heavily involved in conservation work for themselves. In terms of helping the Acton Community Council Area it would allow people to be closer to nature at a reduced cost.	Deferred until Group is more established
13. Nightingale House Hospice	Financial Assistance to help fund the	£500.00

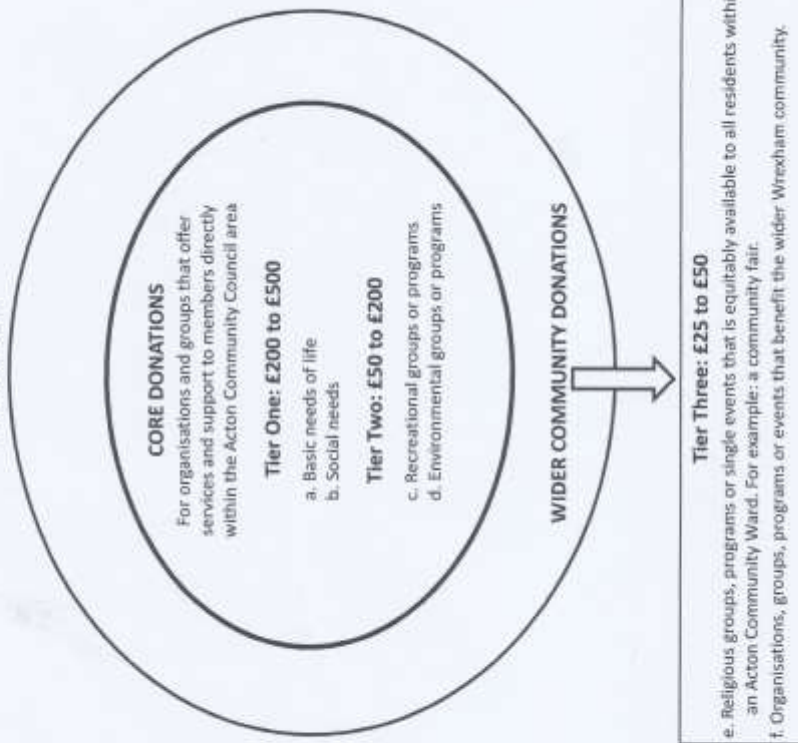
Financial Assistance Grants		
Organisation	Details	Decision
	development of the new Inpatient Unit	
14. 1 st Acton Brownies	Financial support to assist payment of annual census, weekly rent, and provide resources and equipment, pay for badges, and organise visits.	£500.00
15. Wrexham Clothing Exchange	Financial Support to start up a 'library of things' where people for a small fee local residents can rent an item they would only use a small number of times. The Exchange has expanded into its own space and plans to increase sustainability and money saving offerings to the community.	£50.00
	Total Donations under S137 Powers for 2022/23	£4,775.00
Other additional spending using Section 137 Powers		
16. Defib Store	Purchase of Zoll AED Defibrillator + Lock Cabinet	£1,575.84
17. Defib Store	Purchase of Defib Lockable Cabinet	£519.84
18. M. Pryde Electrical Services	Install Power/Affix Defib Unit	£198.00
19. Royal British Legion	Donation to 2023 Poppy Appeal	£100.00
	Total other spending during 2022/23	£2,393.68
<p>Note: the Power of Wellbeing which the Council has previously relied on, was superseded by the General Power of Competence from 1 April 2022 and therefore as the Council has not declared itself to be a competent Council, there is nothing to be included for such spending under Section 137 Powers and limits during 2022/23</p>		
Add Service Level Agreement spending using Section 137 Powers during 2022/23:-		
20. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community	£ 20,925.50
Total Additional Spending under S137 powers for 2022/23		£ 20,925.50

Total Spending using Section 137 Powers in 2022/23 = £ 28,094.18

~Statement prepared by Mrs C Roberts Clerk and Responsible Financial Officer on 24 May 2023~

Acton Community Council Guidelines for \$137 Grants/ Donations

(Adopted April 2019)



ACTON COMMUNITY COUNCIL – \$137 GRANT /DONATION APPLICATION GUIDELINES

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

The following guidelines have been adopted by Acton Community Council with effect from 1 April 2019. The hierarchy model as illustrated is based on a three tier system that assesses the level of need around the population that is being served. In addition, priority will be given to groups within the Acton Community or those groups that are providing for residents in the Acton Community.

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

Tier One:

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

Tier Two:

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

Tier Three:

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

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

NAME OF ORGANISATION: **WREXHAM ALLOTMENT & LEISURE GARDENERS ASSOCIATION**

1. NAME AND ADDRESS FOR CORRESPONDENCE: Tracy Pound, 5 Matthias Road, Pentre Broughton, Wrexham LL11 6DE

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

Walsa are seeking a donation of £200.00 We are seeking a donation of £200.00 to help sponsor our Annual Flower, Vegetable and Home Produce Show. The support given by the four Wrexham Town Community Councils and Wrexham CBC over the past few years has represented a major contribution towards the cost of arranging the show. The rest of the costs have been met by private sector donations, plus show entry fees and a raffle.

3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET? HOW LONG HAVE YOU BEEN ESTABLISHED?

As an association we run a gardeners' 'shop' at the Prices Lane Allotment Site. This supplies compost, fertilisers, seeds and other horticultural products to members at very competitive prices. However, it also acts as a meeting place for gardeners' and somewhere where novice gardeners can obtain advice from old hands. We also act as a means of communication between allotment holders and Wrexham CBC.

We hold our AGM in November, but our Executive Committee meets on a monthly basis.

4. CAN ANYONE JOIN? YES/NO WHO CAN BENEFIT? Anyone who joins

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? Approximately 40, which represents 25% of our membership. However, all residents in the community can join and a number of none residents attend and exhibit at the show.

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

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

no, however we are affiliated with the National Allotment Society

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? None we are all volunteers.

B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS? Not Applicable

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

IF YES, PLEASE STATE SUPERVISING BODY: Not Applicable

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM: *WREXHAM ALLOTMENT & LEISURE GARDENERS ASSOCIATION*

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? The only accounts we produce are Income and Expenditure Accounts for which I have supplied the closing balance for 2022 and the current balance as of March 31st 2023]
(e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)
11. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?
 - A. PETTY CASH AND CURRENT ACCOUNTS: Closing Balance of 2022 was £1254.44 and our current cleared balance is £1623.06
 - B. DEPOSIT ACCOUNTS: Not Applicable
 - C. OTHER INVESTMENTS: Not Applicable
12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? £1254.00
OR LOSS LAST YEAR? Not Applicable...
13. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-
 - A. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): **TIER 1: £200-£500**
 - B. WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON? **YES**
14. IF YOUR APPLICATION IS SUCCESSFUL PLEASE STATE BELOW THE PAYEE NAME FOR THE CHEQUE:
Wrexham Allotment and Leisure Gardeners Association
15. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:

As some councillors may be aware, our show started as a small members' only event, held in conjunction with the annual shows organised by the Wrexham CBC. When the CBC decided to discontinue its shows, on cost grounds, our show was continued on an independent basis. Gradually, the number of classes has increased and this year we will have a total of 51 – 23 for fruit and vegetables, 9 for flowers and plants, 11 for home produce and handicrafts and 8 for children. Last year's show was the first after COVID and an open, rather than a members' only event and this resulted in an increase in the total number of exhibits. We are doing the same this year, as this helps keep alive the long tradition of having a Wrexham based flower and vegetable show.

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: Tracy Pound DATE: 30/04/2023
POSITION IN ORGANISATION: Secretary
CONTACT TELEPHONE NUMBER: 07742 517 732

Please return this application form with supporting accounts to:

**The Clerk to Acton Community Council, c/o Acton Community Resource Centre, Off Overton Way,
Wrexham, LL12 7LB (or email: clerk@actoncommunitycouncil.gov.uk)**

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

NAME OF ORGANISATION: **WREXHAM FUTSAL CLUB**

1. NAME AND ADDRESS FOR CORRESPONDENCE: Paul Kelly, 18 St Johns Road, Wrexham LL138PG

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

We have a number of Players who attend and wear Glasses, an serious incident happened in England last season where a player wearing glasses was hit in the face,the glasses smashed and he lost the eye, this was a normal football, our futsal balls are a lot harder and heavier, they really hurt when hit in the upper body, so I was looking for some Financial help so we can subsidise families who attend who cannot afford the full cost of the sports glasses the child need, we do not want to exclude these children from our sessions, but I am very concerned that a ball in the face could cause a life changing accident. ...

3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET? HOW LONG HAVE YOU BEEN ESTABLISHED?

We are Wrexham futsal Youth development , we run weekly session for children from the Wrexham area Acton included, before the pandemic at our best we ran 8 different age groups, the impact of the Pandemic hit our not for profit sessions really hard both numbers attending before due to having to isolate, restrictions in numbers allowed inside ,which caused us serious financial issues, after the Pandemic and restrictions were relaxed we were able to restart our sessions with an U9s session on a Saturday morning in Glyndwr, and a Sunday morning session in Glyndwr for a mix of ages form 9-14 year olds, we started with 5 players, then word of mouth and more ex-players returned slowly, amongst these were some new players who had never played football or futsal before, one in particular wore glasses, obviously he was very nervous and playing in glasses held him back confidence wise, they tried contact lenses but he just couldn't wear them, they are not for everyone, following the incident in England I approached FAW for help funding wise but was told this was not an item they covered, I decided to offer half the cost of the glasses to the Parents if they agree to him continuing with us, if he left then they would reimburse the club, the boy has now attended 4or 5 sessions and we can see a big difference in his development and confidence, we have a number of children who have joined us and love futsal , hence me requesting whatever grant help we can muster. Our youth development organisation has been running since 2013, we recently have started a third age group for children from 7-10 years olds, again we have at least 3 players who may need our help going forward.....

4. CAN ANYONE JOIN? YES WHO CAN BENEFIT? The children who wear glasses and cannot use contact lenses.

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? ...our number fluctuate weekly from 30-40 across the 3 age groups we run, approx. 50 % are from Acton with Two of my coaches also from Acton.....

6. IS YOUR ORGANISATION A REGISTERED CHARITY? NO

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

No we are a small not for profit club run by Enthusiastic Volunteers ...

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY?we currently have 8 Volunteer coaches and helpers..

B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS? Yes all our coaches have to be CRB checked, and have safeguarding and first aide certification to work with young children, plus their coaching badges

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

IF YES, PLEASE STATE SUPERVISING BODY:Our Governing Body is NEWFA

APPLICATION FOR FINANCIAL ASSISTANCE FROM: WREXHAM FUTSAL CLUB

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **YES/NO**]
(e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)

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

a. PETTY CASH AND CURRENT ACCOUNTS: No petty cash, Our Futsal account as of %th May was £469.07.

b. DEPOSIT ACCOUNTS: N/A.....

c. OTHER INVESTMENTS: ...N/A.....

12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR?Nil Profit, Loss approx.
OR LOSS LAST YEAR?Approx £100.....

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

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

B. WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON? **YES/**

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

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

The effect of the Pandemic forced us to reduce the number of sessions as we block book the Glyndwr venue, as we could not cover the cost of the venue, My personal Mental health was affected from a Sudden close family death , I was very close to closing the club completely , but the support from my Coaches, and seeing the faces of those 5 children who turned up to our first session after the pandemic made me determined to keep going for them, the losses we had i covered from my our finances call it a long term loan, we are not out off the wood by a long chalk, but I will keep knocking on doors, if unsuccessful with my request from yourselves, your help in our past has always been much appreciated. Times are hard for everyone at Present, to be able to give a child the chance to play the game they want to do without the fear of losing their Eyesite for me is our No 1 priority, also let me sleep better at night..

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED:P kelly.....

DATE: 30/05/2023..

POSITION IN ORGANISATION:

.....secretary , and coach.....

CONTACT TELEPHONE NUMBER:

...07999 402991, or 01978 263125.....

Please return this application form with supporting accounts to:

**The Clerk to Acton Community Council, c/o Acton Community Resource Centre, Off Overton Way,
Wrexham, LL12 7LB (or email: clerk@actoncommunitycouncil.gov.uk)**

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

NAME OF ORGANISATION: ***Wrexham Sounds Ltd***

1. NAME AND ADDRESS FOR CORRESPONDENCE:

Caroline Richards, 1 Salisbury Road, Wrexham LL13 7AS or caroline@wrexhamsounds.org

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

Wrexham Sounds is seeking a grant to provide free Music for Well-being sessions to children from low-income families facing hardships during the current economic climate and who cannot afford to pay the fees we have to charge for our services. These sessions involve assessing the needs of the child and then working through the medium of music to build their confidence, personal skills and ability to express themselves. The most common reasons why families refer children and young people to us are autism, mental health issues, ADHD and additional learning needs. In 2022 we delivered 69 free Music for Well-being sessions to children from hard-up families. In 2023 we are seeing a marked increase in the number of enquiries we are getting from families without the means to pay for our services but desperate for help. We are doing everything we can to raise money to make it possible for these sessions to be delivered free of charge to such families. If you can help us do this with a grant it would be greatly appreciated.

3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET? HOW LONG HAVE YOU BEEN ESTABLISHED?

Wrexham Sounds transforms disadvantaged young lives through music. Children are referred to us by local authority agencies, care providers, charities, schools and families. We provide music lessons and musical activities for young people who cannot access them at school. Our services generate confidence, self-expression and social skills and improve prospects. Over the past 12 months we have provided various activities and projects to Young Carers, ALN young people and EYST among others.

4. CAN ANYONE JOIN? YES/NO WHO CAN BENEFIT? Children, Young People and Vulnerable Adults

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? In the past year we delivered 33 sessions and lessons involving children and young people from the Acton CC area

6. IS YOUR ORGANISATION A REGISTERED CHARITY? No, we are registered as a non-profit company limited by guarantee

IF YES, PLEASE GIVE THE REGISTERED CHARITY No:

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE? NO

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? 1 full time employee, 7 freelance tutors, 2 freelance admin, 3 Volunteer Directors

B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS? All members of our team are suitably qualified and experienced for their roles. They are all DBS checked in accordance with our Safeguarding Policy and receive training in First, Health and Safety and Safeguarding.

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

IF YES, PLEASE STATE SUPERVISING BODY: Our response to 10 above is NO but cannot amend form

APPLICATION FOR FINANCIAL ASSISTANCE FROM: *Wrexham Sounds Ltd*

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **YES**]
(e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)

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

a. PETTY CASH AND CURRENT ACCOUNTS: 37000

b. DEPOSIT ACCOUNTS: Nil

c. OTHER INVESTMENTS: Nil

12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? See attached accounts

OR LOSS LAST YEAR? LOSS £20927.....

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

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

B. WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON? **YES**

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

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

Of the £37,000 we currently hold in cash, c£10000 is free cash (unspoken for). The rest is made up of grant income ringfenced for specific projects and monies needed to meet our overheads and direct costs.....

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: C M Richards

DATE: 31 May 2023

POSITION IN ORGANISATION: Director

CONTACT TELEPHONE NUMBER: 07733 041025

Please return this application form with supporting accounts to:

**The Clerk to Acton Community Council, c/o Acton Community Resource Centre, Off Overton Way,
Wrexham, LL12 7LB (or email: clerk@actoncommunitycouncil.gov.uk)**

End of Applications for Financial Assistance – June 2023

ACTON COMMUNITY COUNCIL

Correspondence Report of the Clerk to the Council

June 2023

AGENDA ITEM 12**21**

Organisation	Details	Notes
1. One Voice Wales	1. Save the Date - Innovative Practice Conference: email dated 9 May 2023 with a save the date message for 5 July 2023 2. June 2023 Training Dates: email dated 23 May 2023 with dates for remote training sessions. 3. Innovative Practice Conference: email dated 25 May 2023 with details of this Conference. 4. ITEC and Chwarae Teg Training Courses: email dated 6 June 2023 with details of their training courses 5. 20mph Communications and Engagement Toolkit: email dated 6 June 2023 with a toolkit and FAQ regarding the proposed changes 6. One Voice Wales – News Bulletin: email dated 7 June 2023 reinforcing the legal requirements and deadlines for Community Councils.	
2. AVOW	AVOW Training - June - November 2023: email dated 15 May 2023 with details of AVOW training events.	
3. Planning Aid Wales	1. Events from Planning Aid Wales: email dated 15 May 2023 with details of the latest events being held during May to July 2023 2. Training from Planning Aid Wales: email dated 19 May 2023 with details of their latest training events. 3. News from Planning Aid Wales: email dated 9 June 2023 with details of training, events and their AGM	
4. Audit Wales	Audit Wales Newsletter: email dated 31 May 2023 with details.	
5. Play Wales	1. Play Wales e-bulletin: email dated 1 June 2023 with details of the Play Wales e-bulletin for June 2023. 2. New briefing – Playing and being well: email dated 6 June 2023 Play Wales has published a new briefing note to introduce our forthcoming <i>Playing and being well: A review of recent research into children's play, social policy and practice, with a focus on Wales</i> literature review.	
6. Hannah Farnell Acton Park Ranger	Green Flag celebration at Acton Park: email dated 14 June 2023 invitation seeking preferred date for members of the Community Council and Acton Park Volunteers for some tea and cake to celebrate: our green flag status, our beautiful park and the people who care for it.	

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