

15 February 2024

Dear Councillor

You are summoned to attend a **HYBRID** meeting of **ACTON COMMUNITY COUNCIL** to be held in accordance with Local Government and Elections (Wales) Act 2021 on **TUESDAY 21 FEBRUARY 2024** 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 using this [Hyperlink to join Hybrid Council Meeting on Wednesday 21 February 2024](#) or the Meeting ID: 814 7729 8445 and Passcode: 722466.

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 24 January 2024(Copy attached).

5. INFORMATION FROM 24 JANUARY 2024 MINUTES:

- 1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -CO-OPTION- MAESYDRE WARD &- CASUAL VACANCY – ACTON CENTRAL WARD – Clerk to give an update**
- 6. COMMUNITY AGENT:** Mandy Woodfine-Jones the Acton Community Agent has been invited to attend the meeting to give a short introduction to the attached monitoring reports and answer members' questions
- 7. WELLBEING HUB:** Jane Edwards from AVOW has been invited by the Chair to give a presentation on the success of the Wellbeing Hub in Gwersyllt and the potential for a similar service in Acton

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

8. PROCEDURAL MATTERS: Clerk to report on the following procedural matters:

1. **APPOINTMENT OF INTERNAL AUDITOR** (Details attached)
 2. **SLA MATTERS WREXHAM CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** To consider the attached Q2 +Q3 SLA Reports for 2023/24
 3. **ANNUAL REPORT:** To commence the review of the Council's existing report and set priorities for 2024/25 to be adopted at the Annual Council Meeting on 15 May 2024 (Copy of current report attached)
- 9. 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
- 10. KEY ACTON ISSUES:** WCBC Members to report verbally on any **New** or **Key Issues** being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)
- 11. REPORT FROM CLERK:** Clerk to report on consultations and other information that has been received since December 2023. Details attached.
- 12. FINANCIAL MATTERS:** To note details of any payments received, bank transfers and to authorise any outstanding debtor or other payments.
- 13. PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council) and on the Town and Country Planning (Trees) Regulations 1999:-

Case Number/ Address / Proposed Development	Decision
1. Planning Application P/2024/0027 - Valid From 10/01/2024 Land Adjacent To, 38 And 40 Hazel Grove, Wrexham, LL12 7YN discharge of conditions 4 (ecology), 5 (biodiversity), 7 (landscaping) & 8 (boundary treatment) of planning permission p/2022/0903	For Information only
2. Planning Application P/2024/0047 - Valid From 22/01/2024 4 Oaklands Avenue, Wrexham, LL13 9EW discharge of conditions 4 (archaeology) and 5 (watching brief) of planning permission p/2023/0652	For Information only
3. Planning Application P/2024/0030 -Valid From 08/02/2024 Land Adjacent To, 35 Derwent Crescent, Wrexham, LL12 7YN discharge of conditions 4 (biodiversity), 5 (ecology), & 7 (boundary treatment) of planning permission p/2022/0902	For Information only

**the plans and documents for these applications can be viewed online [by clicking here](#) and selecting the Community of Gwaunysterfyn/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 24 January 2024 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	"	Ms H Hewitt
"	Mrs C Bettley *	"	Ms C Jarvis
"	M Davies *	"	P Lloyd
"	Ms S Edwards	"	Ms B Martin
"	Mrs A Evans	"	Ms K Speirs
"	A Gallanders	"	Ms D Wallace
"	1 Vacancy		1 Vacancy

* Absent

Also Present:

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

111 PRESIDING CHAIR

In the absence of the Chair, the Vice Chair Councillor Ralph Hardy presided over the meeting
(Councillor Ralph Hardy in the Chair)

112 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C Bettley, M Davies and K Roberts.

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

113. PUBLIC PARTICIPATION

There were no members of the public present at the meeting to make any representations as set out in Standing Order No. 3d.

114. DECLARATIONS OF INTEREST

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

115. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council meeting held on the 13 December 2023 were received.

RESOLVED - that the Minutes of the hybrid Council Meeting held on 13 December 2023 be received and confirmed as a correct record.

116. INFORMATION FROM 13 DECEMBER 2023 MINUTES

Members noted that there were no matters to discuss from the 13 December 2023 minutes.

PROCEDURAL MATTERS

1. **Minute 101.3 S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CO-OPTION OF MEMBER TO FILL CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD:** Members noted that there had been no response to the Public Notice/advertisement.

RESOLVED – the Clerk be instructed on her return to work to re advertise this vacancy with a closing date of noon on Monday 18 March 2024 and any applications received be considered at the Council meeting on to be held on 20 March 2024.

- 2. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY – ACTON CENTRAL WARD:** The Presiding Chair informed Members that Councillor Lizzie Balmain had tendered her resignation as Councillor for the Acton Central Ward with effect from the 22 January 2024. The Council accepted her resignation.

RESOLVED - the Clerk on her return to work be requested to proceed to make the necessary arrangements to fill this casual vacancy by Election or Co-option and be authorised to issue the relevant Public Notice(s) .

118. PAYMENT OF ACCOUNTS

The Clerk's report on Payments received and bank charges made since 13 December 2023, was received together with a request for authorisation to replenish the Current Account from the Deposit Account to meet contractual payments - £40,000.00 and for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

Voucher/Payment Ref & Payee	Details	Amount
JANUARY 2024		
102. BACS ref 47.1.24 Carole Roberts	Clerks Salary and office expenses for January 2024 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)
103. BACS ref 48.1.24 Michelle Williams	Salary for January 2024 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)
104. BACS ref 49.1.24 Clwyd Pension Fund	Pension payments for January 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
105. BACS ref 50.1.24 HMRC	Payroll payments for January 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
106. Cheque No 202334 Carole Roberts	Clerks Expenses for January 2024 S112 Local Government Act 1972 (as amended)	£15.00 (VAT=£0.00)
107. DC 6.1.24 Currys	Printer ink & Power Cable Extension S112 Local Government Act 1972 (as amended)	£224.98 (VAT= £37.50)
108. DC 7.1.24 Zoom	Zoom Subscription from 19 January 2024 S112 Local Government Act 1972 (as amended)	£15.59 (VAT= £2.60)
109. DC 8.1.24 Currys	Printer Ink- MW S112 Local Government Act 1972 (as amended)	£79.99 (VAT= £13.33)
110. Cheque No 202335 Caia Park Partnership Ltd	Q4 Open Access Youth service Provision S19 Local Government (Miscellaneous Provisions) Act 1976	£6,915.46 (VAT=£0.00)
111. Cheque No 202336 Wrexham County Borough Council	Final ½ Yearly SLA payment for 3x Acton Play areas' maintenance & Inspections S19 Local Government (Miscellaneous Provisions) Act 1976	£3,514.80 (VAT=£585.80)
112. Cheque No 202337 Wrexham County Borough Council	Q1 2023/24 SLA payment for School Crossing Patrols – less Credit note from 2022/23 S137 Local Government Act 1972 (as amended)	£2,199.50 (VAT=£0.00)
113. Cheque No 202338	Q2 2023/24 SLA payment for School Crossing Patrols	£2,999.50

Wrexham County Borough Council	S137 Local Government Act 1972 (as amended)	(VAT=£0.00)
114. Cheque No 202339 Wrexham County Borough Council	Repaint & Fencing Repairs on Jeffries Road, Wrexham S 137 Local Government Act 172 as amended	£5,922.00 (VAT=£987.00)
115. DC 9.1.24 Tesco Stores Ltd	Phone and Stationery January 2024 S112 Local Government Act 1972 (as amended)	£25.50 (VAT= £1.75)

RESOLVED – to approve the making of payments for January 2024 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 with £40,000.00 to meet contractual and other known payments.

119. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2024/25 FINANCIAL YEAR

The Clerk reported to Members the statutory requirements for setting the budget for 2024/25. Consideration was given to all matters pertaining to determination of the Council's income, expenditure and balances for the financial year 2024/25 as follows:

1. ANNUAL INVESTMENT STRATEGY 2023/24

Members reviewed the Acton Community Council Investments Policy for the next financial year as part of the budget setting process.

RESOLVED – to approve the Investment Strategy for Acton Community Council for the 2024/25 financial year as set out in the appendix to the report.

2. SERVICE LEVEL AGREEMENTS 2024/25

Members reviewed the Service Level Agreements for the next financial year as part of the budget setting process.

RESOLVED – To confirm renewal of the necessary funding for existing and committed Service Level Agreements for the next financial year (2024/25) as part of the budget setting process as follows :-

1. Payroll Service – Shropshire County Council (Continuation of Service - Year 1 of 3);
2. Caia Park Partnership Open Access Youth Work for 8-18 year olds – (1 year ongoing)
3. Seasonal Ranger Acton Park (Year 2 of 3) Note: Full time whole year position from 2024/25. A further sum of £500 has been requested to fund events planned in the Park through until Easter. NB The provision for events will be increased to £1900 from 2024/25.
4. CAB Acton Outreach Worker for Acton Community Advice Service (Year 2 of 3). The Council in March 2023 (Minute 153iv) agreed to make a further £3000 provision for up to 10 additional hours per month to cater for increased client numbers.
5. Acton Playground Provision (Annual ongoing)
6. School Crossing Patrols (Annual ongoing). The reduced costs in 2023/24 reflect the long term vacancies at Acton and Dean Road crossings.
8. Little Acton Community Centre - (Contribution Commitment to full costs incurred by Wrexham CBC subject to final report of Task & Finish Group and finalising lease with WCBC)
8. Pilot Play Development Rhosnesni/Little Acton – Annual ongoing being reviewed and monitored by the Youth Committee to ensure value for money and the scheme is located correctly.

3. PRECEPT REQUIREMENTS FOR 2024/25

Members gave consideration to the Council's Draft budget for 2024/25 that had been circulated prior to the meeting taking into account current commitments, projected expenditure to 31 March 2024, any new provisions that the Community Council has decided to support, inflation and earmarked and other reserve requirements.

Members noted the Council tax base for 2024/25 had slightly reduced and discussed the detailed budget requirements for 2024/25 totalling £262,680 together with the level to set the Community Council's Precept based on this information and to ensure contractual commitments can be met.

In accordance with Standing Order 3.q at the request of the Vice Chair, Councillor Ralph Hardy, a recorded vote was taken to show whether each Councillor present and voting gave their vote for or against a proposal to increase the Community Council's Precept for 2024/25 from £169,000 to £225,890. Voting was recorded as follows:

For the Proposal (6)

Councillor B Baldwin, Mrs A Evans, R Hardy, Ms C Jarvis, Mrs D Wallice, Ms K Speirs

Against the Proposal (5)

Councillor Ms S Edwards, A Gallanders, Ms H Hewitt, P Lloyd, Ms B Martin

RESOLVED –:

- i) that the Budget for 2024/25 as now presented be accepted.***
- ii) to confirm that the Community Council's precept requirement for the year 2024/25 shall be increased for the first time in four years from £169,000 and be fixed at £225,890.00.***

120. 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. <u>Planning Application P/2023/0883</u> - Dilys o/Valid From 11/12/2023 61 Borrass Road, Wrexham, LL12 7EN - demolition of existing garage and existing rear extension and erection of single storey rear extension to create granny annexe.	<i>No observations</i>
2. <u>Planning Application P/2024/0020</u> – Dilys o/Valid From 18/01/2024 Acton Park Primary School, Box Lane, Wrexham LL12 8BT prior notification for demolition of building.	<i>No observations</i>

***Councillor Ralph Hardy
Presiding Chair***

Signed as a correct record this 21st day of February 2024

Presiding Chair

ACTON COMMUNITY COUNCIL – 21 FEBRUARY 2024
REPORTS FROM COMMUNITY AGENT FOR DECEMBER 2023 AND JANUARY 2024:

AGENDA ITEM 6

December 2023

Community Council: Acton

Community Agent Name: Mandy

			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
1 CLIENTS PROFILE: NEW REFERRALS & OPEN CASES															
1.1	Number of clients receiving support	Number of individuals still receiving support that were recorded in previous month/s							5	11	14				30
1.2	Number of new people accessing the service	The number of individuals who access the project for the first time.						6	14	1	4				29
1.3	Number of people re-referring to the service	The number of individuals that have previously accessed the service but have asked for further support													0
1.4	Age Profile Please indicate the number of NEW referrals received during the month from each age range	Over 50						6	14	4	4				28
		Under 50								1					1
1.5	Ethnicity Please indicate the number of NEW referrals received during the month. Please select one option only	White (Welsh, English, Scottish, Northern Irish or British)						6	14	5	4				29
		Irish													0
		Gypsy or Irish Traveller													0
		Roma													0
		Any other White background													0
		Asian - Indian													0
		Asian - Pakistani													0
		Asian - Bangladeshi													0
		Asian - Chinese													0
		Asia - any other Asian background													0
		Black - Caribbean													0
		Black - African													0
		Black - any other Black, Black British, or Caribbean background													0
		Mixed - White and Black Caribbean													0
		Mixed - White and Black African													0
		Mixed - White and Asian													0
		Any other Mixed or multiple ethnic background													0
		Arab													0
		Any other ethnicity please describe:													0
		Prefer not to say													0
		Self Referral						1	7		2				10
		Neighbour / Friend						1							1
		Age Cymru													0
		AVOW							1						1
		Citizen Advice													0
		Community Council													0
		Extra Care													0
		Family							1	1	1				3
		Fire Service													0
		Health - GP/ District Nurse													0
		Health - Hospital						1							1

1.6	Referral Source Please indicate the <u>number</u> of referrals received during the month from each referral source	Health - Other <i>Please detail</i>														0
		Housing- Association														0
		Housing - WCBC														0
		NEWCIS														0
		North Wales Autistic Society														0
		Police														0
		Social Care - Community Wellbeing Team								1						1
		Social Care - Disability Team														0
		Social Care - Older Persons Team							2							2
		Social Care - OT														0
		Well-Being Hub							1							1
		Social Prescribers									1					1
		Other - <i>Please detail</i> Rainbow, Alzheimers Org								5	2	1				8
1.7	Unpaid Carer Please indicate the <u>number</u> of referrals received during the month from each	Unpaid Carer							1							1
		Cared For														0
		Both														0
1.8	Housing Please indicate the <u>number</u> of referrals received during the month from each	Owner														0
		Family Owned														0
		Private rented														0
		Council Rented														0
		Residential / Sheltered / Supported Living														0
		Homeless														0
		Not Recorded														0
2. CLIENT PROFILE: CLOSED REFERRALS																
2.1	How long the client was working with Community Agent before closed	1-6 Days														0
		1 Week										2				2
		2 Weeks										2				2
		3 Weeks								1						1
		4 weeks										1				1
		4-8 Weeks														0
		8-12 Weeks														0
13+ weeks <i>Please detail reason</i>															0	
2.2	Number of people feeling less isolated	The <u>number</u> of individuals who report feeling less isolated after receiving support from the project.							4	1		5				10
2.3	Number of people satisfied with the information provided	The <u>number</u> of individuals who report being satisfied with the information they received from the project							4	1		5				12
2.4	Number of people achieving personal outcomes	The <u>number</u> of individuals who have achieved personal outcomes as a result of the project. E.g Attending Community Groups, Accessed Service etc							4	1		5				10
3. CLOSED REFERRALS: WHO AGEING WELL STATUS																
3.1	World Health Organisation Outcomes Please indicate the number of clients who have reported an improvement in each of these	Number feeling safe and secure								1	2	5				8
		Number making more meaningful use of time								1	2	3				6
		Number improved ability to manage paperwork / digital skills														0
		Number improved ability to manage day to day activities								1	2	1				4
		Number increased satisfaction with home environment														0
		Number improved awareness to access further services										2				2
		Number improved social networks and friendships								1						1

		Number improved ability to cope in caring role								1						1
		Number improved health management and physical fitness								1						1
4. OTHER																
4.1	Hours worked during month	<i>If you have sickness or annual leave during the month please indicate this</i>							51 (and 10	74	70	70				214
4.2	Number of Community Groups Attended	Community Groups							6	7	8	7				28
		Groups you have set up														0
		1:1 i.e face to face / home visits etc							8	4	13	17				40
		Drop in Sessions									1					1
		Other: <i>Please detail</i>														0
4.3	Funding Applied For	Community Inclusion Grant														0
		Loneliness and Isolation Fund (AVOW)														0
		Other: <i>Please detail</i>														0

January 2024

Community Council: Acton

Community Agent Name: Mandy

			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
1 CLIENTS PROFILE: NEW REFERRALS & OPEN CASES															
1.1	Number of clients receiving support	Number of individuals still receiving support that were recorded in previous month/s							5	11	14	3			33
1.2	Number of new people accessing the service	The number of individuals who access the project for the first time.						6	14	5	4	12			41
1.3	Number of people re-referring to the service	The number of individuals that have previously accessed the service but have asked for further support										7			7
1.4	Age Profile Please indicate the number of NEW referrals received during the month from each age range	Over 50						6	14	4	4	22			50
		Under 50								1		0			1
1.5	Ethnicity Please indicate the number of NEW referrals received during the month. Please select one option only	White (Welsh, English, Scottish, Northern Irish or British)						6	14	5	4	22			51
		Irish													0
		Gypsy or Irish Traveller													0
		Roma													0
		Any other White background													0
		Asian - Indian													0
		Asian - Pakistani													0
		Asian - Bangladeshi													0
		Asian - Chinese													0
		Asia - any other Asian background													0
		Black - Caribbean													0
		Black - African													0
		Black - any other Black, Black British, or Caribbean background													0
		Mixed - White and Black Caribbean													0
		Mixed - White and Black African													0
		Mixed - White and Asian													0
		Any other Mixed or multiple ethnic background													0
		Arab													0
		Any other ethnicity please describe:													0
		Prefer not to say													0
		Self Referral						1	7		2	9			19
		Neighbour / Friend						1				3			4
		Age Cymru													0
		AVOW							1			2			3
		Citizen Advice													0
		Community Council													0
		Extra Care													0
		Family							1	1	1	2			5
		Fire Service													0

1.6	Referral Source Please indicate the <u>number</u> of referrals received during the month from each referral source	Health - GP/ District Nurse																0
		Health - Hospital								1								1
		Health - Other <i>Please detail</i>																0
		Housing- Association																0
		Housing - WCBC																0
		NEWCIS																0
		North Wales Autistic Society																0
		Police																0
		Social Care - Community Wellbeing Team										1						1
		Social Care - Disability Team																0
		Social Care - Older Persons Team								2				3				5
		Social Care - OT																0
		Well-Being Hub								1								1
		Social Prescribers										1		2				3
		Other - <i>Please detail</i> Rainbow, Alzheimers Org									5	2	1	1				9
1.7	Unpaid Carer Please indicate the <u>number</u> of referrals received during the month from each	Unpaid Carer								1				1				2
		Cared For																0
		Both																0
1.8	Housing Please indicate the <u>number</u> of referrals received during the month from each	Owner																0
		Family Owned																0
		Private rented																0
		Council Rented																0
		Residential / Sheltered / Supported Living																0
		Homeless																0
		Not Recorded																0
2. CLIENT PROFILE: CLOSED REFERRALS																		
2.1	How long the client was working with Community Agent before closed	1-6 Days													6			6
		1 Week												2	5			7
		2 Weeks												2	3			5
		3 Weeks								1					3			4
		4 weeks											1	2				3
		4-8 Weeks													3			3
		8-12 Weeks																0
		13+ weeks <i>Please detail reason</i>																0
2.2	Number of people feeling less isolated	The <u>number</u> of individuals who report feeling less isolated after receiving support from the project.							4	1			5	16			26	
2.3	Number of people satisfied with the information provided	The <u>number</u> of individuals who report being satisfied with the information they received from the project							6	1			5	22			34	
2.4	Number of people achieving personal outcomes	The <u>number</u> of individuals who have achieved personal outcomes as a result of the project. E.g Attending Community Groups, Accessed Service etc							4	1			5	12			22	
3. CLOSED REFERRALS: WHO AGEING WELL STATUS																		
World Health Organisation Outcomes	Number feeling safe and secure									1	2	5	13				21	
	Number making more meaningful use of time									1	2	3	9				15	
	Number improved ability to manage paperwork / digital skills												3				3	
	Number improved ability to manage day to day activities									1	2	1	4				8	

3.1	Please indicate the number of clients who have reported an improvement in each of these	Number increased satisfaction with home environment												7			7
		Number improved awareness to access further services									2			18			20
		Number improved social networks and friendships								1				9			10
		Number improved ability to cope in caring role								1				3			4
		Number improved health management and physical fitness								1				12			13
4. OTHER																	
4.1	Hours worked during month	If you have sickness or annual leave during the month please indicate this							51 (and 16)	74	70	70	86				300
4.2	Number of Community Groups Attended	Community Groups							6	7	8	7	12				40
		Groups you have set up															0
		1:1 i.e face to face / home visits etc							6	4	11	17	22				62
		Drop in Sessions										1		2			3
		Other: <u>Please detail</u>															0
4.3	Funding Applied For	Community Inclusion Grant															0
		Loneliness and Isolation Fund (AVOW)															0
		Other: <u>Please detail</u>															0

REPORT FROM CLERK ON PROCEDURAL MATTERS:**1) APPOINTMENT OF INTERNAL AUDITOR & INTERNAL AUDIT PLAN 2024/25:**

The Council should ensure the Independent Internal Audit testing during 2024/24 for the 2023/24 Financial Year end and in year Internal audit Services meet the requirements as set out by the Audit Commission for Wales the current Accounts and Audit Regulations and the Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019).

The Council should review and appoint its internal auditor each year. Guidance states that internal audit must not influence the direction or extent of the review however it is good practice to seek their input and to ensure that adequate internal controls are in place. The existing Internal Auditor has provided an Internal Audit Plan for 2024/25(attached separately) and has confirmed that there are no changes to the terms of engagement from last year - there will be one annual audit conducted after the year end between April and June at a date agreed with the Council. There will be one annual audit report issued which will also follow up any issues raised in the previous year. An assurance has also been submitted by John Henry, confirming continuing independence in his role as internal auditor for the 2024/25 financial year and this can be assumed to be the case for future financial years unless informed otherwise in writing.

It is **RECOMMENDED** - that the matters now reported to the Council for the renewal of the current arrangements with JDH Business Services Limited concerning the provision of an internal audit service, be accepted and a letter of engagement detailing the Internal Audit Plan for 2024/25 as reported to the meeting, be signed by the Chairman and Clerk and forwarded to the JDH Business Services Limited.

2) SLA MATTERS WREXHAM CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE: To consider the attached Q2 +Q3 SLA Reports for 2023/24 (ATTACHED SEPARATELY)

3) ANNUAL REPORT FOR 2023/24

To receive and commence the Review of the existing Annual report and set priorities going forward from 2023/24 report prior to its publication on the Council's website (attached at Appendix 1)



Acton Community Council

Annual Report 2022/23

FOR REVIEW AND UPDATING :

This Report has been prepared to comply with the requirements of Section 52 of The Local Government and Elections (Wales) Act 2021, which requires community councils to prepare and publish an annual report (as soon as is reasonably practicable after the end of each financial year), detailing the council's priorities, activities and achievements over the previous year.

1 Information About the Council

1.1 The administration of Acton Community Council is carried out by the Clerk / Responsible Financial Officer assisted by an Administrative Assistant, both of whom work on a part-time basis.

The Council consists of six wards and has various sub-committees. The table below, as of the Elections held 5 May 2022, details the elected representatives and their Role within Council and membership of those sub-committees.

Ward		Role	Members			Representatives		
			Planning Committee	Staffing Committee	Youth Committee	Acton Resource Centre	Little Acton Centre	
Acton Central	Carole Roberts	Clerk & RFO						
	Michelle Williams	Admin Asst.						
	Corin Jarvis	Member	Y		Y			
Acton Central	Lizzie Balmain	Member						
Acton Park	Phil Lloyd	Member	Y		Y	Y		
Acton Park	Becca Martin	Member		Y				
Borras Park	Caroline Bettley	Member		Y	Y			
Borras Park	Vacancy	Member						
Borras Park	Debbie Wallice	Member						
Little Acton	Bill Baldwin	Member						Y
Little Acton	Kevin Roberts	Chair	Y	Y	Y	Y		Y
Little Acton	Andy Gallanders	Member			Y			Y
Maesydre	Salli Edwards	Member						
Maesydre	Vacancy	Member						
Rhosnesni	Roger Davies	Member			Y			
Rhosnesni	Anne Evans	Member	Y	Y	Y			
Rhosnesni	Ralph Hardy	Vice Chair	Y	Y		Y		
Rhosnesni	Mike Davies	Member						

1.2 Finance

Information from the audited accounts for the year end account balances for 2021/22 are summarised below:

The amount of £'s reserves brought forward from 2020/21 is	£283,933
Reserve balances carried forward at the end of 2021/22 is	£270,842
Balance for the year 2021/22 produced a decrease in balances of	-£13,091
Income - Precept from Council Tax (The Council kept its Precept the same as 2020/21)	£169,000
Income – Other	£2,318
Sub total	£171,318
Expenditure – Staffing Costs	£34,813
Expenditure – Other	£149,596
Sub total	£184,409
Balance – Income less Expenditure	-£13,091

1.3 Policies and Protocols

During the year, Council continued to review the following principal documents and re-adopted them at its meeting on 11 May 2022.

Adopted January 2019:

1. Document Retention Policy and Schedule
2. Data Protection and Information Security Policy
3. Privacy Notices – General, Website and Member/Officer
4. Internet, email and social media policy
5. Model Publication Scheme (FOI)
6. Data Breach Notification Policy
7. Subject access policy and template response letters.
8. Member Officer Protocol
9. Grievance Procedure

Adopted April 2021

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

2 Training Plans

The need for Council having training plans were not required prior to November 2022. Therefore, a retrospective plan is not available.

All Community Councillors attend an induction Training Course at the beginning of their service. They have access to all Planning Aid Wales training and a broad range of training options delivered by One Voice Wales. The Council is currently undertaking an assessment of Councillors' training attended and will develop a formal Training Plan going forwards.

3 Activities and Achievements

3.1 Objectives

Guidance tells us that it will be good practice for the Council's Annual Report to show how the work undertaken in the past year and going forward, incorporates the five elements or principles set out in

the “Well-being of Future Generation (Wales) Act 2015”. These are; Long Term, Integration, Involvement, Collaboration and Prevention.

The Council did not publish a list of “Objectives” for this reporting year, nor for 2022/23. However, the following details some specific achievements made over the 2020/21 period. Section 3.2 contains some of the Objectives under consideration by Council for 2023/24 which embrace the “Well-being Principles”.

3.1.1 – Community Engagement

The Council embarked upon a social media public consultation exercise with the general Acton public seeking their views about their needs, wants and perceived problems within the Acton area.

Responses indicated several common themes. These included:

- a lack of awareness about what the Community Council did
- what was available at Acton Community Resource Centre, how to book sessions and costs
- the extremely poor state of the Acton Park children’s play area

3.1.2 – Youth Club

During the year 2021/2022 the Youth Club was impacted by Covid. The Council had made the decision to continue funding the Youth Club during this period. The numbers attending the Club had decreased but we felt it was important to support this Group of Young People during this period. Some outreach work was attempted, but as a Council, we felt this is not as successful as having a base to work from. Towards the end of the year, numbers have picked up and are thankfully back to their original levels. The Club continues to provide an excellent service to the Acton Community and is something we are very proud of.

3.1.3 – Youth in the Community

For the second year the Council made the decision to fund youth groups such as the Brownies and the Rainbows. If this funding had not been available they would have ceased to exist due to lack of funds. These groups have been in existence for 40 years and this is something that we could not allow to happen. Their attendance averages 25 girls per Club and continues to flourish.

Earlier this year, Council members were invited to the Brownies Jubilee party as a thank you for the support given by the Council. Helen Walker (Brown Owl) said “they don’t know what they would have done without the support of the Council”.

3.1.4 – Park Ranger

The Council continues to fund the Park Ranger role. There have been a huge variety of events in the Park during this period, for example, an Easter egg hunt, Halloween trail, various information events, history trails and tree identification events. All these have been very well attended and, in some cases, attended by well over 100 people.

The Ranger continues to assist and supervise the Park’s volunteer group whose continued work is a massive help in keeping the park at a Green Flag standard.

3.1.5 – The Young Blacksmiths



O & H metalwork have been involved with two projects for the Council. Initially a Fish sculpture made from teaspoons which has been placed in the Lake in the park. The work was self-funded by the Blacksmiths with donations of spoons made by the public.

The second project is a small monument placed at the Smithy Pond off the Chester Road. This piece of work was designed to remember Joey the swan and, in addition, to

inform residents of their family history. This memorial was funded by the Council, who felt it important to keep the history of Acton alive.

3.1.6 – Dean Road

After careful consideration, the Council decided to support a resident's group which had been set up to oppose Glyndwr University's outline planning proposal, via Wrexham Council Borough Council, to permit Housing development upon the field. Thereafter there was a proposal to dispose of the land to a developer. The Council also agreed to make a grant of £1,000 to the resident's group to enable them to engage professional advice and services in support of their continued objection at the Appeal Stage against the University's application to overturn the Planning Committee's decision to deny planning permission.

3.1.7 – Nine Acre Field

After careful consideration, the Council decided to support the resident's group which had been set up to oppose Wrexham Council Borough Council's proposal to build a new school upon the site. The Council agreed a grant of £1000 to enable the resident's group to engage professional advice and services in support of their objections to this application and to deny planning permission.

3.1.8 – Defibrillators

The Council embarked upon a policy of paying for the supply and installation of a defibrillator in each of the six wards. 2021/22 saw the beginnings of this priority with the deployment of a defibrillator in the following locations: Cunliffe Arms Jeffreys Road, Acton Resource Centre, Little Acton Community Centre, The Maesydre Power House. The Council also contributed to the fundraising by residents to provide another defibrillator on the Fairways Estate at St Andrews Crescent. Progress was made towards deployments at Barkers Lane School and the Borrass Park shopping arcade.

3.1.9 – Restoration of Fencing on Jeffreys Road

It has long been reported of the need to repair and repaint existing metal fencing on Jeffreys Road. Residents have volunteered to assist with the repainting of the fencing once it has been repaired to an acceptable standard. Wrexham Council (the owners) have been consulted about assisting with this project. It is reported that their preference is to remove the fencing. They have agreed to supply limited assistance providing health at work protocols. However, despite the Community Council setting aside a limited budget, the project continues to stall and is no further forward since it was first raised in 2018.

3.1.10 – Section 137 Grants

Were made to 24 organisations with a total value of £7870. Priority is given to local clubs and groups that are used by residents from the Acton Community area.

3.1.11 – Maesydre Power House



The Council purchased this unusual building in 1993 to prevent the then owner Manweb from removing the mock tudor second floor. This is the only building the Council owns. It is structurally sound and the Council must keep the building in a good state of repair. Work is planned to carry out repairs and repainting to protect the external facade from wind and weather damage.

3.2 Priorities Going Forward

The Council did not publish a formal list of “Priorities” for this reporting year, nor for the current year 2022/23. However, discussions are currently ongoing between Members of Council to prepare a list of priorities for the coming 2023/24 year. It is intended that this process should take place alongside and in conjunction with the 2023/24 budget setting process. Some suggestions are included below. These are not listed in priority order.

3.2.1 – Jeffreys Road Fencing

The local Member is keen to progress this project to a conclusion whereby the fence is repaired and painted.

3.2.2 – Section 137 Grants

The Chair is keen to develop the Section 137 grants element of our budget to provide annual support to local groups who are within the Acton Community Council area and who struggle for financial support. There are several groups that without Council support would not be in existence.

3.2.3 – Acton Park Playground

The Council provides funding to ensure the continued existence of three play areas owned and managed by Wrexham CBC within the Acton Community



Acton Park Play area

Aran Road Play area



A Task group was previously established to look at all three play areas, but little progress has been made to date. Progress development of this theme to design, estimate and budget for the provision of a new play space. Consider using reserves and investigate possible grant funding streams, e.g. National Lottery, Welsh Assembly grants, to bring this about. Set the project as a key objective with measurable achievements going forward.

3.2.4 – Little Acton Community Centre

Some time ago initial discussions were held with Wrexham CBC about the future ownership, costing and sustainability of the Centre. Council should seek to progress those discussions to a point whereby the future of the Centre can be determined going forward.



3.2.5 – Christmas Celebrations

A number of Members have suggested that in order to support resident's wellbeing and in common with some other local Community Councils, Acton Council give consideration to the placing and funding of Christmas Trees and Lighting at various places within the area.

3.2.6 – To monitor and reduce Speeding within the Community

To enhance the safety of residents, consider the installation of further Electronic Speed Boards at strategic locations within the area. Suggestions include Jeffery's Road.

ACTON COMMUNITY COUNCIL

Consultation and Correspondence Report of the Clerk to the Council

AGENDA ITEM 11**21 February 2024**

Organisation	Details	Notes
CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations		
Wrexham CBC	Wrexham County Borough Council (Off Street Parking Places)(Consolidation) Order 2024: email dated 9 February 2024 inviting Members to comment on the proposed changes to car parking charges. Comments to be submitted in writing to parking@wrexham.gov.uk by no later than 8/3/2024 .	
CORRESPONDENCE		
1. One Voice Wales	<p>1. Non Exec Director Board Opportunities – Welsh Government: email dated 2 January 2024 with information on Non Exec Director Board opportunities.</p> <p>2. 2024 - TRAINING DATES BY MODULE - JANUARY, FEBRUARY & MARCH: email dated 2 January 2024 with a list of the latest training dates.</p> <p>3. Communication about digital training for distribution: email dated 2 January 2024 with details of digital training, free to Councillors https://www.eventbrite.com/cc/one-voice-wales-digital-training-2918959</p> <p>4. Community Speed Watch: email dated 4 January 2024 with details of a Go Safe event about Community Speed Watch.</p> <p>5. Online Event - Buglife Cymru January 31 2024: email dated 8 January 2024 with details of an event Managing Green Spaces in B-lines.</p> <p>6. D-DAY 80' (June 6th 2024) New Year Update: email dated 11 January 2024 with details of the D-Day 80 commemorative event.</p> <p>7. Free Places - Use of IT, Websites and Social Media Training: email dated 25 January 2024 with information on free IT Training</p> <p>8. Vacancy – PublicAppointments: email dated 26 January 2024 with details of the latest public appointments.</p> <p>9. Access denied – Older people’s experiences of digital exclusion in Wales – Report Launch: email dated 31 January 2024 with a link to this report.</p> <p>10. JOINT EVENT ONE VOICE WALES AND PLANNING AID WALES – THURSDAY 7 MARCH 2024 FROM 10.00AM UNTIL 2.00PM (REMOTE): email dated 31 January 2024 with details of this joint event.</p>	
2. Planning Aid	1. Latest news from Planning Aid Wales: email dated 3 January 2024 with the latest events and	

Wales	<p>training from Planning Aid Wales.</p> <p>2. Introducing...Strategic Development Plans: email dated 17 January 2024 inviting Members to attend online training on Strategic Development plans in February 2024.</p> <p>3. Latest news from Planning Aid Wales: email dated 29 January 2024 with the latest events and training from Planning Aid Wales.</p>	
3. Wrexham CBC	<p>1. Adoption Wrexham Local Development Plan: email dated 5 January 2024 with details of the LDP adoption and a link for more information. Documents can be viewed on the LDP Consultation Portal here.</p> <p>2. Wrexham Town and Community Council Forum: email dated 2 February 2024 with a presentation attached on the Wrexham Placemaking Plan.</p> <p>3. Carbon and Climate conversation Wrexham: email dated 2 February 2024 inviting Members to the next meeting on Wednesday 7 February at 16.30.</p>	
4. Play Wales	<p>1. Play Wales 2023 publications: email dated 9 January 2024 with links to all their 2023 publications.</p> <p>2. January e-bulletin: email dated 18 January 2024 with the first e-bulletin of 2024</p> <p>3. New publication – Playing and being well review summary: email dated 25 January 2024 Play Wales has published a summary of its forthcoming publication, <i>Playing and being well</i>.</p> <p>4. February e-bulletin: email dated 13 February 2024 with the latest events, jobs and publications.</p>	
5. Menter Iaith Fflint a Wrecsam	<p>St. David's Day: email dated 18 January 2024 inviting Members to join the Mayor of Wrexham at the St David's Day celebration in Wrexham on Friday 1 March 2024.</p>	