

9 November 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 15 NOVEMBER 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 15 November 2023](#) or use the Zoom Meeting ID: 834 4705 1256 and Passcode: 718885. 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. **DECLARATION OF INTERESTS:** To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

4. **CONFIRMATION OF MINUTES:** To receive the Minutes of:-the Council meeting held on 18 October 2023 (Copy attached) and the Youth Committee Meeting held on 25 October 2023 (Copy attached)

### 5. INFORMATION FROM 18 OCTOBER 2023 MINUTES:

1. **Minute 76 – CONNECT YOUR COMMUNITY TO THE SLOW WAYS NATIONAL WALKING NETWORK:**  
Councillor L Balmain to give an update
2. **Minute 77.i) WE DON'T BUY CRIME – SMART WATER INITIATIVE:** Councillor L Balmain to report
3. **Minute 77.ii) - FOI DOMESTIC ABUSE:** Clerk to give an update
4. **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
5. **Minute 77.vii) MAESYDRE POWERHOUSE :** To note the progress of the works to the Building

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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. Minute 77. Viii) - JEFFREYS ROAD FENCING:** To receive a progress update
- 6. COMMUNITY POLICING MATTERS:** To consider any Policing and Operations Reports provided by Acton Community Police Officers
- 7. PROCEDURAL MATTERS:** To consider the following matters:
- 1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE RHOSNESNI WARD:** Clerk to report on any Expression of interest received by Noon on 13 November 2023
  - 2. 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT:** To receive NALC Circular E01-23 and to agree to implement this pay award as swiftly as possible
  - 3. COMMUNITY AND TOWN COUNCILS - COUNCILLOR ALLOWANCES- HOMEWORKING ARRANGEMENTS AND CONSUMABLES:** Further to Minute 154.3 March 2023 to consider the attached letter from the Chair of the Independent Remuneration Panel for Wales and to determine whether to pay members £52 a year for the cost of office consumables required to carry out their role, or alternatively enable members to claim full reimbursement for the cost of their office consumables, subject to the production of receipts.
  - 4. SLA REPORT – ACTON PARK RANGER:** To consider this previously circulated report upon all maintenance works and community engagement completed by the Acton Community Council funded Acton Park Ranger over the last six months and to note details of projected work for October 2023 through till March 2024.
- 8. 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)
- 9. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:** Chair to provide an update on the following matters:
- 1. Memorial Handkerchief tree - Acton Park:** to be purchased from the Chair's Charity Account
  - 2..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
- 10. REPORT FROM CLERK:** Clerk to report on her attendance at the Joint SLCC/One Voice Wales Welsh Conference on 8 November 2023 and share the presentation from Audit Wales on Financial Governance at Local Level and issues identified during the external Audit process and Cyber Security and on Consultations and Correspondence/ other information that has been received and circulated to Members since the last meeting. Details Attached.
- 11. PAYMENT OF ACCOUNTS:** To note details of any payments received, Transfers to be made between the Council's Bank Accounts and to authorise any outstanding debtor or other payments
- 12. 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/2023/0702 - Dilys o/Valid From 02/10/2023</a> : 23 Richmond Road, Acton, Wrexham, LL12 8AA - lawful development certificate for proposed single storey rear extension	
2. <a href="#">Planning Application P/2023/0708 - Dilys o/Valid From 02/10/2023</a> : 18 Camberley Drive, Wrexham, LL12 7LW - non-material amendment to planning permission p/2023/0215 to amend elevation and design to rear	
3. <a href="#">Planning Application P/2023/0728 - Dilys o/Valid From 20/09/2023</a> : 24	



Ffordd Tudno, Wrexham, LL12 7RH - lawful development certificate for proposed single storey rear extension	
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*\*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*

**13. 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.

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**14. ACTON COMMUNITY RESOURCE CENTRE - LICENCE TO OCCUPY OFFICE:** Further to Minute 30 June 2023, to receive a progress update from the Clerk.



Minutes of the hybrid Meeting of Acton Community Council held Wednesday 18 October 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 Wallice
	2 Vacancies		

\* Absent

Also Present:

Kim Wright, KWDF Academy

Mandy Woodfine-Jones, Acton Community Agent

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

## 67. APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Caroline Bettley, Mike Davies, Salli Edwards, Anne Evans, Corin Jarvis, and Phil Lloyd.

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

## 68. PUBLIC PARTICIPATION:

In accordance with Standing Order 3(d) the Chair welcomed Kim Wright, proprietor of KWDF Academy and afforded her the opportunity to speak in respect of Item 11 Annual Report of Priorities and Christmas Lighting and Celebrations in particular. Ms Wright drew the Council's attention to the Christmas Winter Wonderland event she is planning for the St Johns Field for 16 December 2023 between 4-8pm and asked for any sort of support available. It was noted the event being planned was not a charity event but something for Wrexham residents and to raise awareness of the Academy. The Dance Academy has carried out its own fundraising activities for this Christmas event and permission has been obtained from Wrexham County Borough Council to place lights around trees, provide a Santa's grotto and other entertainment on the Spider Park. It will cost £1,600 to purchase a stage for the event.

The Chair confirmed that the Community Council is generally supportive of anything based in Acton and specifically for its Young People and parents.

The Council noted that Ms Wright's current application for financial assistance had been received too late to be considered in the September Quarter but the Council is currently underspent on this budget. As a decision to enable the event to go ahead, is required before the December 2023 quarterly grant Meeting, it was agreed to make an exception in this case.

***RESOLVED – that in view of the time constraints to make an exceptional donation of £2,000 under S137 Local Government Act 1972 (as amended) towards the purchase of equipment for the Christmas Winter Wonderland event planned for St Johns/ Spider Field on 16 December 2023.***



## 69. COMMUNITY AGENT

The Chair welcomed Mandy Woodfine-Jones the newly appointed Acton Community Agent who was in attendance at the meeting to give a short introduction and answer members' questions.

She advised that her mandatory training had been completed before joining the Rainbow Foundation and since her appointment as Community Agent for Acton, she had undertaken further training in Dementia/Falls awareness and Benefits. She currently has 20 Clients on her Caseload, who may be feeling lonely/isolated, in need of transport to social activities and events or Benefits advice. The mini buses owned by the Rainbow Foundation were principally being used in the Penley area. However soundings were being made about options for Acton Residents. She had started referring and signposting Clients to Falls Clinic, Blue Badge and Attendance Allowance Applications. The Rainbow Foundation encourages Community Agents to support Clients with Benefits and Carers allowances and it has Insurance in place for this. Referrals are being obtained through home visits and attendance at the Dementia Listening Campaign and Art Groups. She has met with Groundwork North Wales to discuss training sessions, is looking at the potential to provide energy efficiency advice, introduction to social media courses, cooking, craft and intergenerational work.

Members requested information and leaflets about Dementia and other areas of her work be provided at the next quarterly meeting she attends. Members referred to the work of the Citizens Advice Bureau Acton Outreach Advice Service. It was noted that in respect of the Smart Water initiative, MS Woodfine-Jones could assist if possible and can provide Crime Prevention Packs for Clients. Ms Woodfine-Jones indicated that she will endeavor to provide monthly updates on her workload to the Council.

The Chair thanked Mandy Woodfine-Jones for her report and attendance and she then left the meeting

## 70. DECLARATION OF INTERESTS

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

## 71. CONFIRMATION OF MINUTES:

a) **MINUTES OF THE HYBRID COUNCIL MEETING HELD ON 20 SEPTEMBER 2023:** were received

**RESOLVED that:-**

***i) The Minutes of the hybrid Council Meeting held on 20 September 2023 be received and confirmed as a correct record.***

**PRESS AND PUBLIC**

***ii) the press and public be excluded from the Meeting during consideration of the next item of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.***

b) **CONFIDENTIAL MINUTES OF THE HYBRID STAFFING COMMITTEE HELD ON 13 SEPTEMBER 2023:** were received

**RESOLVED – that the Confidential Minutes of the hybrid Staffing Committee meeting held on 13 September 2023 be received.**

## 72. PRESS AND PUBLIC

**RESOLVED – that the Press and public be Re-admitted for the remainder of the Meeting.**

## 73. INFORMATION FROM 21 SEPTEMBER 2023 MINUTES:

1. **Minute 52 – WE DON'T BUY CRIME – SMART WATER INITIATIVE:** A lengthy discussion on various options to support this Initiative for vulnerable Acton Community Residents took place potentially through the Community Agent, how to manage excessive demand, cost implications, categorising eligible and vulnerable groups, promoting through social media to ascertain response and to ensure value for money how to ensure interested persons go on to use the kit.



**RESOLVED – to agree in principle to support this Smart Water initiative and a small Task and Finish Group comprising Councillors Lizzy Balmain and Ralph Hardy supported by the Clerk bring back a proposal with criteria for supporting this Initiative.**

2. **Minute 53 ii) - FOI Domestic Abuse:** It was noted that clarification on the request had been sought and a response will shortly be submitted to the Police.
3. **Minute 54 iii) - CONTRIBUTION TOWARDS THE COST OF PROVIDING CHRISTMAS LIGHTS ALONG THE ACTON COMMUNITY SECTIONS OF CHESTER ROAD:** The Chair advising that no information had been forthcoming and given the limited amount of time now available to organise this proposal, no action will be taken for this year.
4. **Minute 54.iv) BESPOKE WORKSHOP TRAINING- MODULE 6 LOCAL GOVERNMENT FINANCE:** The Clerk advised that due to lack of responses, the Chair had agreed to abandon the workshop. It was noted that four Members were to attend this training Course during October 2023.

**RESOLVED that individual members book onto a date for this course in the OVW programme of training to suit their availability.**

5. **Minute 56 - ANNUAL ACCOUNTS 2022/2023:** The Clerk advised that she had raised the matters highlighted by the External Auditor with Rialtas and their response would be reported to the External Auditor in due course.
6. **Minute 58 i) ILLEGAL DRIVEWAYS:** It was noted this matter will be discussed as an Agenda item for the Wrexham Town and Community Council Forum meeting to be held on 2 November 2023.
7. **Minute 65 – MAESYDRE POWERHOUSE:** It was noted that the works were well underway and a meeting with the Council's Architect and Contractors is planned for later in the month. It was noted that the Clerk, in consultation with the Chair, under her delegated Powers had approved additional expenditure of £153 to install Vinyl flooring to the first floor of the Powerhouse. It was reported that payments will be made on a phased basis as per the JCT contract.  
Following removal of the scaffold, the defibrillator at the Powerhouse was now live on the Circuit and available 24/7. It was noted there is a lack of facilities in the building. A brief discussion took place on the merits of a second phase of works to the building and potentially listing the Building to gain access to grant funding

**RESOLVED – to note the progress to date and to endorse the action taken by the Clerk in Consultation with the Chair as now reported.**

8. **Minute 66 - JEFFREYS ROAD FENCING:** Councillor D Wallice thanked the Community Council for funding this work which was now nearing completion and had made a huge difference to Jeffreys Road. Residents had requested a planter or Tree planting to close the newly created gap. The Chair had raised this further request with the Tree Officer for Acton Park.  
In respect of the fencing along Box Lane, it was noted that it is not suitable to paint as its condition is very poor. It was noted Councillor Baldwin was currently meeting with Wrexham CBC Officers to ascertain if grant funding could be used to replace some of the fencing subject to a Consultation with local residents.

**RESOLVED –**

- i) **to note the progress of the repair and repainting works on Jeffreys Road, Wrexham; and**
- ii) **to agree in principle that the Community Council will consider funding any paint required through a Community Payback Scheme, so long as following a survey the fence's physical condition, it is in good enough condition to merit this work being carried out.**

#### **74. VARYING AGENDA**

It was agreed that the agenda be varied and Agenda item 9 now be considered

#### **75. CONNECT YOUR COMMUNITY TO THE SLOW WAYS NATIONAL WALKING NETWORK: - ITEM PLACED ON THE AGENDA BY COUNCILLOR LIZZY BALMAIN**

Councillor Balmain referred to the correspondence received from the Slow Ways National Walking network advising of the crowd sourced networks that have been identified across Britain. The Network is now seeking people to walk the routes already identified in their area to check they are suitable for



wheelchair and other users. It is proposed that each route is walked by 3 people with an aim for every route to be checked in this way.

Councillor Balmain suggested it is a good opportunity for the Acton Community to go out and improve wellbeing whilst also verifying these routes. A Toolkit has been put together for arranging one day local events where several routes can be checked. It was suggested that one Councillor walk each route with local residents to ensure the routes and streets have been correctly identified on the national database.

**RESOLVED – to support this initiative and a task and Finish Group comprising Councillors Lizzy Balmain, Andy Gallanders, Holly Hewitt and Becca Martin meet to arrange a one day event within the Acton Community where several routes can be checked with a Councillor leading the checking of each route and report thereon to a subsequent Council meeting.**

## **76. COMMUNITY POLICING MATTERS**

It was noted that no Police officers were present.

## **77. PROCEDURAL MATTERS:** To consider the following matters:

1. **SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CASUAL VACANCY RHOSNESNI WARD:** The Returning Officer had confirmed to the Clerk that there had been no response to the Notice inviting electors to call an election to fill the Casual Councillor Vacancy in the Rhosnesni Ward. The Community Council must now arrange to fill the vacancy by co-option. It is a legal requirement to advertise the vacancy.

**RESOLVED – that**

- i) the Clerk proceed to advertise by Public Notice, the Council's intention to fill this Casual vacancy in the Rh0snesni Ward through co-option and to have a closing date of 12 noon on 13 November 2023 to enable any nominations from eligible persons to be considered at the Community Council meeting to be held on 15 November 2023.*
- ii) Members of the Community Council circulate and promote links to the Notice of Co-Option via their Social Media channels.*

2. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK:** Members noted that in response to the Statutory Notices advertising the Council's intention to fill this vacancy by co-option; only one suitably qualified person had expressed an interest in putting their name forward for co-option to fill the vacancy. A copy of the application had been circulated prior to the meeting. Members proceeded to consider the application and noted that due to a prior commitment the applicant was not able to be in attendance at the meeting. Members then proceeded to consider the filling of this vacancy by a show of hands.

**RESOLVED – that unanimously, Karen Speirs of 5 Jarvis Way, Wrexham be co-opted as a Member of the Community Council to fill the vacancy for the Borrass Park Ward on the Council.**

## **78. 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:

**SURVEILLANCE CAMERAS IN ACTON COMMUNITY:** Councillor D Wallice made reference to concerns expressed to her about surveillance Cameras that had appeared within the area, referenced in particular were locations on the Llanypwll Link Road Roundabout and Borrass Park Road. It was noted similar cameras had previously been installed by outside agencies monitoring traffic in the Maesydre ward. Councillor D Wallice undertook to pursue this matter and report back to a subsequent meeting.

## **79. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:** The Chair provided an update on the following matters:

1. **EVENTS AT ACTON PARK:** The Chair reported the Sweet Chestnut event to celebrate the nomination of the tree in Acton Park had been successful. The Coffee Van had also attended this event



and been well received. Permission was awaited from the landowner, Wrexham CBC for the Coffee Van to be able to have more regular attendance at the Park.

It was expected that the Halloween event planned for the end of October 2023 would also be attended by the Coffee van.

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

**a) ACTON PARK PLAY AREAS:** The Task and Finish Group had now met and looked at the land that was available in Acton Park. It was suggested that this should now be one of the priorities going forward. Consideration should be given to ensuring adequate financing for this Project when setting the budget and precept for 2024/25. Research on Grants was taking place, Landfill Grants may be available and the conditions were noted. In particular a requirement that the consent of the landowner must be in place before applying for the Grant via a Lease or Licence. It was suggested that an indication of an Agreement should be sought from Wrexham CBC as landowner of Acton Park. Additionally, it was noted AVOW provides grant advice to member organisations looking for grant funding about governance, eligibility etc.

**RESOLVED – that**

- I) the Task and Finish Group continue to meet and provide reports on progress to the Council; and**
- II) The Council become a member of AVOW at a cost of approximately £20**

**b) LITTLE ACTON COMMUNITY CENTRE** – It was noted that following completion of the Maesydre Powerhouse, the Clerk proposed to take a lead and progress the Task and Finish Group's work for Acton Community Council to take over this Centre via a lease. Once obtained, the Lease will enable access to Grant Funding to refurbish the building. It was reported that early preparations in respect of the provision of a secure post Box, Internet and Public Notice Board were underway.

## **80. REPORT FROM CLERK:**

1. **Conference Report:** The Clerk reported on her attendance at the 2023 SLCC Annual Conference as follows:

Plenary Sessions

1. **Terrorism (Protection of Premises) Bill also known as Martyn's Law** which is expected to become law in December 2023 or January 2024. The bill is designed to reduce the risk to the public from terrorism by the protection of public venues – increasing national security and personal safety. It was noted that this may have direct implications for Acton park events.

2. **Blanchere Illuminations - Christmas Lighting.** Of note for any Councils signed up to Climate Change Emergency this Company provide eco solar lighting but also sell ex hire Lighting. The Clerk had also identified another Company where ex hire lighting is sold

3. **Welsh Clerks Session** had considered inter-alia a Digital Health Review; Democratic Review; Welsh Government released Consultation "Awareness and engagement and representation of Town and Community Council Elections" survey, recruitment and retention of Clerks arising from the Penn Reports Discussions on the IRPW provision of £156 for expenses and taxation of this allowance, the Clerk intends to leave payments until March 2024. Discussions about performance of Audit Wales in particular reference to the Council's forthcoming 3 year Audit review as being a forensic review. The Clerk and Council should keep this in mind and plan for this additional workload next year; Work place recycling; and a call for experienced Clerks become Internal Auditors.

3. **Governance Graduates MA Dissertations** online,

4. **James Vaughan serious Violence Campaign** - preventative work,

5. **Tilly Locky artificial limb and hands design for children**

The Clerk also spent time visiting 37 Stands including Play providers, Blanchere, Insurance Companies as renewal of 3 year agreement is due in 2024; Zeta Solar Lighting for Acton Park Danflo had indicated provision of one toilet is £50-60K and WooWoo Waterless Toilets new Company providing eco toilets.

The Clerk was thanked for her report and attendance

Organisation	Details
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<b>2..CONSULTATIONS: 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> . <i>Information Noted</i>
<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>RESOLVED - Individual Members to submit a response if they so wish</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. <i>Information Noted</i>
<b>2. Wrexham CBC</b>	<p><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" <i>Information Noted</i></p> <p><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 <b>RESOLVED – that</b>  i)the Council be represented at the Service by the Chair;  ii) the Clerk arrange to purchase a wreath similar to that of last year from Vivid Floral Designs to include an insert of the Council's logo; and  iii) The Council make a donation of £100 to the Royal British Legion using the Council's Section 137 Powers</p> <p><b>3. Monthly Events Listing:</b> email dated 4 October 2023 listing local upcoming events. <i>Information Noted</i></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 people's version of the Ministerial Review of Play Steering Group Report. <i>Information Noted</i></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. <i>Information Noted</i></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</p>



	<p>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> <p><b>Information Noted</b></p>
<b>5. Planning Aid Wales</b>	<p><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.</p> <p><b>RESOLVED – that the Clerk make arrangements to purchase this training at a cost of £150 and circulate the licences to members once received</b></p>
<b>6. Audit Wales</b>	<p><b>September Newsletter:</b> email dated 29 September 2023 with the latest newsletter from Audit Wales.</p> <p><b>Information Noted</b></p>
<b>7. Home Start</b>	<p><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.</p> <p><b>Information Noted</b></p>
<b>8. Slow Ways</b>	<p><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 noted this matter has been included as a separate item on the Agenda for discussion at the request of Councillor L Balmain</p>
<b>9. Cadno Comms</b>	<p><b>Awel y Môr newsletter Autumn 2023:</b> email dated 4 October 2023 with the newsletter attached.</p> <p><b>Information Noted</b></p>
<b>10. RBLI</b>	<p><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</p> <p><b>Information Noted</b></p>
<b>11. Zero Hour</b>	<p><b>Acton Community Council support for Climate and Ecology Bill:</b> email dated 4 October 2023 asking for the Community Council's support <b>for the <a href="#">Climate and Ecology Bill</a>, which is due for its second reading on <a href="#">24 November</a>.</b></p> <p><b>RESOLVED - Individual Members to submit a response if they so wish</b></p>

## 81. PAYMENT OF ACCOUNTS

The Council considered details of payments received, the Transfer of £60,000 made between the Council's Bank Accounts, the second quarter progress against the 2023/24 Budget and a request to authorise any outstanding debtor or other payments. In addition the following financial matters were also considered:-

- 1. Debit Card** – it was noted that the Clerk had now been successful in obtaining a debit card for the Council's Current account.

**RESOLVED – that the Clerk be authorised to start using the debit card as per the Council's Financial Regulations and in the first instance to move payment for the Zoom subscription over to this Debit Card and purchase Office 360.**

**2. Defibrillator Information-** Pedi Pads for Barkers Lane Defibrillator had been purchased to replace the set that had expired. It was also noted that Alexandra School is willing to support a Defibrillator on its school gates but there is no power supply so it may need a mole pipe to bring power to the gate which could be cost prohibitive. The Clerk had sought the advice of the Welsh Ambulance service and Lidl was suggested as being a suitable alternate to the School. The Clerk was asked to investigate

**RESOLVED – that provision should be made in future years' budgets for ongoing costs for replacement pads.**



**4. Quarter 2 Bank Reconciliation and Accounts.** The Accounts were presented together with progress against the Budget for consideration by the Community Council.

**RESOLVED**

- i) To note the Interest payment receipts and the bank charges and fees to be levied on the Council's Bank Accounts*
- ii) To confirm transfers that have been made between the Deposit and Current Accounts as set out above;*
- iii) The Quarter 2 bank reconciliation and accounts together with progress against the budget be received and noted; and*
- iv) To approve the payments to made in October 2023 as set out in the schedule below:-*

Voucher/Payment Ref & Payee	Details	Amount
45. BACS ref 32.10.23 Carole Roberts	Clerks Salary and office expenses for October 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 33.10.23 Michelle Williams	Salary for October 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 34.10.23 Clwyd Pension Fund	Pension payments for October 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
48. BACS ref 35.10.23 HMRC	Payroll payments for October 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
49. BACS ref 36.10.23 Defib Store Ltd	Replacement Pedi Pads for Barkers Lane School defibrillator S37 Local Government Act 1972 (as amended)	£120.00 (VAT= £20.00)
50. Cheque No 202319 Wrexham & District CAB	Q2 SLA payments for Acton Outreach Service S142 Local Government Act 1972 (as amended)	£1,663.08 (VAT =£0.00)
51. BACS ref 37.10.23 Wrexham County Borough Council	Contribution towards skip hire costs Central Avenue Environmental Day 22 August 2023 Litter Act 1983	£758.10 (VAT =£126.35)
52. BACS ref 38.10.23 Wrexham County Borough Council	Room Hire Acton CRC – 6+13 September 2023 for Staffing + Youth Committees S112 Local Government Act 1972 (as amended)	£80.00 (VAT=£0.00)
53. Cheque No 202320 Caia Park Partnership Ltd	Q3 SLA payment for Acton Open Access Youth Service Provision S19 Local Government(Miscellaneous Provisions) Act 1976	£1,663.08 (VAT =£0.00)
54. Cheque No 202321 Carole Roberts	Clerks Expenses for October 2023 Section 112 Local Government Act 1972 (as amended)	£124.08 (Vat= £ 14.68)
55. Cheque No 202322 Hankinson Whittle	Interim Payment for Maesydre Power House Contract Sections 112 & 124(b) Local Government Act 1972 (as amended)	£15,283.98 (VAT =£2,547.33)
56. Cheque No 202323 KWDF Academy Dance School	Financial Assistance towards staging Christmas Winter Wonderland event in Acton S137 Local Government Act 1972 (as amended)	£2,000.00 (VAT=£0.00)
57. Cheque No 202324 Royal British Legion	Donation to RBL Poppy Appeal 2023 S137 Local Government Act 1972 (as amended)	£100.00 (VAT=£0.00)



## 82. 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):

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

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	<b><i>No observations</i></b>
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	<b><i>No observations</i></b>
3. <a href="#">Planning Application P/2023/0652 - Dilys o/Valid From 12/09/2023</a> : 4 Oaklands Avenue, Wrexham, LL13 9EW - front and rear single storey extension and alterations to existing facade	<b><i>No observations</i></b>

***Councillor Kevin Roberts  
Chair.***

***Signed as a correct record this 15<sup>th</sup> day of November 2023***

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***Presiding chair***



## Minutes of the Hybrid Youth Committee Meeting held on Wednesday 25 October 2023

Present:	Councillor	Kevin Roberts (Chair)
	"	Andy Gallanders (Vice Chair)
	"	Caroline Bettley
	"	Anne Evans *
	"	Ralph Hardy *
	"	Holly Hewitt
	"	Corin Jarvis *
	"	Phil Lloyd *

\* Absent

Also Present: Mr Jon Stumpp, Caia Park Partnership  
Mr Gareth Stacey, Wrexham CBC Play Development Team  
Mrs Carole Roberts, Acton Community Council  
Mrs. Michelle Williams, Acton Community Council

### 9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anne Evans, Ralph Hardy, Corin Jarvis and Phil Lloyd.

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

### 10. DECLARATION OF INTERESTS

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

### 11. CONFIRMATION OF MINUTES

***RESOLVED – that the Minutes of the remote Youth Meeting adjourned on 26 July 2023 and reconvened on 6 September 2023, as submitted to the Meeting of the Community Council on 20 September 2023, be received and confirmed as a correct record.***

### 12. INFORMATION FROM 6 SEPTEMBER 2023 MINUTES

**1.MINUTE 8 SEPTEMBER 2023 - PROVISION OF LONGER TERM FINANCIAL SUPPORT TO YOUTH ORGANISATIONS/GROUPS IN THE ACTON COMMUNITY.** It was reported that the Council at its Meeting on 20 September 2023 had agreed to endorse and extend the Committee's the Terms of reference enabling 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 to provide financial support for special project for a set number of years. The present position was noted.

### 13. TERMS OF REFERENCE

The Youth Committee was appointed at the Annual Community Council meeting held in May 2022 and its current Terms of Reference, including the additional remit endorsed on 20 September 2023, were noted.

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

The Chair welcomed Jon Stumpp to the meeting. Members considered the report previously circulated, in respect of the Quarter 2 performance monitoring to 30 September 2023, on the operation of this Service



Level Agreement for the provision of an Open Access Youth Service. The report set out in detail updates on the Acton Juniors and Acton Seniors, and positive outcomes from activities organized by staff.

Jon had looked into the costs of providing cooking lessons for the children and provided information to the Clerk. At the moment, the costs were being met from their SLA budget and were self-funded. Jon also updated Members on the AQA Award Scheme which had re-opened, they had money in their budget to pay for the children's accreditations. This would allow the children to gain accreditation, under the Unit Award Scheme in subjects such as Health and Safety in the kitchen and preparing a meal.

The Chair suggested that two or three of the older children attend the next Youth Committee meeting on 24 January 2024 to inform members of the things they enjoyed about the Youth Club.

Members discussed the budget setting due to take place at the next Council Meeting and requested an SLA quote for 2024/2025. The Chair thanked Jon Stumpp for his attendance and report.

**RESOLVED –**

- i. to accept the update and report as now submitted and*
- ii. that a further monitoring report after the end of quarter three be submitted by the Caia Park Partnership to the next Youth Committee Meeting on 24 January 2023*
- iii. That Jon Stumpp provide two SLA quotes in time for the next Community Council Meeting in November 2023. A quote providing a basic service and an alternative quote providing added value extras.*

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

The Chair welcomed Gareth Stacey to the meeting. Members considered the report circulated prior to the meeting in respect of the Quarter 1 and 2 performance monitoring to 30 September 2023, on the operation of this Play Sufficiency Pilot Project. The Chair discussed the concerns raised by members at the previous meeting regarding the value for money of this Play provision particularly given the poor attendance observed by some Members and whether it was more suited to summer months only. Members felt that the advertising of the sessions was poor. Gareth Stacey agreed that the Play Provision was not performing as well as expected. He thought that the dual locations on alternate weeks was confusing to parents and children. He also gave examples of other Play Provision sites where it has taken time, potentially years to build up attendance. Members noted this information and agreed that a single location might be better.

**RESOLVED –**

- i. To accept the update and report as now submitted and*
- ii. A further progress report on this Pilot Play Provision project in the Acton Community be submitted by Wrexham CBC Play Development Officers to the next Youth Committee Meeting on 24 January 2024.*
- iii. Gareth Stacey to look at the viability of an alternative location, with a view to terminating the sessions at the current locations.*
- iv. Once a location has been identified, then to increase the publicity on Social Media.*

**16. PROVISION FOR LONGER TERM FINANCIAL SUPPORT TO YOUTH ORGANISATIONS/GROUPS IN THE ACTON COMMUNITY:**

Further to Minute 9 September 2023 the Council at its meeting on 20 September 2023 agreed to extend the terms of reference of the Youth Committee enabling 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. The



Consideration was given to the criteria to be used when considering applications for financial support. Members were minded to adopt the S137 Grant criteria:

- i) Principally for the benefit of Acton Residents
- ii) A voluntary or charity group
- iii) Must produce last 2 years accounts

***RESOLVED: that the Council is to consider the funding for this work and remit to spend such monies as part of the 2024/25 Budget setting and precepting process.***

***Councillor Kevin Roberts Chair***

***Signed as a correct record this 24 day of January 2024***

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



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

Further to Minute 79.1, October 2023, the Community Council currently has one casual vacancy in the Borras 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 display since 19 October 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 13 November 2023 in accordance with Section 116 of the Local Government (Wales) Measure 2011. Any expressions of interest received are attached at Appendix 1 and the Candidate will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

**DECISION REQUIRED**

To consider the Expressions of Interest received and if appropriate, to proceed to fill the casual vacancy in the Rhosnesni 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 13 November 2023 and to assist with the filling of the vacancy by co-option at the Meeting, listen to the supporting statement given by any Candidates. If there is a vacancy remaining after consideration of this report, the Clerk should be authorised to re-advertise the vacancies in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

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

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

- 1 “A person must be qualified, and not disqualified, to serve as a councillor in order to be co-opted. The person co-opted must receive an absolute majority vote of the councillors present and voting. The council may have Standing Orders which relate to the co-option of Members. Where there are more than two candidates for the vacancy, it would be best practice, for example, to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.
  - 2 The usual rules on voting apply. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. The person presiding over the meeting may vote, and if there is an equality of votes he may exercise his casting vote. Members must vote by show of hands unless the council has standing orders that provide otherwise.
  - 3 The Council’s debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.”
- 2. 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT:** Attached as Appendix 1 to this Report is a copy of NALC Circular E01-23 informing that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024. The Circular provides details of the new pay rates.

**The Council is RECOMMENDED** to agree to implement this pay award as swiftly as possible.



- 3. COMMUNITY AND TOWN COUNCILS - COUNCILLOR ALLOWANCES- HOMEWORKING ARRANGEMENTS AND CONSUMABLES:** Further to Minute 154.3 March 2023 Members are requested to consider the letter attached at Appendix 2 from the Chair of the Independent Remuneration Panel for Wales setting out the latest position from HMRC in respect of the Members Allowances for 2023/24 and then to determine whether the Council wishes to pay members £52 a year for the cost of office consumables required to carry out their role, or alternatively enable members to claim full reimbursement for the cost of their office consumables, subject to the production of receipts.

**The COUNCIL'S INSTRUCTIONS are REQUESTED**

- 4. SLA REPORT – ACTON PARK RANGER:** In accordance with the requirements of the current Service Level Agreement the Acton Park Ranger's Half Year Report to 30 September 2023 has been circulated separately to Members. The report sets out all maintenance works and community engagement completed by the Acton Community Council funded Acton Park Ranger over the last six months and the Council is requested to note details of projected work from October 2023 through till March 2024.

**The COUNCIL'S INSTRUCTIONS are REQUESTED**



**Details to be circulated separately to Members after the Deadline for receipt of Expressions of interest**



6 NOVEMBER 2023

## **E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT**

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of [www.lgpsregs.org](http://www.lgpsregs.org).

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.



SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	



SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	



	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

\* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

© NALC 2023





27 October 2023

Dear Clerk

### **Community and Town Councils - Councillor Allowances - Homeworking arrangements and consumables**

The Panel has received the following guidance from HMRC, regarding the treatment of tax on councillor allowances:

[Section 316A of the Income Tax \(Earnings and Pensions\) Act 2003](#) states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. **The exemption only applies to the £156 payment made under the Determination of the Independent Remuneration Panel.** It does not exempt any additional household expenses that a Councillor may seek to claim.

The following two conditions must apply to the exemption:

1. The first provision is that there must be a formal arrangement between the individual councillor and Community and Town Council.



2. Secondly, each individual councillor must declare they work from home regularly under these arrangements. This arrangement should be set out and a template letter is attached for your use.

The IRP has determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables.

The Panel has also received confirmation from HMRC that an exemption may also be applied (from 5/4/2023) to the flat rate consumables payment. **Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.**

It is advised that you send a short note outlining this to each Councillor and a template letter is attached. Clerks should also be mindful of any changes of circumstances, for example, when a Councillor ceases working from home, or otherwise are no longer eligible, which would mean these payments no longer fall within the exemptions.

Should you have any queries on the above, please contact [IRP Mailbox](#).

Kind regards



Frances Duffy  
Chair  
Independent Remuneration Panel for Wales



## ACTON COMMUNITY COUNCIL – 15 NOVEMBER 2023

Consultation and Correspondence Report of the Clerk to the Council

## AGENDA ITEM 8.1

### 1.REPORT ON ATTENDANCE AT SLCC & OVW Joint Event held remotely via Zoom on 8 November 2023

This remote Conference was attended by myself and my Admin Assistant Michelle Williams. The agenda for the day dealt with the following topics:

- Navigating the Seasons of Governance – Rialtas Business Solutions
- The Growing Role of Town and Community Councils in Supporting Community Resilience and Social Cohesion - Jane Hutt Minister for Social Justice & Chief Whip
- Management of Financial Governance at Local Level and issues identified during the external process and Cyber Security – Deryck Evans, Audit Manager ( Several of the slides for this topic will be shared at the meeting )
- What Makes a Good Employer – Heart Centred Leaders
- Ethical Framework in Wales & the Approach of the Public Services Ombudsman for Wales
- Digitalisation Support for Community and Town Councils – One Voice Wales
- Creating an effective Health & Safety System within Councils – Jeff Berriman Chartered Health & Safety Consultant
- Effective Management of Community Asset Transfers (with Case Studies) – GKA Associated

Organisation	Details	Notes
<b>2.CONULTATIONS: None notified for this Month</b>		
<b>3.CORRESPONDENCE</b>		
<b>1. Play Wales</b>	<b>Welsh Government response to the Ministerial Review of Play report:</b> email dated 23 October 2023 with a link to the response from <i>the Deputy Minister for Social Services, Julie Morgan MS to the recommendations in the Ministerial Review of Play steering group report.</i>	
<b>2. Keep Wales Tidy</b>	<b>Apply for a FREE garden pack today:</b> email dated 20 October 2023. <i>As part of its Local Places for Nature scheme, Keep Wales Tidy is giving away free garden packages to community-based organisations</i> <a href="https://keepwalestidy.cymru/our-work/conservation/nature/">https://keepwalestidy.cymru/our-work/conservation/nature/</a>	
<b>3. One Voice Wales</b>	<b>1. REVIEW OF DEMOCRATIC HEALTH IN THE COMMUNITY AND TOWN COUNCIL SECTOR:</b> email dated 18 October 2023 inviting Councillors or the Clerk on their behalf, to respond to this survey <a href="https://www.smartsurvey.co.uk/s/OX0M05/">https://www.smartsurvey.co.uk/s/OX0M05/</a> by the 27 November 2023. <b>2. Advice and advocacy bodies list on our website:</b> email dated informing Members that this list is now up on their website at this link: <a href="https://www.ombudsman.wales/making-a-complaint/advice-and-advocacy-bodies-2/">https://www.ombudsman.wales/making-a-complaint/advice-and-advocacy-bodies-2/</a> <b>3. Keep Wales Tidy - Webinars for LpfN:</b> email dated 24 October 2023 inviting Members to attend a webinar with more information about the Keep Wales Tidy Local Places for Nature free garden packs. <b>4. TRAINING DATES BY MODULE:</b> email dated 30 October 2023 with the latest training dates listed by	



	<p>module, rather than date.</p> <p><b>5. Smart Towns Wales Programme:</b> email dated 3 November 2023 with information on Smart Towns Wales. This is a programme of support for high streets funded by the Welsh Government in line with the Transforming Towns agenda</p>	
<b>4. Wrexham CBC</b>	<p><b>Carbon and Climate conversation:</b> email dated 17 October 2023 inviting Members to attend Wrexham CBC's first Carbon and Climate conversation on 1 November 2023 between 16.30-17.30</p>	
<b>5. AVOW</b>	<p><b>Accredited Safeguarding Training:</b> email dated 26 October 2023 with details of 2 accredited Safeguarding Training courses being run by AVOW.</p>	
<b>6. Llais</b>	<p><b>Audit and Risk Assurance Committee Independent Members:</b> email dated 30 October 2023 inviting applications for two independent members (1 with financial expertise and the other with digital expertise) to join their Audit and Risk Assurance Committee.</p>	



**DOCUMENT IS RESTRICTED**