

10 October 2023

Dear Councillor

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 18 OCTOBER 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 18 October 2023](#) or use the Zoom Meeting ID: 865 5925 9911 and Passcode: 086487 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. PUBLIC PARTICIPATION:** At this stage of the proceedings the Chair will give any Members of the Public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that Members of the Public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed. The period of time designated for Public Participation at a meeting in accordance with Standing Order 3(d) shall not exceed **15** minutes unless directed otherwise by the Chair of the meeting.

**3. COMMUNITY AGENT:** Mandy Woodfine-Jones the newly appointed Acton Community Agent has been invited to attend the meeting to give a short introduction and answer members' questions.

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

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

### 5. CONFIRMATION OF MINUTES:

- 1) To confirm the Minutes of the Council meeting held on 20 September 2023 (Copy attached)  
**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.
- 2) To receive the Minutes of the Staffing Committee held on 13 September 2023 (Copy attached)

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Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or  
E-Mail: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk) with any apologies or requests for further information.  
You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

**6. INFORMATION FROM 21 SEPTEMBER 2023 MINUTES:**

1. **Minute 52 – WE DON'T BUY CRIME – SMART WATER INITIATIVE:** to discuss options for supporting this initiative for vulnerable Acton Community Residents
  2. **Minute 53 ii)- FOI Domestic Abuse:** Clerk to give an update
  3. **Minute 54 iii) - CONTRIBUTION TOWARDS THE COST OF PROVIDING CHRISTMAS LIGHTS ALONG THE ACTON COMMUNITY SECTIONS OF CHESTER ROAD:** The Chair to give an update
  4. **Minute 54.iv) BESPOKE WORKSHOP TRAINING- MODULE 6 LOCAL GOVERNMENT FINANCE:** Clerk to give an update
  5. **Minute 56 - ANNUAL ACCOUNTS 2022/2023:** Clerk to give an update
  6. **Minute 58 i) ILLEGAL DRIVEWAYS:** To note that this request has been accepted and this matter will be discussed at the Wrexham Town and Community Council Forum meeting to be held on 2 November 2023.
  7. **Minute 65 – MAESYDRE POWERHOUSE :** To note the progress of the works to the Building
  8. **Minute 66 - JEFFREYS ROAD FENCING:** To note the progress of the repair and repainting works
- 7. COMMUNITY POLICING MATTERS:** To consider any Policing and Operations Reports provided by Acton Community Police Officers
- 8. PROCEDURAL MATTERS:** To consider the following matters:
1. **SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CASUAL VACANCY RHOSNESNI WARD:** Clerk to report on any response received from the Returning Officer following the expiration of the Public Notice period which commenced on 21 September 2023.
  2. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK:** Clerk to report
- 9. COUNCILS - CONNECT YOUR COMMUNITY TO THE SLOW WAYS NATIONAL WALKING NETWORK: - ITEM PLACED ON THE AGENDA BY COUNCILLOR LIZZY BALMAIN-** Please note detailed information from this CIC has already been circulated to all members of the Council
- 10. KEY ACTON ISSUES:** This item provides opportunity for WCBC Members to report verbally on any new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers)
- 11. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:** Chair to provide an update on the following matters:
1. **Events at Acton Park**
  2. **Progress of Annual Report Priorities:** Financial Assistance/grants; Acton Park Play areas; Little Acton Community Centre; Christmas lighting/ celebrations; Maesydre PowerHouse; Monitoring and reduction of speeding within the Community
- 12. REPORT FROM CLERK:** Clerk to report on her attendance at the SLCC Conference and on Consultations and Correspondence/ other information that has been received and circulated to Members since the last meeting. Details Attached.
- 13. PAYMENT OF ACCOUNTS:** To note details of any payments received, Transfers made between the Council's Bank Accounts and the second quarter progress against the 2023/24 Budget and to authorise any outstanding debtor or other payments
- 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
1. <a href="#">Planning Application P/2023/0590 - Valid From 24/08/2023</a> : 27 Ffordd Hooson, Wrexham, LL12 7LS - open porch to front	
2. <a href="#">Planning Application P/2023/0599 - Valid From 30/08/2023</a> : 25 St Mellion Crescent, Wrexham, LL13 9GZ - single storey rear extension	

*\*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*

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 20 September 2023 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy (Vice Chair)
"	W Baldwin	"	A Gallanders *
"	L Balmain	"	Ms H Hewitt
"	Mrs C Bettley	"	Ms C Jarvis
"	M Davies	"	P Lloyd
"	Ms S Edwards	"	Ms B Martin
"	Mrs A Evans *		Ms D Wallace
	2 Vacancies		1 Vacancy

\* Absent

Also Present:

Susan Carrington, North Wales Police

PC Lee Parker, North Wales Police

Mrs Carole Roberts & Mrs Michelle Williams Clerk & Administrative Assistant to the Council

## 48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs A Evans

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

## 49. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY – RHOSNESNI WARD

The Clerk informed Members that Councillor Roger Davies had tendered his resignation as Councillor for the Rhosnesni Ward with effect from the 19 September 2023. The Council accepted his resignation. The Clerk briefed Members on the statutory process to now to be followed to fill the vacancy. It was noted that the Chair and Clerk on behalf of the Council had thanked Councillor Davies for his contributions and representation of the Rhosnesni Ward.

***RESOLVED – Clerk to take the necessary steps to advertise and fill this Casual Vacancy for the Rhosnesni Ward.***

## 50. DECLARATIONS OF INTEREST

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

## 51. PUBLIC QUESTIONS

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

## 52. WE DON'T BUY CRIME

The Chair welcomed Susan Carrington, Crime Prevention Sergeant, and PC Lee Parker, both of North Wales Police. Sergeant Carrington gave members a presentation on the latest Crime Prevention initiative, We Don't Buy Crime. Following this presentation, PC Lee Parker reported on latest Crime statistics for the Acton Community. The Chair thanked both Officers for attending the meeting.

**RESOLVED –**

- i) to discuss options for supporting the Smart Water initiative for vulnerable Acton Community Residents at the October 2023 Council meeting; and*
- ii) PC Lee Parker attend Community Council meetings on a quarterly basis, the next being December 2023 and a standing item be placed on each agenda to enable the Acton Sector Team to give any updates necessary.*

**53. CONFIRMATION OF MINUTES**

- 1) The Minutes of the hybrid Council meeting held on the 19 July 2023 were received.

**RESOLVED - that the Minutes of the hybrid Council Meeting held on 19 July 2023 be received and confirmed as a correct record.**

- 2) The Minutes of the Youth Committee meeting adjourned on 26 July 2023 and reconvened on 6 September 2023 were received. The Chair updated Members on the changes requested to the Youth Committee's Terms of Reference.

**RESOLVED –**

- i).To endorse the extension of the Terms of reference of the Youth Committee to enable it to consider and set parameters to receive and consider applications for funding from Acton Community Youth Organisations/Groups that will enable them to remain viable or provide financial support for special project for a set number of years.*
- ii) That the Council to consider the funding for this work and remit to spend such monies as part of the 2024/25 Budget setting and precepting process.*

**54. INFORMATION FROM 19 JULY 2023 MINUTES**

- 1. **Minute 33- COMMUNITY AGENT FOR ACTON:** It was noted that that Community Agent for Acton was now in post and will be attending the October 2023 Council meeting.
- 2. **Minute 36.1 DOMESTIC ABUSE STATISTICS:** Councillor S Edwards had now specified the information to be requested and the Clerk would submit an FOI request shortly.
- 3. **Minute 36.v: CONTRIBUTION TOWARDS THE COST OF PROVIDING CHRISTMAS LIGHTS ALONG THE ACTON COMMUNITY SECTIONS OF CHESTER ROAD:** The Chair reported that he was still awaiting detailed financial information.
- 4. **Minute 37.3 BESPOKE WORKSHOP TRAINING:** Members discussed the difficulties of organising face to face training.

**RESOLVED - to abandon arrangements for a hybrid training session and request One Voice Wales to provide online Training for the full Council as soon as is practicable.**

**55. PROCEDURAL MATTERS**

The Clerk reported on the following procedural matters

**1. AUGUST RECESS DELEGATED DECISIONS:**

- i) **MAESYDRE POWERHOUSE:** Three Tenders had been invited and two were received and opened. The Clerk updated Members with details of the tenders and the costs. Following arithmetical and technical checks and a report thereon, the Chair and Clerk had signed the Contract of Works in the sum of £35, 212.00 with Hankinson Whittle Ltd. The Clerk had also under delegated powers approved a Work in Progress Insurance addition to the Council's Policy with Zurich Municipal as part of the JCT Contractual requirements. The relevant notifications had been made and works had started week commencing 11 September 2023. It was noted access to the Defibrillator located at the Powerhouse will be restricted during the works and it had been temporarily removed from the Circuit. The works were expected to be completed by 20 October 2023

ii) **PAYMENT OF ACCOUNTS:** the list of payments for August 2023 will be included in the Minutes alongside the September 2023 report for Payment of Accounts.

iii) **PLANNING APPLICATIONS:** the list of the applications received for development or work to protected trees in the Community Council's area will be included in the Minutes for this meeting.

iv) **FENCING AT JEFFREYS ROAD:** The Clerk and Chair reported on the action taken during the August recess to ensure that this work goes ahead and to agree amendments to the costed option.

**2. REVIEW OF STANDING ORDERS:** The Clerk updated Members on the main changes to the revised Standing Orders, incorporating requirements contained in the Local Government and Election (Wales) Act 2021.

**RESOLVED – to adopt the Model Document as submitted to the meeting.**

**3. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBER TO FILL CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD:** The Clerk confirmed there had been no response to the Public Notice advertisement.

**RESOLVED – Clerk to re advertise this vacancy with a closing date of noon on Monday 16 October 2023 and any applications received be considered at the next Council meeting.**

**4. SLA MATTERS WREXHAM CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** Members considered and discussed the Q1 2023/2024 SLA report that had been received and circulated.

**RESOLVED - that the Clerk provide feedback to CAB that Members really like the new numeric based report format. Particular reference was made to the income generated statistics which when compared to the costs of this SLA represents good value for money.**

## **56. ANNUAL ACCOUNTS 2022/23**

The Clerk provided an update to Members with regard to the recent External Audit. It was noted that the Audit opinion for 2022/23 was unqualified and two recommendations had been made with regard to a £1 rounding identified by the External Auditor and the Council arithmetically checking the Annual return and for any omissions prior to submissions. In noting the unqualified Audit opinion, Members thanked the Clerk for her hard work.

**RESOLVED:**

**i) to note the External Auditor has issued an Unqualified Opinion;**

**ii) to accept the External Auditor's comments regarding the Annual Return;**

**iii) to respond that in future a member of the Council will check the Annual return prior to its approval and submission to the External Auditor;**

**iv) to agree that Councillor Corin Jarvis undertake separate checks to the Council's Annual Return and quarterly accounts reporting as a check and balance; and**

**v) the Clerk to request an explanation from Rialtas Business Solutions regarding the £1 rounding issue identified by the External Auditor**

## **57. FINANCIAL ASSISTANCE**

Members considered the Clerk's report concerning the Council's Policy to apportion the annual £10,000 budget equally between each of the quarterly meetings. Members then proceeded to consider the five applications received during the present quarter and whether the Council wished to make a grant to the applicant under the provisions of Section 137 of the Local Government Act 1972. Regard was given to the number of Acton residents catered for by the applicants.

**RESOLVED – that the following Financial Assistance grants be made under the Council's Powers contained in Section 137 of the Local Government Act 1972 (as amended) :-**

Organisation	Details	Decision
4.SSAFA Wales	Financial contribution towards the operational costs of the Wales regional hub where specialist advisors receive calls, emails and web enquiries asking for assistance.	£200
5. Nightingale House Hospice	Support towards cost of Hospice's new In-patient Unit.	£500
6. Gate Hangs High Bowling Club	Financial Assistance towards the repair cost of the Club's main mower which requires a new engine, estimated to cost over £1,000.	£500
7. Cerebral Palsy Cymru	Contribution to provide extra Therapists to enable the treatment of over 700 children from all over Wales who have cerebral palsy with the aim of improving their quality of life.	£200
8.Wrexham Boxing Club	Financial assistance to enable the purchase of new equipment and kit	£500
TOTAL		£1,900

## 58. KEY ACTON ISSUES

**1. ILLEGAL DRIVEWAYS:** Members attention was drawn to the issue of illegal driveways. There had been complaints from residents of people driving over footpaths and grassed areas to access illegal driveways. Councillor Martin has emailed North Wales Police for legal clarification and is awaiting a response.

**RESOLVED – The Clerk request that this issue be placed on the agenda of the next Town and Community Council Forum.**

**2. GATES ON DEAN ROAD PLAYING FIELD:** Members noted that the gates are now in place and will be kept secured and kept locked with only pedestrian access possible and that several persons are designated key holders.

**59. COMMUNITY ENGAGEMENT & UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES:** The Chair provided an update as follows:

### 1. EVENTS AT ACTON PARK

- i) SWEET CHESTNUT TREE:** An event was planned for 8 October 2023 to celebrate the nomination of the tree in Acton Park. Members were encouraged to attend and vote for the Tree.
- ii) MOCK HISTORIC BATTLE:** This was a very well attended event with over 160 people in attendance.
- iii) HALLOWEEN EVENT:** An event was being planned for the end of October 2023.

**2. PROGRESSION OF ANNUAL REPORT PRIORITIES:** Progress updates to be given at each Council Meeting against the following priorities:

- i) FINANCIAL ASSISTANCE AND GRANTS:** The Youth Committee is progressing this at their quarterly meetings.
- ii) LITTLE ACTON COMMUNITY CENTRE:** The Task and Finish Group has yet to meet. They are still awaiting the Lease from Wrexham County Borough Council.
- iii) MAESYDRE POWERHOUSE:** Updates for the Powerhouse refurbishment are included in their own item on the Agenda.
- iv) ACTON PARK PLAY AREAS:** The Task and Finish Group has not met yet.

**RESOLVED – that the Task and Finish Group meet at the proposed play area prior to the next Council meeting on 18 October 2023 and an update be given.**

- v) CHRISTMAS LIGHTING/CELEBRATIONS:** It was noted that a response from Rhosddu Community Council as to the financial implications was still awaited.

- vi) **MONITORING AND REDUCTION OF SPEEDING WITHIN THE COMMUNITY:** This item has been included elsewhere on the Agenda.
- vii) **JEFFREYS ROAD FENCING:** An update on the progress of this priority was included later on the Agenda.

## 60. ITEMS PLACED ON THE AGENDA BY COUNCILLOR MIKE DAVIES FOR CONSIDERATION BY THE COUNCIL

- DEFIBRILLATOR INITIATIVE BY RESIDENTS AND CONTRIBUTING TO PLACEMENTS:** Councillor Davies had become aware of a group of private properties on the Goulbourne Estate that had come together to purchase a defibrillator and sited it for public access on one of the residential garages. Councillor Davies asked if the Council could assist other residents to do the same. It was noted that the Council was restricted in that it under S137 powers it could not give funding to individuals. Members were reminded that any future Member requests to purchase a Community defibrillator should include a suitable location with agreement in principle to their positioning.
- PROVISION OF SPEED WARNING SIGNS ON HOLT ROAD AND BORRAS PARK ROAD:** Reference was made to the possibility of providing flashing Speed Warning Signs similar to the existing sign located on Chester Road. The signs would be for traffic approaching from the Link Road. The Clerk provided approximate costs for each sign.

**RESOLVED – in view of the recent introduction of 20mph speed limits in the Acton Community, to defer this decision to the Council Meeting in December 2023 and then review the request for Speed Warning Signs as part of the 2024/25 Budget setting process.**

## 61. REPORT FROM CLERK

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

Organisation	Details
<b>CONSULTATIONS: Members discussed whether to make any comments on the undermentioned Consultations</b>	
<b>1. Fire &amp; Rescue Service – North Wales</b>	<p><b>1. Public Consultation on Emergency Fire and Rescue Service Cover in North Wales</b>  <b>“Your fire and rescue service – right place, right time, right skills”</b> This Consultation is open until 30 September 2023. Respondents can visit <a href="http://www.northwalesfire.gov.wales">www.northwalesfire.gov.wales</a> to complete the questionnaire and access detailed information on the various options.</p> <p><b>2. Caia Park Community Council: Fire Service plans to reduce coverage in Wrexham:</b>  email dated 25 August 2023 from the Clerk at Caia Park Community Council sharing details of a motion and resolution from the Community Council Meeting in response to this Consultation</p> <p><b>RESOLVED – to support Caia Park community council’s resolution and object to proposals to reduce the number of Fire Engines at the Wrexham Station and to submit the response by 30 September 2023</b></p>
<b>2. Wrexham CBC</b>	<p><b>1. Renewal of WCBC Dog Fouling and Dog Control Public Space Protection Order (PSPO):</b> email dated 4 August 2023 containing information on the above Consultation</p> <p><b>2. Urgent: Welsh Gov 20mph Consultation:</b> email dated 10 August 2023 with details of this Consultation which closed on 1 September 2023.</p> <p><b>Noted: both of these Consultation emails were circulated during the August Recess and no comments were received from member for submission by the deadline.</b></p>
<b>3. Audit Wales</b>	<p><b>3. Consultation on Fee Scales 2024-25:</b> email dated 5 September 2023. Consultation has a closing date of 10 October 2023</p> <p><b>Information noted</b></p>
<b>CORRESPONDENCE</b>	
<b>1. Wrexham Area Civic Society</b>	<p><b>Wrexham Area Civic Society Awards 2023:</b> email dated 14 July 2023 requesting nominations for the Civic Society Awards. The closing date for nominations is 30 September 2023.</p>

	<b>RESOLVED – that Councillor Corin Jarvis be authorised to submit a nomination on behalf of Acton Community Council for the Acton park Ranger in recognition of her work for the events and activities in Acton Park.</b>
<b>2. Play Wales</b>	<p><b>1. New Film: This is why play is so important:</b> Email dated 21 July 2023 with details of this film. <b>Information noted</b></p> <p><b>2. A Ministerial Review of Play in Wales: what next?:</b> email dated 5 September with an invitation to the National Conference on 23 November 2023. <b>Information noted</b></p> <p><b>3. Introducing our next event:</b> email dated 17 August 2023 with details of their next event on the 4 October 2023. <b>Information noted</b></p> <p><b>4. New Report: What children say about play in Wales:</b> email dated 12 September with links and information on the latest Play Wales publication. <b>Information noted</b></p>
<b>3. Wrexham CBC</b>	<p><b>1. Wrexham Town and Community Council Forum:</b> email dated 21 July 2023 with slides attached from the presentation made on Decarbonisation at the recent meeting.</p> <p><b>2. Sgyrsiau Carbon a Hinsawdd Wrecsam / Carbon and Climate conversation:</b> email dated 10 August 2023 inviting members to a virtual conversation on 21 September 2023 16.30-17.30 with a focus on local transport and travel. <b>Information noted</b></p> <p><b>3. Tree of the year nomination event day 08.10.23:</b> email dated 31 August 2023 inviting members to the Tree of the Year nomination event <b>Information noted</b></p> <p><b>4. Mayor's Charity Dinner Dance- 20 October 2023:</b> email dated 17 August 2023 with an invitation to the Mayor's Charity Dinner Dance.</p> <p><b>RESOLVED The Chair and Vice Chair to inform the Clerk if they can attend.</b></p> <p><b>5. Letter to Acton Community Council from Ian Bancroft :</b> Email dated 12 September 2023 responding to issues raised by the Community Council in its letter dated 20 June 2023 raising concerns about communications with Wrexham CBC Officers about some key issues <b>The response was noted</b></p> <p><b>6. 20mph – Misinformation Fact Sheet:</b> email dated 15 September 2023 with a fact sheet attached. <b>Information noted</b></p>
<b>4. One Voice Wales</b>	<p><b>1. Forward Development Plan 2023-27' for Pontypridd Town Council:</b> email dated 20 July 2023 with details of the first ever Forward Development Plan <b>Information noted</b></p> <p><b>2. Public Services Ombudsman for Wales Press release 09 08 2023 - Annual Report 2022 23:</b> email dated 14 August 2023 with a link to their Annual Report <b>Information noted</b></p> <p><b>3. Community Speed Watch:</b> email dated 5 September 2023 inviting members to a virtual meeting on 7 September 2023. <b>Information noted</b></p> <p><b>4. AUGUST &amp; SEPTEMBER 2023 TRAINING DATES:</b> email dated 25 August 2023 with the training dates for September 2023. <b>Information noted</b></p> <p><b>5. Ystadau Cymru newsletter: edition 9:</b> email dated 23 August 2023 with a link to their Newsletter. <b>Information noted</b></p> <p><b>6. Community Green Spaces - nominations call out:</b> email dated 15 August 2023 seeking nominations for the CLAS awards 2024. <b>Information noted</b></p> <p><b>7. Delivery of the Nature Networks Map:</b> email dated 1 August 2023 with a link to <a href="https://www.gov.wales/biodiversity-deep-dive-recommendations">https://www.gov.wales/biodiversity-deep-dive-recommendations</a> <b>Information noted</b></p> <p><b>8. Welsh Revenue Authority newsletter:</b> email dated 14 September 2023 with links to various WRA reports <b>Information noted</b></p> <p><b>9. September 2023 Training dates:</b> email dated 11 September 2023 <b>Information noted</b></p> <p><b>10. One Voice Wales Conference and AGM save the date:</b> email dated 1 September 2023 with details of the OVW Conference and AGM. The Chair authorised the Clerk to book a place to attend this Conference</p> <p><b>RESOLVED - to endorse the Chair's approval for the Clerk to book a place to attend this Conference as part of her continued professional training and the delegate fees of £566.60 (inc vat), and any additional hours incurred by</b></p>

	<p><b>the Clerk attending the Conference be paid.</b></p> <p><b>11. Wrexham and Flintshire Area Committee Meeting:</b> email dated 19 September 2023 - details of next meeting on Tuesday 26 September 2023. <i>Information noted</i></p> <p><b>12. JOINT EVENT – ONE VOICE WALES AND THE SLCC – WEDNESDAY 8 NOVEMBER 2023:</b> email dated 4 September 2023 with details of this event.</p> <p><b>RESOLVED – that the Clerk be authorised to book two places for this virtual joint Conference as part of the Staff's continued professional training and the delegates' fees of £144 inc vat, and any additional hours incurred by attending the full day virtual Conference be paid.</b></p>
<b>5. Cadwyn Clwyd</b>	<p><b>NEW FUNDING AVAILABLE FOR WREXHAM COMMUNITIES:</b> email dated 29 August 2023 with information on funding available from the Wrexham Community Fund. Closing date is 22 September 2023 <i>Information noted</i></p>
<b>6. Office of Sarah Atherton MP</b>	<p><b>1. UK Community Ownership Fund Opens for Round 3 Window 2:</b> email dated 1 September 2023 inviting expressions of interest for funding. <i>Information noted</i></p> <p><b>2. Branching Out Fund Accepting Applications for the 2023 Winter Planting Season:</b> email dated 18 August 2023 with a link to the Tree Council grants. The closing date is 3 December <a href="https://treecouncil.org.uk/what-we-do/planting-and-care/our-grants/">https://treecouncil.org.uk/what-we-do/planting-and-care/our-grants/</a> <i>Information noted</i></p>
<b>7. NHS</b>	<p><b>Citizen's Survey Wrexham Integrated Hubs:</b> email dated 1 September inviting survey responses by 1 October 2023. <i>Information noted</i></p>
<b>8. Barbara Jones</b>	<p><b>Date for Diary? Dday 80 years:</b> email dated 26 July 2023 with an invitation to join a commemoration service of the Normandy campaign on 6 June 2024 at St Giles Parish Church. <i>Information noted</i></p>
<b>9. Keep Wales Tidy</b>	<p><b>Local Places for Nature – Garden packs from Local Places for nature:</b> email dated 14 September 2023 with a link to apply for free garden packages. <i>Information noted</i></p>
<b>10. Planning Aid Wales</b>	<p><b>Latest news from Planning Aid Wales:</b> email dated 15 September 2023 with links to the latest Planning Aid Wales events and news. <i>Information noted</i></p>
<b>11. Boundary Commission Wales</b>	<p><b>Lessons Learned:</b> email dated 11 September 2023 with a questionnaire requesting feedback. <i>Information noted</i></p>

## 62. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received since 19 July 2023 as follows

**PAYMENTS RECEIVED:** VAT refund HMRC = £8,785.22 Transfer Deposit to Replenish current account =£10,000.00+ Deposit Account 2<sup>nd</sup> precept payment 2 August 2023= £56,333.33; Interest payment to 31 August 2023 = £481.50; + Money Market Account Interest £411.42.

Approval was requested to replenish the Council's Current account from the Deposit account taking accounts of known contractual and other future payments and for outstanding payment of debtor or other cheque and BACS payments as set out in the schedule below:

**RESOLVED – to approve the making of payments for August 2023 and September 2023 as set out in the schedule reported to the meeting; and to note the payments received; and to authorise the Clerk to replenish the Council's Current Account to meet contractual and other known payments.**

Voucher/Payment Ref & Payee	Details	Amount
<b>AUGUST 2023</b>		
45. BACS ref 20.8.23 Carole Roberts	Clerks Salary and office expenses for August 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)
46. BACS ref 21.8.23 Michelle Williams	Salary for August 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)

47. BACS ref 22.8.23 Clwyd Pension Fund	Pension payments for August 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
48. BACS ref 23.8.23 HMRC	Payroll payments for August 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
49. BACS ref 24.8.23 Wrexham County Borough Council	Room Hire Acton CRC – 14 June 2023 for Staffing Committee S112 Local Government Act 1972 (as amended)	£40.00 (NIL VAT)
50. BACS ref 25.8.23 Wrexham County Borough Council	Contribution towards skip hire costs Little Acton Environmental Day 5 July 2023 S19 Local Government(Miscellaneous Provisions) Act 1976	£48.00 (VAT =£0.00)
51. BACS ref 26.8.23 Shropshire Council	Payroll SLA charges for 2023/24 S112 Local Government Act 1972 (as amended)	£438.00 (VAT =£73.00)
52. BACS ref 27.8.23 Shropshire Council	Cyber Insurance Policy Renewal to 27/8/24 S112 + S140 Local Government Act 1972 (as amended)	£417.36 (VAT =£0.00)
53. Cheque No 202308 Carole Roberts	Clerks Expenses for August 2023 Section 112 Local Government Act 1972 (as amended)	£321.82 (Vat= £ 46.55)
<b>September 2023</b>		
54. BACS ref 28.9.23 Carole Roberts	Clerks Salary and office expenses for September 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)
55. BACS ref 29.9.23 Michelle Williams	Salary for September 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)
56. BACS ref 30.9.23 Clwyd Pension Fund	Pension payments for September 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
57. BACS ref 31.9.23 HMRC	Payroll payments for September 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
58. Cheque No 202309 One Voice Wales	Training Expenses for August 2023 – Councillor L Balmain Section 112 Local Government Act 1972 (as amended)	£152.00 (Vat= £ 46.55)
59. Cheque No 202310 Zurich Municipal	Work in Progress Policy for Maesydre Powerhouse : Scheme of repairs and repainting Section 112 Local Government Act 1972 (as amended)	£558.04 (Vat= £ 46.55)
60. Cheque No 202311 SLCC	National Conference 2023 Fee Clerk's attendance at Hinckley 10-12 October 2023 Section 112 Local Government Act 1972 (as amended)	£566.80 (Vat= £ 67.80)
61. Cheque No 202312 Carole Roberts	Clerks Expenses for September 2023 Section 112 Local Government Act 1972 (as amended)	£143.66 (Vat= £8.94)
62. Cheque No 202313 SSAFA Wales	Financial Assistance Grant S137 Local Government Act 1972 (as amended)	£200.00 (Vat= £ 0.00)
63. Cheque No 202314 Nightingale House Hospice	Financial Assistance Grant S137 Local Government Act 1972 (as amended)	£500.00 (Vat= £ 0.00)
64. Cheque No 202315 Gate Hangs High Bowling Club	Financial Assistance Grant S137 Local Government Act 1972 (as amended)	£500.00 (Vat= £ 0.00)
65. Cheque No 202316 Cerebral Palsy Cymru	Financial Assistance Grant S137 Local Government Act 1972 (as amended)	£200.00 (Vat= £ 0.00)
66. Cheque No 202317 Wrexham Boxing Club	Financial Assistance Grant S137 Local Government Act 1972 (as amended)	£500.00 (Vat= £ 0.00)

67. Cheque No 202318 SLCC	JT Virtual Conference 2023 Fee Clerk /Admin attendance 8 November 2023 Section 112 Local Government Act 1972 (as amended)	£144.00 (Vat= £ 0.00)
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### 63. PLANNING 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) for August and September 2023:

**RESOLVED - that the following observations be made on the applications as set out below:**

Case Number/ Address & Proposed Development	Decision
1 Planning Application P/2023/0484 - Dilys o/Valid From <u>07/07/2023</u> 93 Norfolk Road, Wrexham, LL12 7SB - dormer extension	<b><i>Received during August Recess – no observations submitted</i></b>
2.Planning Application P/2023/0544 - Dilys o/Valid From <u>04/08/2023</u> 23, Westminster Drive, Wrexham, LL12 7AT - works to trees protected by tree preservation order wmbc 21	<b><i>No objections subject to the Council's Arboricultural Officer being satisfied that the works are necessary and are carried out under his direction</i></b>

### 64. EXCLUSION OF PRESS AND PUBLIC:

**RESOLVED - 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.**

### 65. MAESYDRE POWER HOUSE

Further to Minute 46 July 2023 and Minute 55.1 September 2023 the Clerk reported on progress to date. A further site meeting was planned for the 3 October 2023 which would be attended by the Chair and the Clerk. The works were expected to conclude by 20 October 2023

**RESOLVED to note receive and note the Clerk's report.**

### 66. JEFFREYS ROAD FENCING

Further to Minute 47 July 2023 Members received an update of the progress of this project over the August recess and a meeting held with residents and Wrexham CBC officers where a compromise had been agreed for the sum agreed at the July 2023 meeting. It was noted the work to the fence was due to start 25 September 2023 at the cost originally agreed at the July 2023 meeting

**RESOLVED – that the progress of this project over the August Recess be welcomed and the Clerk write to Mr Kerry Williams Wrexham CBC to confirm the Council is happy for the works to be carried out as advised and to confirm the fencing should be painted black and to request to be notified when the works are confirmed and the exact start date and duration is known.**

**Councillor Kevin Roberts  
Chair**

Signed as a correct record this 18 day of October 2023

\_\_\_\_\_  
Presiding Chair

DOCUMENT IS RESTRICTED

**1) SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011- CASUAL COUNCILLOR VACANCY IN THE RHOSNESNI WARD**

To consider and action any response received from the Returning Officer following the expiration of the Public Notice period to fill the Casual Councillor Vacancy in the Rhosnesni Ward. The relevant Public Notice was issued by the Clerk to the Council on 21 September 2023. Details attached.

**2) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD**

The Community Council currently has one casual vacancy in the Borrass Park Ward which the Council **must** fill by co-option. The necessary steps to fill the vacancy together with the appropriate Public Notices have been on public display since 18 January 2023 in accordance with Section 116 of the Local (Wales) Measure 2011

**PURPOSE OF REPORT**

To enable Members to consider any expressions of interest submitted to the Clerk to the Council by noon on 16 October 2023 in accordance with Section 116 of the Local Government (Wales) Measure 2011. Any expressions of interest received will be circulated separately to Members and the Candidate(s) will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council. Details now attached.

**DECISION REQUIRED**

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

**INFORMATION**

Members must give consideration to any expressions of Interest received by noon on 16 October 2023 and to assist with the filling of the vacancy by co-option at the Meeting, listen to the supporting statement given by any Candidates. If there is a vacancy remaining after consideration of this report, the Clerk should be authorised to re-advertise the vacancy in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

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

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

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

End of procedural matters report

Swyddog Cofrestru Etholiadol, Swyddog Canlyniadau  
Electoral Registration Officer, Returning Officer  
**Ian Bancroft**

Neuadd Y Dref, Wrexham, LL11 1AY  
Guildhall, Wrexham, LL11 1AY  
Ffon/Tel : 01978 292020  
www.wrexham.gov.uk www.wreccsam.gov.uk



Clerk to Acton Community Council

Your Ref/Eich Cyf	
Our Ref/Ein Cyf	AD
Date/Dyddiad	
Ask for/Gofynner am	Alison Davies
Direct Dial/Rhif Union	01978 292296
E-mail/E-bost	electoral@wrexham.gov.uk

Dear Clerk

**Section 116 - Local Government (Wales) Measure 2011**  
**Co-option of Members of Community Councils**

I refer to the Notice of Vacancy in the office of Community Councillor dated 21 September 2023 and would inform you that I have not received a request to fill the vacancy by election.

The community council must now arrange to fill the vacancy by co-option.

Section 116 of the Measure introduces a new requirement of public notice where vacancies in community council membership are to be filled by co-option. Section 117 refers to having regard to Guidance about giving notice of co-option by Welsh Ministers.

Although no guidance has been issued by the Welsh Government, it is now a legal requirement to advertise the vacancy. A copy of a specimen notice of co-option is attached, which may be of assistance to you. You may wish to include other information that the council considers appropriate.

**Co-option procedures**

A person must be qualified, and not disqualified, to serve as a councillor in order to be co-opted. The person co-opted must receive an absolute majority vote of the councillors present and voting. The council may have Standing Orders which relate to the co-option of Members. Where there are more than two candidates for the vacancy, it would be best practice, for example, to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.

The usual rules on voting apply. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. The person presiding over the meeting may vote and if there is an equality of votes, they may exercise their casting vote. Members must vote by show of hands unless the council has standing orders that provide otherwise.

/Cont

For the sake of greater transparency, as recommended in the Guide to Town and Community Council Elections, the council's debate and vote on the co-option should be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

It is permissible to move into closed session. Should you wish to do so then the council must formally resolve to do so and specify the reason for so doing. Clearly, it is best that such business is handled at the end of the meeting so that any members of the public present are not asked to leave the meeting and then return.

If you have any further queries, please do not hesitate to contact Electoral Services on the above telephone number. In the event of a query regarding the content of the Local Government Measure, please contact the Welsh Government direct or One Voice Wales.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Ian Bancroft', with a long horizontal flourish extending to the right.

**Ian Bancroft**  
**Returning Officer**

CYNGOR  
CYMUNED

# ACTON

AGENDA ITEM 82  
COMMUNITY  
COUNCIL

## APPLICATION FOR CO-OPTION ONTO THE COUNCIL

1. WARD YOU WISH TO BE CONSIDERED FOR **BORRAS PARK**

2. NAME: Karen Speirs

3. ADDRESS: 4 Jarvis Way, Acton Wrexham

4. REASON FOR WANTING TO BE A COMMUNITY COUNCILLOR?

to help out in the community to try and  
better circumstances for others within the community

5. PERSONAL BACKGROUND INFORMATION ABOUT YOURSELF:

I.e.: Work:

at this moment None

Volunteer Experience:

Air ambulance  
fund raising for different charities

Qualities you would bring to the role of Community Councillor

I'm focused, passionate and confident.  
I understand the struggles in the community  
and would like to help others overcome  
the struggles they face

6. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR EXPRESSION OF INTEREST TO BE CO-OPTED ONTO ACTON COMMUNITY COUNCIL:

as I'm currently unemployed and face struggles  
with ill health, everyone needs a purpose in life  
and I feel helping in my community will help  
myself and others

I certify that I meet the qualification requirements to be considered for co-option onto Acton Community Council and the information given above is correct

SIGNED: Speirs

DATE: 9/10/2023

Please return this form to: The Clerk to Acton Community Council, c/o Acton Community Resource Centre, Overton Way, Wrexham, LL12 7LB (or by email to: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk))

BY NO LATER than NOON on MONDAY 16 OCTOBER 2023 -- received 9/10/23 CR

**1. SLCC ANNUAL CONFERENCE – 12/13 OCTOBER 2023 AT HINCKLEY**

The Clerk will give a verbal report to the meeting on her recent attendance at this Conference

Organisation	Details	Notes
<b>2.CONULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations</b>		
<b>1. One Voice Wales</b>	<b>Scrutiny of the Welsh Government Draft Budget 2024-25:</b> email dated 25 September 2023 The Committees of the Welsh Parliament are seeking information to inform their scrutiny of the <a href="#">Welsh Government Draft Budget 2024-25</a> . Anyone wishing to contribute can do so by submitting a formal response to the <a href="#">consultation</a> by <b>30 November 2023</b> .	
<b>2. Wrexham CBC</b>	<b>Application to record a bridleway, Dean Road Playing Fields:</b> email dated 29 September 2023 with the documents attached for consideration. The Community Council has been invited to comment on this evidence or to add further evidence either for or against the application. <b>Any submissions/response should be submitted by Friday 10 November 2023</b> to ensure that it is considered when Wrexham CBC make a decision on the application <b>THE COUNCIL'S INSTRUCTIONS ARE REQUESTED</b>	
<b>3.CORRESPONDENCE</b>		
<b>1. Office of Sarah Atherton MP</b>	<b>Wales Landfill Communities Environmental Programme Invites Applications:</b> email dated 25 September 2023 with details of funding available to support local community and environmental projects in areas of Wales affected by the disposal of waste to landfill.	
<b>2. Wrexham CBC</b>	<b>1. UK Shared Prosperity Fund- Keyfund Grants:</b> email dated 25 September 2023 Wrexham Council is offering grants to support organisations / businesses to deliver projects which will make a real difference across Wrexham. This project is funded by the UK government through the UK Shared Prosperity Fund. The overarching objective of the fund is: "Building pride in place and increasing life chances" <b>2. Remembrance Service 12.November 2023:</b> email dated 15 September 2023 with an invitation attached to send representatives to attend the Remembrance Service being held on Sunday 12 November 2023 at Bodhyfryd. Members are reminded it has been past practice to attend this Service and to purchase a wreath from Vivid Floral Designs and make a £100 to the RBL	

	<p style="text-align: center;"><b>THE COUNCIL'S INSTRUCTIONS ARE REQUESTED</b></p> <p><b>3. Monthly Events Listing:</b> email dated 4 October 2023 listing local upcoming events.</p>	
<b>3. Play Wales</b>	<p><b>1. A review of play in Wales – children and young people's report:</b> email dated 26 September 2023 with a link to the children and young peoples version of the Ministerial Review of Play Steering Group Report.</p> <p><b>2. 25 years of Play Wales – new magazine available:</b> email dated 6 October 2023 with a link to download this publication.</p>	
<b>4. One Voice Wales</b>	<p><b>1. Funding update! Applications open for £9.8million in new funding for restoring nature in Wales:</b> email dated 27 September 2023 with information on this funding opportunity.</p> <p><b>2. Welsh Air Ambulance:</b> email dated 28 September 2023 with details of the public engagement for Phase 2 of the EMRTS Service Review.</p> <p><b>3. One Voice Wales – News Bulletin:</b> email dated 1 October 2023 with the latest OVW News Bulletin.</p> <p><b>4. One Voice Wales &amp; D-DAY 80 - 6TH JUNE 2024:</b> email dated 4 October with the anniversary guide attached.</p> <p><b>5. October 2023 Training Dates:</b> email dated 23 September 2023 with details of October's training events.</p> <p><b>6. Apply now for a FREE Community Orchard Package:</b> email dated 6 October 2023 with details of how to apply for a Community Orchard Package.</p>	
<b>5. Planning Aid Wales</b>	<b>Latest training from Planning Aid Wales:</b> email dated 29 September 2023 with details of the latest training from Planning Aid Wales. To note the Training is online and the £150 cost provides for 20 licences to use this Training package. It should be noted that a Councillor has expressed an interest in attending this training and there is provision in the Member Training Plan and Budget to meet this cost.	
<b>6. Audit Wales</b>	<b>September Newsletter:</b> email dated 29 September 2023 with the latest newsletter from Audit Wales.	
<b>7. Home Start</b>	<b>Home-Start Wrexham AGM 2023 - 13 October:</b> email dated 21 September 2023 with an invitation to the Home-Start AGM on the 13 October 2023 from 2pm to 3.30pm.	
<b>8. Slow Ways</b>	<b>Councils - Connect your community to the Slow Ways national walking network:</b> email dated 19 September 2023 inviting the council to contribute to the creation of <a href="#">Slow Ways</a> - an ambitious crowd-sourced, community-verified <b>national walking network</b> that connects all of Britain's towns, cities and national parks. Members should note that this matter has been included as a separate item on the Agenda for discussion at the request of Councillor L Balmain	

<b>9. Cadno Comms</b>	<b>Awel y Môr newsletter Autumn 2023:</b> email dated 4 October 2023 with the newsletter attached.	
<b>10. RBLI</b>	<b>Introducing RBLI's 2023 Remembrance Range - Honouring Our Heroes Together:</b> email dated 14 September 2023 with details of the items available to purchase	
<b>11. Zero Hour</b>	<b>Acton Community Council support for Climate and Ecology Bill:</b> email dated 4 October 2023 asking for the Community Council's support for the <a href="#">Climate and Ecology Bill</a> , which is due for its second reading on <a href="#">24 November</a> . <b>THE COUNCIL'S INSTRUCTIONS ARE REQUESTED</b>	

Summary Receipts and Payments for Year Ended 31st March 2024 (as at 30/09/23)

Last Year Ended 31st March 2023		Current Year Ended 31st March
	<b>Operating Income</b>	
169,636.72	General Administration	113,934.70
8,592.04	VAT Data	8,785.22
<b>178,228.76</b>	<b>Total Receipts</b>	<b>122,719.92</b>
	<b>Running Costs</b>	
67,690.33	General Administration	31,673.60
115,536.80	Service level & Licence Agreem	18,422.97
9,862.49	Other Projects	469.75
8,785.22	VAT Data	1,110.46
<b>201,874.84</b>	<b>Total Payments</b>	<b>51,676.78</b>
	<b>Receipts and Payments Summary</b>	
270,842.06	Opening Balance	247,195.98
178,228.76	Add Total Receipts(As Above)	122,719.92
449,070.82		369,915.90
201,874.84	Less Total Payments(As Above)	51,676.78
<b>247,195.98</b>	<b>Closing Balance</b>	<b>318,239.12</b>
	<b>These cumulative funds are represented by:</b>	
9,120.61	Community Bank Account	6,229.05
73,677.47	Deposit Account	147,200.75
164,397.90	Money Market Call Account	164,809.32
0.00	Cashbook Suspense	0.00
<b>247,195.98</b>		<b>318,239.12</b>
	<b>Reserve Balances are represented by:</b>	
-23,646.08	Current Year Fund	71,043.14
107,083.10	General Reserves	83,437.02
15,000.00	EM Res - Elections	15,000.00
22,180.00	EM Res - Power House R&M	22,180.00
1,500.00	EM Res - Power House/Valuation	1,500.00
76,869.58	EM Res - Playground Equip Repl	76,869.58
5,908.49	EM Res -Youth Projects Cfwd	5,908.49
1,185.00	EM Res - Play Development	1,185.00
7,390.00	EM Res- Locum Clerk Costs	7,390.00
33,725.89	EM Res -LACC Equipment Refurb	33,725.89
<b>247,195.98</b>		<b>318,239.12</b>

Signed : \_\_\_\_\_ (Chairman) *Cardel Roberts* (RFO)

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Acton Community Council

Bank - Cash and Investment Reconciliation as at 30 September 2023

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Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2023	Community Bank Account	9,549.88	
30/09/2023	Business Money Manager Account	147,200.75	
30/09/2023	Money Market Call Account	164,809.32	
			321,559.95

Unpresented Payments

3,320.83

318,239.12 ✓

Receipts not on Bank Statement

0.00

**Closing Balance**

318,239.12

All Cash & Bank Accounts

1	Community Bank Account	6,229.05 ✓
2	Deposit Account	147,200.75 ✓
3	Money Market Call Account	164,809.32 ✓
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>318,239.12 ✓</b>

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 1 - Community Bank Account

Bank Statement Account Name (s)	Statement Date	Page	Balances
Community Bank Account	30/09/2023	512	9,549.88
			9,549.88
<b>Unpresented Payments (Minus)</b>		<b>Amount</b>	
19/07/2023	202306-42	Caia Park Partnership Ltd	-0.01
20/09/2023	202309-58	One Voice Wales	152.00
20/09/2023	202310-59	Zurich Municipal	558.04
20/09/2023	202311-60	Society of Local Council Clerk	566.80
20/09/2023	202313-62	Armed Forces Charity	200.00
20/09/2023	202314-63	Nightingale House Hospice	500.00
20/09/2023	202315-64	Gate Hangs High Bowling Club	500.00
20/09/2023	202316-65	Cerebral Palsy Cymru (Bobath)	200.00
20/09/2023	202317-66	Wrexham Amateur Boxing Club	500.00
20/09/2023	202318-67	Society of Local Council Clerk	144.00
			3,320.83
			6,229.05
<b>Unpresented Receipts (Plus)</b>			
		0.00	
			0.00
			6,229.05 ✓
Balance per Cash Book is :-			6,229.05
Difference is :-			0.00

## Signatory 1:

Name CAROLE ROBERTS Signed Carole Roberts Date 6/10/23

## Signatory 2:

Name CORIN JARVIS Signed [Signature] Date 9/10/23

Date: 06/10/2023

Acton Community Council

Page 1

Time: 11:16

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 2 - Deposit Account

User: CR

Bank Statement Account Name (s)	Statement Date	Page	Balances
Business Money Manager Account	30/09/2023	458	147,200.75
			147,200.75
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			147,200.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			147,200.75
		Balance per Cash Book is :-	147,200.75 ✓
		Difference is :-	0.00

Signatory 1:

Name CAROLE ROBERTS Signed Carole Roberts Date 8/10/23

Signatory 2:

Name CORIN JARVIS Signed [Signature] Date 9/10/23

-4-

Date: 06/10/2023

Acton Community Council

Page 1

Time: 11:24

Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 3 - Money Market Call Account

User: CR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Money Market Call Account	30/09/2023	163	164,809.32
			164,809.32
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			164,809.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			164,809.32 ✓
		Balance per Cash Book is :-	164,809.32
		Difference is :-	0.00

Signatory 1:

Name CAROLE ROBERTS Signed Carole Roberts Date 01/10/23

Signatory 2:

Name CONNIE SARVIS Signed [Signature] Date 9/10/23

Date : 06/10/2023

## Acton Community Council

Page 1

Time: 11:26

Trial Balance for Current Year = Q2: 30/9/23

User : CR

## Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
115	VAT on Receipts	999	VAT Data		8,785.22 ✓
200	Community Bank Account			6,229.05 ✓	
210	Deposit Account			147,200.75 ✓	
220	Money Market Call Account			164,809.32 ✓	
310	General Reserves				83,437.02 ✓
320	EM Res - Elections				15,000.00 ✓
321	EM Res - Power House R&M				22,180.00 ✓
322	EM Res - Power House/Valuation				1,500.00 ✓
323	EM Res - Playground Equip Repl				76,869.58 ✓
326	EM Res - Youth Projects Cfwd				5,908.49 ✓
328	EM Res - Play Development				1,185.00 ✓
329	EM Res- Locum Clerk Costs				7,390.00 ✓
331	EM Res -LACC Equipment Refurb				33,725.89 ✓
515	VAT on Payments	999	VAT Data	1,110.46 ✓	
1076	Precept	100	General Administration		112,666.67 ✓
1090	Interest	100	General Administration		1,268.03 ✓
4000	Bank Charges & Fees	100	General Administration	45.60	
4100	Employer's Costs	100	General Administration	23,318.21	
4103	Payroll Admin Charge	100	General Administration	365.00	
4105	Clerk's Expenses	100	General Administration	898.87	
4111	Legal / Translation	100	General Administration	50.00	
4120	Annual Subscriptions	100	General Administration	236.00	
4125	Insurance	100	General Administration	2,259.23	
4135	Audit Fees	100	General Administration	245.00	
4140	Donations (S137)	100	General Administration	2,970.00	
4145	Conference fees/expenses	100	General Administration	725.69	
4155	Training - Staff	100	General Administration	240.00	
4160	Training - Members	100	General Administration	190.00	
4165	Website/Data Protection	100	General Administration	130.00	
4205	Young Person Projects	200	Service level & Licence Agreem	13,830.89	
4215	CAB Outreach Worker-ACAS	200	Service level & Licence Agreem	1,663.08	
4225	Acton Playground Provision	200	Service level & Licence Agreem	2,929.00	
4305	Community Streetscene	300	Other Projects	469.75	
Trial Balance Totals :				369,915.90	369,915.90
Difference				0.00	

CHECKED BY CORIN JARVIS 9/10/23

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11:27

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Administration</u>							
1076 Precept	112,667	0	(112,667)			0.0%	
1090 Interest	1,268	0	(1,268)			0.0%	
General Administration :- Receipts	113,935	0	(113,935)				0
4000 Bank Charges & Fees	46	120	74		74	38.0%	
4100 Employer's Costs	23,318	50,000	26,682		26,682	46.6%	
4103 Payroll Admin Charge	365	480	115		115	76.0%	
4105 Clerk's Expenses	899	2,370	1,471		1,471	37.9%	
4110 Equipment	0	2,000	2,000		2,000	0.0%	
4111 Legal / Translation	50	3,880	3,830		3,830	1.3%	
4115 Chain Plaque	0	25	25		25	0.0%	
4116 Replenish Chairs Charity A/c	0	1,000	1,000		1,000	0.0%	
4120 Annual Subscriptions	236	2,545	2,309		2,309	9.3%	
4125 Insurance	2,259	1,980	(279)		(279)	114.1%	
4130 Elections	0	2,000	2,000		2,000	0.0%	
4135 Audit Fees	245	1,500	1,255		1,255	16.3%	
4140 Donations (S137)	2,970	10,000	7,030		7,030	29.7%	
4145 Conference fees/expenses	726	1,500	774		774	48.4%	
4150 Advertising	0	500	500		500	0.0%	
4155 Training - Staff	240	1,500	1,260		1,260	16.0%	
4160 Training - Members	190	3,840	3,650		3,650	4.9%	
4161 Members Remuneration	0	3,400	3,400		3,400	0.0%	
4165 Website/Data Protection	130	1,500	1,370		1,370	8.7%	
General Administration :- Indirect Payments	31,674	90,140	58,466	0	58,466	35.1%	0
Net Receipts over Payments	82,261	(90,140)	(172,401)				
<u>200 Service level &amp; Licence Agreem</u>							
4205 Young Person Projects	13,831	35,898	22,067		22,067	38.5%	
4210 Seasonal Ranger Acton Park	0	36,609	36,609		36,609	0.0%	
4215 CAB Outreach Worker-ACAS	1,663	7,480	5,817		5,817	22.2%	
4220 Maesydre Power House	0	1,600	1,600		1,600	0.0%	
4225 Acton Playground Provision	2,929	16,515	13,586		13,586	17.7%	
4230 School Crossing Patrols (S137)	0	24,178	24,178		24,178	0.0%	
Service level & Licence Agreem :- Indirect Payments	18,423	122,280	103,857	0	103,857	15.1%	0
Net Payments	(18,423)	(122,280)	(103,857)				

(checked) BY COLIN JARVIS 9/10/23


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## Detailed Receipts &amp; Payments by Budget Heading 30/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Other Projects</u>							
4300 Little Acton Community Centre	0	8,630	8,630		8,630	0.0%	
4305 Community Streetscene	470	5,000	4,530		4,530	9.4%	
4310 Crime Prevention Projects	0	5,000	5,000		5,000	0.0%	
4320 Community Initiatives Fund	0	5,000	5,000		5,000	0.0%	
Other Projects :- Indirect Payments	470 ✓	23,630	23,160	0	23,160	2.0%	0
<b>Net Payments</b>	<b>(470)</b>	<b>(23,630)</b>	<b>(23,160)</b>				
<u>999 VAT Data</u>							
115 VAT on Receipts	8,785 ✓	0	(8,785)			0.0%	
VAT Data :- Receipts	8,785	0	(8,785)				0
515 VAT on Payments	1,110 ✓	0	(1,110)		(1,110)	0.0%	
VAT Data :- Indirect Payments	1,110	0	(1,110)	0	(1,110)		0
<b>Net Receipts over Payments</b>	<b>7,675</b>	<b>0</b>	<b>(7,675)</b>				
<b>Grand Totals:- Receipts</b>	<b>122,720</b>	<b>0</b>	<b>(122,720)</b>			<b>0.0%</b>	
<b>Payments</b>	<b>51,677</b>	<b>236,050</b>	<b>184,373</b>	<b>0</b>	<b>184,373</b>	<b>21.9%</b>	
<b>Net Receipts over Payments</b>	<b>71,043</b>	<b>(236,050)</b>	<b>(307,093)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>71,043</b>						

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## Annual Budget - By Centre

Note: Final 2022/23 Expenditure &amp; Approved Budget for 2023/24 with Summary of 2023/24 Actual Expenditure to 30 September 2023

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100</b>	<b>General Administration</b>											
1076	Precept	0	169,000	0	0	0	0	0	112,667	0	0	0
1090	Interest	0	637	0	0	0	0	0	787	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>169,637</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113,453</b>	<b>0</b>	<b>0</b>	<b>0</b>
4000	Bank Charges & Fees	120	94	0	0	120	0	120	46	0	0	0
4100	Employer's Costs	42,415	41,329	0	0	50,000	0	50,000	23,318	0	0	0
4103	Payroll Admin Charge	480	365	0	0	480	0	480	365	0	0	0
4105	Clerk's Expenses	2,370	1,819	0	0	2,370	0	2,370	899	0	0	0
4110	Equipment	2,000	5,831	0	0	2,000	0	2,000	0	0	0	0
4111	Legal / Translation	3,880	0	0	0	3,880	0	3,880	50	0	0	0
4115	Chain Plaque	25	12	0	0	25	0	25	0	0	0	0
4116	Replenish Chairs Charity A/c	0	1,000	0	0	1,000	0	1,000	0	0	0	0
4120	Annual Subscriptions	2,295	2,447	0	0	2,545	0	2,545	236	0	0	0
4125	Insurance	1,800	1,604	0	0	1,980	0	1,980	2,259	0	0	0
4130	Elections	6,000	4,779	0	0	2,000	0	2,000	0	0	0	0
4135	Audit Fees	1,500	545	0	0	1,500	0	1,500	245	0	0	0
4140	Donations (S137)	3,500	4,775	0	0	10,000	0	10,000	2,970	0	0	0
4145	Conference fees/expenses	1,500	589	0	0	1,500	0	1,500	726	0	0	0
4150	Advertising	500	0	0	0	500	0	500	0	0	0	0
4155	Training - Staff	1,500	520	0	0	1,500	0	1,500	240	0	0	0
4160	Training - Members	3,840	75	0	0	3,840	0	3,840	190	0	0	0
4161	Members Remuneration	6,400	510	0	0	3,400	0	3,400	0	0	0	0
4165	Website/Data Protection	1,200	1,396	0	0	1,500	0	1,500	130	0	0	0

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## Acton Community Council

## Annual Budget - By Centre

Note: Final 2022/23 Expenditure &amp; Approved Budget for 2023/24 with Summary of 2023/24 Actual Expenditure to 30 September 2023

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	81,325	67,690	0	0	90,140	0	90,140	31,674	0	0	0
	100 Net Income over Expenditure	-81,325	101,946	0	0	-90,140	0	-90,140	81,780	0	0	0
5001	plus Transfer from EM Res	0	4,779	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(81,325)	106,725			(90,140)		(90,140)	81,780	0		
200	Service level & Licence Agreem											
4200	Acton Resource Centre-Rev Cost	30,000	30,000	0	0	0	0	0	0	0	0	0
4205	Young Person Projects	27,340	27,330	0	0	35,898	0	35,898	13,831	0	0	0
4210	Seasonal Ranger Acton Park	20,500	21,700	0	0	36,609	0	36,609	0	0	0	0
4215	CAB Outreach Worker-ACAS	6,800	6,522	0	0	7,480	0	7,480	1,663	0	0	0
4220	Maesydre Power House	1,600	0	0	0	1,600	0	1,600	0	0	0	0
4225	Acton Playground Provision	16,515	9,060	0	0	16,515	0	16,515	2,929	0	0	0
4230	School Crossing Patrols (S137)	19,270	20,926	0	0	24,178	0	24,178	0	0	0	0
	Overhead Expenditure	122,025	115,537	0	0	122,280	0	122,280	18,423	0	0	0
	Movement to/(from) Gen Reserve	(122,025)	(115,537)			(122,280)		(122,280)	(18,423)	0		
300	Other Projects											
4300	Little Acton Community Centre	7,845	4,222	0	0	8,630	0	8,630	0	0	0	0
4305	Community Streetscene	5,000	3,675	0	0	5,000	0	5,000	470	0	0	0
4310	Crime Prevention Projects	5,000	1,800	0	0	5,000	0	5,000	0	0	0	0
4320	Community Initiatives Fund	5,000	165	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	22,845	9,862	0	0	23,630	0	23,630	470	0	0	0
	Movement to/(from) Gen Reserve	(22,845)	(9,862)			(23,630)		(23,630)	(470)	0		
999	VAT Data											

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## Annual Budget - By Centre

Note: Final 2022/23 Expenditure & Approved Budget for 2023/24 with Summary of 2023/24 Actual Expenditure to 30 September 2023

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
115	VAT on Receipts	0	8,592	0	0	0	0	0	8,785	0	0	0
	<b>Total Income</b>	0	8,592	0	0	0	0	0	8,785	0	0	0
515	VAT on Payments	0	8,785	0	0	0	0	0	1,110	0	0	0
	<b>Overhead Expenditure</b>	0	8,785	0	0	0	0	0	1,110	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(193)			0		0	7,675	0		
	<b>Total Budget Income</b>	0	178,229	0	0	0	0	0	122,238	0	0	0
	<b>Expenditure</b>	226,195	201,875	0	0	236,050	0	236,050	51,677	0	0	0
	<b>Net Income over Expenditure</b>	-226,195	-23,646	0	0	-236,050	0	-236,050	70,562	0	0	0
	plus Transfer from EM Res	0	4,779	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(226,195)	(18,867)			(236,050)		(236,050)	70,562	0		