

9 May 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 15 MAY 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 by using this [hyperlink to join the Hybrid Annual Council meeting on 15 May 2024](#) or use Meeting ID: 826 6898 6484 and Passcode: 144971. Please note that the Meeting and those participating in person and online will be recorded. The business to be transacted is as set out in the agenda below.

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer to the Council

AGENDA

1. **APPOINTMENT OF CHAIR:** To appoint a Chair of the Council for the 2024/25 Municipal Year.

(Clerk to witness Chair signing Acceptance of Office)

2. **VICE CHAIR:** To appoint a Vice Chair of the Council for the 2024/25 Municipal Year.
3. **APOLOGIES FOR ABSENCE:** To receive any apologies and reasons for absence
4. **DECLARATION OF INTERESTS:** To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

5. **PUBLIC QUESTIONS:** In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on 15 May 2023, may, subject to stating their name and address before the meeting, speak at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.
6. **CONFIRMATION OF MINUTES:**
 1. To confirm the Minutes of the Council meeting held on 16 April 2024 (Copy attached)
 2. To receive the Minutes and Recommendations of the Youth Committee meeting held on 24 April 2024 (Copy attached)

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

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

8. PROCEDURAL MATTERS: To consider the attached report concerning the following procedural matters and Standing Order requirements:-

1. S116 Local Government (Wales) Measure 2011 –Filling by Co-Option- Casual Vacancy for the Acton Central Ward – see Appendix 1

In accordance with the requirements of Standing Order No.5 the Council at its Annual Meeting shall:

2. Review of delegation arrangements to Committees, Sub Committees, Staff and other Local Authorities. Details attached at Appendix 2
3. Appointment of Committees and Task & Finish Groups at Appendix 3
4. Review and adoption of appropriate standing orders and financial regulations and other Council Policies;
5. Legislative requirements under Local Government and Elections (Wales) Act 2021-
 1. Review of the eligibility criteria for the use of the general power of competence
 2. Review and adoption of the council's annual report – Copy to be sent separately
 3. Review and adoption of the council's training plan – Appendix 4
6. Appointment of Community Council representatives on Community and Resource Centre Management Committees.
7. Community School Governor representatives.
8. Review of inventory of land and other assets including buildings and office equipment;- Copy of asset register attached to agenda pack
9. To consider any quotes received and confirm arrangements for insurance cover in respect of all insurable risks from 1 June 2024; (Minute 156.4 April 2024 refers),

A Schedule of existing adopted polices is set out in Appendix 5

10. Review of the Council's and/or staff subscriptions to other bodies;
11. Review of the Council's complaints procedure (Local Resolution) ;
12. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
13. Review of the Council's policy for dealing with the press/media;
14. Review of the Council's employment policies and procedures;
15. Draft Reserves Policy –Omission Identified as part of internal Audit Preparations Appendix 6.
16. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 Appendix 7
17. Members Attendance at Meetings during 2023/24 – Appendix 8
18. Declaration of remuneration to Members of the Council for the year ended 31 March 2023 & arrangements for 2023/24 – Appendix 9
19. Day, Time and location of Meetings of the Council and its Committees – Appendix 10
20. Banking Mandate for Payments; Consent for Contractual BACS Payments; Review of Accounts for Earmarked Reserves – Clerk to report

9. ANNUAL ACCOUNTS 2023/24: Details attached. Further to Minute 156.1 April 2024:

1. To receive details of the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2024;.
2. To receive and approve the Annual Return and accounting statements set out in sections 1 and 2 for the year ended 31 March 2024;
3. To give approval for the Chairman to sign the Annual Return on the Council's behalf before 30 June 2024 to comply with the Accounts and Audit (Wales) Regulations 2014 (as amended); and

4. to note the arrangements for the External Audit of the Council's Accounts for the year ended 31 March 2024 and endorse the action taken by the Clerk in accordance with the Accounts And Audit (Wales) Regulations 2014.

10. SERVICE LEVEL AGREEMENT REPORTING:

1. **ACTON PARK RANGER** - to consider the attached Report for the period October 2024 the March 2024
2. **WREXHAM & DISTRICT CITIZENS ADVICE BUREAUX** - to consider the attached Report for the final quarter of 2023/24 to 31 March 2024

11. COMMUNITY ENGAGEMENT: To receive updates from the Chair and other members.

12. KEY ACTON ISSUES: WCBC Members to report verbally on any **New** or **Key Issues** being considered by the County Bough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)

13. REPORT FROM CLERK: Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.

14. PAYMENT OF ACCOUNTS: To note details of any payments received and to authorise any outstanding debtor or other payments.

15. PLANNING APPLICATIONS: To consider any comments the Council may wish to make on the following application(s) made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

| Case Number/ Address / Proposed Development | Decision |
|--|----------|
| 1. Planning Application P/2024/0257 - Dilys o/Valid From 02/04/2024 46-46A Chester Road, Wrexham, LL11 2SD change of use of building from class c3 (dwelling) to class c2 (care home) | |
| 2. Planning Application P/2024/0312 - Dilys o/Valid From 29/04/2024 30, Park Avenue, Wrexham, LL12 7AH works to trees protected by tree preservation order wmbc 21 | |
| | |

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 17 April 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 C Jarvis |
| " | Mrs C Bettley * | " | P Lloyd |
| " | M Davies | " | Ms B Martin * |
| " | Ms S Edwards | " | Ms L Painter |
| " | Mrs A Evans * | " | Ms K Spiers * |
| " | A Gallanders | " | Ms D Wallice |
| " | Ms H Hewitt | " | 1 Vacancy |

* Absent

Also Present:

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

149. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, Mrs C Bettley, Mrs A Evans, Ms B Martin and Ms K Spiers.

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

150. 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.

151. DECLARATIONS OF INTEREST

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

152. CONFIRMATION OF MINUTES

The Minutes of the remote Council meeting held on the 20 March 2024 were received.

RESOLVED - that the Minutes of the remote Council Meeting held on 20 March 2024 be received and confirmed as a correct record.

153. INFORMATION FROM 20 MARCH 2024 MINUTES

1) **MINUTE 140.2 – S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY – ACTON CENTRAL WARD:** Members noted that there had been no response to the Public Notice/advertisement.
RESOLVED – that the Clerk proceed to re-advertise this vacancy with a closing date of noon on Monday 15 May 2024 and any applications received be considered at the Council meeting to be held on 17 May 2024.

2) **MINUTE 143.3 FINANCIAL ASSISTANCE – MINERS RESCUE PROJECT:** The Clerk informed Members that the Miners Rescue Project had been in contact to thank the Community Council for the Financial Support they had received and to invite Members to attend and view the ongoing work of the Rescue Project.

EXCLUSION OF THE PRESS AND PUBLIC

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

155. ACTON PLAY AREAS – ANNUAL PLAN PRIORITY

Further to Minute 128.3.ii) February 2024, Members considered the response received from Kerry Williams, Head of Service (Operations) Environment and Technical Department, Wrexham CBC. Members noted the content within the response and also the detail of the current SLA for the maintenance of the existing 3 play areas in the Acton Community; also discussed were potential funding streams and time limited grant funding sequencing. Members asked for clarification on the existing grant conditions for the Acton Park Play area. It was also noted that the annual Inspection Report on Acton Play areas was due shortly.

RESOLVED – that

- i) the Clerk respond to Kerry Williams welcoming the response and requesting clarification on the points now raised by Members and seek a timeframe to fulfill this Priority in the Community Council's Annual Plan;***
- ii) the Clerk seek permission to include the Aran Road Play area equipment replacement within this scheme and commence investigating grant funding for both projects***

PRESS AND PUBLIC

RESOLVED - that the press and public be re-admitted for the remainder of the Meeting.

156. PROCEDURAL MATTERS

1. ANNUAL ACCOUNTS 2023/24: The Accounts to 31 March 2024 (Q4 end) were presented together with progress against the Budget for consideration by the Community Council. Members noted that the Accounts and supporting papers for the year ended 31 March 2024 will be submitted to the Council's Internal Auditor on 25 April 2024. Audit Wales, the External Auditor, has given notice that they will undertake a triennial full audit for 2023-24 and all relevant documents must be submitted by no later than week commencing 8 July 2024.

RESOLVED - that the Quarter 4 and 2023/24 year end bank reconciliation and accounts together with progress against the budget and the Audit arrangements for the year ending 31 March 2024 be received and noted.

2. STATEMENT OF ACCOUNTS FOR THE YEARS ENDED 31 MARCH 2023 AND 31 MARCH 2024 AND ANNUAL RISK ASSESSMENT REPORT: Further to Minute 140.8 March 2024, Members noted that the Council had agreed to an extension to enable the Clerk to complete the overdue Annual Risk Assessment for 2022/23 and present it to the April 2024 meeting of the Council. Members proceeded to consider a combined report which had been prepared by the Clerk and Responsible Financial Officer in accordance with the Accounts and Audit (Wales) Regulations 2014 and set out the supporting Annual Statement of Accounts for 2022/23 and 2023/24 and included the accounting statements for the Annual Return together with supporting governance statement and the formal Annual Risk Assessments for 2023/24 and 2024/25

RESOLVED – that

- i) the Council approves the Supporting Statement of Accounts for the Years ended 31 March 2023 and 31 March 2024 together with the Annual Risk Assessment required under the Accounts and Audit (Wales) Regulations 2014 and proper practices as set out in Appendix 1 of the Report.***
- ii) To assert that the Community Council has awarded one contract during 2023/24 and therefore evidence is required to support the Annual Governance Statement on Part 2 of the Annual return for 2023/24***
- iii) consideration of the Report as contained in Appendix 2 be accepted as the formal Risk Assessment for 2023/24 and 2024/25;***
- iv) In relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes.***
- v) the arrangements highlighted in paragraph 8.1 to 8.5 and paragraph 32.1 to 32.17 in Appendix 2 be accepted as having taken all the appropriate steps to minimize risks in conjunction with the***

documented Internal Financial Controls subject to agreeing a Scheme of Delegation and Business Continuity arrangements.

vi) The Council continue to make arrangements for formal checks on new suppliers' credentials via Companies House to be included as a requirement to be undertaken as part of the risk assessment prior to any new suppliers' payments being authorized to mitigate risk.

3. COMMUNITY AGENT: The Community Agent report highlighting March 2024 outcomes was received and noted.

4. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2024: Members noted that the current three year insurance policy with Zurich will expire on 31 May 2024.

RESOLVED – that the Clerk obtain three quotes from different insurance providers and report to Members at the Council Meeting in May 2024.

157. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES

1. EVENTS AT ACTON PARK: Members noted that the Easter Event at Acton Park had been very successful with 500+ members of the public in attendance. Feedback from the public had been excellent.

RESOLVED – that Councillor Jarvis send some of the feedback comments referred to at the meeting to the Clerk to be included in the Annual Report.

2. ACTON PARK – TENNIS COURTS: Members noted that Wrexham CBC are currently refurbishing the tennis courts, to include new nets and painting the floor.

158. KEY ACTON ISSUES

WCBC Members reported verbally on any new or key issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton as follows:

- 1. CARS ON BOX LANE:** Long standing parked cars on Box Lane, at its junction with Chester Road, had been clamped by Police as they did not have valid road tax. However, the owner of the cars had subsequently contacted the Police and provided proof of payment. The cars had now been removed.
- 2. PLANNING – LOCAL DEVELOPMENT PLAN:** Members noted that Plan had now been approved. A Public Meeting was being arranged to discuss opposition to build up to 600 houses on a greenfield site off Cefn Road/Wrexham Rugby Club on a site known as Key Strategic Site 2 within the LDP. The date would be shared with Members as soon as it was available.
- 3. DEAN ROAD PLAYING FIELDS:** The Developers had amended their plans, the number of houses would remain the same at 74, however there would be an increase in the number of 4 bedroomed properties. Negotiations with Wrexham CBC were ongoing with regard to the proposed amenity space. The gates to the Dean Road entrance gates were now kept locked and the entrance was being kept clear for Emergency Vehicle access. The present position was noted.

159. REPORT FROM CLERK

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

| Organisation | Details |
|---|---|
| CONSULTATIONS: Members considered the undermentioned Consultations | |
| 1. One Voice Wales | Senedd Cymru (Electoral Candidate Lists) Bill: email dated 21 March 2024 with details of a consultation on the Electoral Candidate Lists Bill. Responses are invited by 16.00 on Friday 12 April 2024. Received and noted |
| 2. North Wales Fire and Rescue Service | Launch of public consultation on continuing to prevent and respond to emergencies: email dated 26 March with links to this public consultation. To take part, please visit www.northwalesfire.gov.wales to complete the questionnaire and to access all the information needed in order to respond to the questions. Direct link here. Received and noted |

| | |
|---------------------------------------|--|
| 3. J10 Planning Ltd | Cefn Road: Erlas Park - Planning Consultation: email dated 5 April 2024 inviting Members to comment on the proposed development via this link http://www.erlasparkconsultation.co.uk/ Considered later in the agenda. |
| 4. Wrexham CBC | Consultation of review of allocations policy: email dated 9 April inviting comments via this link https://www.yourvoicewrexham.com/survey/2067 on proposed changes to the Allocations Policy. Closing date is 31 May 2024 <i>Received and noted</i> |
| CORRESPONDENCE | |
| 1. One Voice Wales | 1. 2024 - MARCH, APRIL, MAY & JUNE 2024 TRAINING DATES: email dated 21 March 2024 with details of the latest training sessions being held. <i>It was noted that updated training session dates were to be circulated</i> |
| 2. Urdd Cymru | The Urdd's Fund for All: email dated 21 March 2024 with information on 300 free places at the Urdd's summer camps for children and young people in Wales. <i>Information noted</i> |
| 3. Wrexham CBC | 1. Notice of Election - Police and Crime Commissioner Election - Thursday 2 May 2024: email dated 22 March with the Notice of the forthcoming Police and Crime Commissioner election. 2. 80th Anniversary of D-Day – 06.06.2024: email dated 4 April 2024 inviting Members to attend a Church Service, together with the Mayor, Councillors and members of the local Armed Forces Community, to be held at St Giles Church, Wrexham at 12.30 p.m. <i>Information noted</i> |
| 4. Office of Sarah Atherton MP | Community Ownership Fund - Updated Prospectus published for Application Round Four: email dated 25 March 2024 with details of this funding. <i>Information noted</i> |

160. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received and bank charges made since 20 March 2024, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

PAYMENTS RECEIVED: 1st precept Payment for 22024/25 = £75,296.67

BANK CHARGES TO 3 March 2024: £8.20-Current Account; £5.40-Chair's Charity Account

| Voucher/Payment Ref & Payee | Details | Amount |
|--|---|---------------------------|
| 1. BACS ref 1.4.24 Carole Roberts | Salary and office expenses for April 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) |
| 2. BACS ref 2.4.24 Michelle Williams | Salary for April 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) |
| 3. BACS ref B3.4.24 Clwyd Pension Fund | Pension payments for April 2024 Section 112 Local Government Act 1972 (as amended) | (as per Payroll schedule) |
| 4. BACS ref B4.4.24 HMRC | Payroll payments for April 2024 Section 112 Local Government Act 1972 (as amended) | (as per Payroll schedule) |
| 5. Cheque No: 202355 Wrexham County Borough Council | Q4 SLA Payment for 2023/24 School Crossing patrols Section 137 Local Government Act 1972 (as amended) | £4,499.25 (Vat= £0.00) |
| 6. DC 1.4.24 Tesco Stores Ltd | Telephone and Stationery S112 Local Government Act 1972 (as amended) | £28.75 (Vat= £2.29) |
| 7. DC 2.4.24 Zoom Video Communications Inc | Zoom Subscription from 8 April 2024 to 7 April 2025 S112 Local Government Act 1972 (as amended) | £149.84 (VAT= £24.97) |

| | | |
|--|--|---------------------------|
| 8. Cheque No 202356 Rialtas Business Solutions Ltd | Alpha Software Annual Support, Maintenance and Licence to 31/3/2025 Section 112 Local Government Act 1972 (as amended) | £230.40 (Vat= £38.40) |
| 9. Cheque No 202357 AVOW | Membership Fee to 31/3/2025 Section 112 Local Government Act 1972 (as amended) | £15.00 (Vat= £0.00) |
| 10. Cheque No 202358 Carole Roberts | Clerk's Expenses for April 2024 S112 Local Government Act 1972 (as amended) | £15.00 (Vat= £0.00) |
| 11. Cheque No: 202359 Wrexham County Borough Council | Q4 contributions towards running costs of Little Acton Community Centre Section 19 Local Government Act (Miscellaneous Provisions) 1976 | £2,335.61 (Vat= £0.00) |

RESOLVED – to approve the making of payments for April 2024 as set out in the schedule reported to the meeting; and to note the payments received.

161. PLANNING RELATED MATTERS AND APPLICATIONS

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

1. ERLAS PARK – NEIGHBOURING COMMUNITY PRE-PLANNING CONSULTATION:

Members were informed of the intention of Harworth Estates intention to apply for outline planning permission to Wrexham CBC for the proposed phased residential development. Members discussed the implications of the proposed development of 900 houses, in particular to the existing road infrastructure and biodiversity issues. The Clerk circulated the original pre-planning response by Acton Community Council in 2022 to this proposal, which highlighted its concerns at that time.

RESOLVED – that the Clerk responds to the formal pre-application consultation, prior to its closing date of 7 May 2024, as follows:

Acton Community Council recognises the Wrexham LDP has now been approved. All original points made by the Community Council in response to the draft LDP about proposals to build on green field sites are still considered valid. Going forward, the focus of its concerns are upon the peripheral roads and the importance of ensuring a main access road is constructed as part of the base infrastructure and service provision for the whole of the designated development land. There should no direct access on to the Fairways Estate via Thornhurst Drive. The Community Council is concerned that Bryn Estyn Road is unsuitable as a main access road for the traffic volume that will be generated by new development. The proposal is for the northern section to make use Bryn Estyn Road – this is a single track lane in places with protected trees that are subject to Tree Preservation Orders and is not capable of being widened to accommodate the increased volume of traffic.

The Community Council must insist and urge that as part of the development infrastructure for the whole development, the Spine Road is completely built before any housing construction commences with the main junction of the spine road emerging onto the Holt Road/Link Road /Golf Club Roundabout. Without this road, the Community Council has grave concerns there will be a splitting of the whole development land into separate phases with different Developers which will result in a central spine road not being joined up in the middle, and the bulk of newly generated traffic from this significant housing development will be funnelled to emerge onto the Cefn Road/ Holt Road roundabout which is already recognised as being overcapacity and incapable of being improved.

The Community Council draws attention to overcapacity within the Acton and immediate Communities. The Developers should contribute to a new school and provide funding to address problems of GP Surgeries. The Community Council is disappointed the Betsi Cadwaladr Health Board has not responded to this proposal but feels nonetheless that this overcapacity for schools and GP Surgeries should be highlighted.

In respect of Biodiversity, the Community Council would encourage and strongly recommends that there should be green corridors and green spaces incorporated into the Estate designs and layouts. To mitigate the impact of developing green field land for housing development, where possible existing hedgerows and trees should be incorporated into the design of the development.

2. PLANNING APPLICATIONS

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

| Case Number/ Address & Proposed Development | Decision |
|---|--|
| 1. Planning Application P/2024/0166 - Dilys o/Valid From 05/03/2024 Gate Hangs High, Rhosnesni Lane, Wrexham, LL13 9ES erection of water filling station | No observations |
| 2. Planning Application P/2024/0207 - Dilys o/Valid From 28/03/2024 9 Ffordd Aled, Wrexham, LL12 7PP erection of fencing (in retrospect) | Objection - The Council considers that the fence, due to its size is not in keeping, and affects the visual amenity of the area, particularly in comparison with other nearby properties. |
| 3. Planning Application P/2024/0208 - Dilys o/Valid From 28/03/2024 24 Smithy Lane, Wrexham, LL12 8AR erection of annexe accommodation (in retrospect) | No observations |
| 4. Planning Application P/2024/0241 - Dilys o/Valid From 25/03/2024 45 Box Lane, Wrexham, LL12 8BY single storey side and rear extensions | No observations |

Councillor Kevin Roberts
Chair

Signed as a correct record this 15th day of May 2024

Chair

Minutes of the Hybrid YOUTH COMMITTEE held on Wednesday 24 April 2024

| | | | |
|----------|------------|------------------------------|---|
| Present: | Councillor | Kevin Roberts (Chair) | |
| | " | Andy Gallanders (Vice Chair) | * |
| | " | Caroline Bettley | |
| | " | Anne Evans | * |
| | " | 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

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms A Evans, A Gallanders and P Lloyd

RESOLVED – that the apologies for absence be received.

24. DECLARATION OF INTERESTS

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

25. CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the remote Youth Meeting held on 28 February 2024, as submitted to the Meeting of the Community Council on 20 March 2024 were received and confirmed as a correct record.

26. INFORMATION FROM 28 FEBRUARY 2024 MINUTES

MINUTE 22iv: MEMBERS ATTENDANCE AT A SESSION THE PLAY SUFFICIENCY PROJECT AT THE GREEN, LITTLE ACTON– Councillor Bettley reported to Members that she had attended a play session for an hour and was very impressed with the play workers, especially their one to one interaction with some of the children. The Chair thanked her for her involvement and feedback.

27. TERMS OF REFERENCE

The Youth Committee was re-appointed at the Annual Community Council meeting held in May 2023 and its Terms of Reference were noted.

28. SERVICE LEVEL AGREEMENT – ACTON YOUTH WORK PROJECTS

The Chair welcomed Jon Stumpp to the meeting. Members considered the report circulated prior to the meeting, in respect of the Quarter 4 performance monitoring to 31 March 2024, 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. There is a small issue with updating the software on items such as the PS5 because Wrexham CBC Wi-Fi at the Resource Centre has restrictions placed on the Public Access network, at firewall level, that prohibits certain types of network traffic. However, staff can work around this by taking the equipment to another site, performing the updates and returning it to Acton.

The Youth Club is young people led in terms of activities and the Staff are currently researching the cost of a new Karaoke machine as the discs provided with their current machine are out of date. At the request of the children, staff are also putting together costings for a trip to Alton Towers Theme Park during the summer.

This will involve both Junior and Senior members and potentially children from other clubs in the area, to keep costs down. Members were informed of the staff to children ratios on this trip and were reassured by Jon Stumpp that there would be sufficient staff for the different age groups.

Going forward the Clerk indicated that where possible, future Youth Committee meeting will be moved to allow more time for the Caia Park Partnership officers to produce the Quarter end monitoring reports. Members were very supportive of the work being done and 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 one be submitted by the Caia Park Partnership to the next Youth Committee Meeting expected to be arranged for 31 July 2024.*

29. PLAY SUFFICIENCY PROJECT WITH WREXHAM CBC FOR STAFFED PLAY PROVISION IN THE ACTON COMMUNITY

The Chair welcomed Gareth Stacey to the meeting. Members considered the Quarter 4 performance monitoring report and a more recent update from 1 February 2024 to 15 April 2024, on the operation of and attendance at this Play Sufficiency Project. Members noted that extensive advertising and promotion of these play sessions during March 2024 by Play development staff to School Assemblies and door to door leaflet drops had been very successful. The number of children in attendance at weekly sessions on the Green at Little Acton over the last three weeks had increased to 18, confirmed by the Chair who had attended a session on the 23 April 2024.

Parents had also attended the sessions and were pleased with the provision but highlighted during discussions with the Chair and Officers, was the impact of poor communication, resulting in Parents being unaware of this Play project. . It was confirmed that Wrexham CBC staff would be kept under pressure to continue to promote the Play provision and build relationships with the new cohort of children and encourage word of mouth promotion.

Members encouraged the Staff to continue with what they are already doing and noted the weather and lighter evenings may also be a factor for improved attendance. The attendance levels will be kept under review and reported to the next meeting which will provide a timeline from the commencement of the Pilot project to date and an indication of the direction of travel for the Little Acton Play provision.

RESOLVED –

- i. To accept the update and report as now submitted; and*
- ii. That Gareth Stacey carry out a further detailed Review of the Project from commencement to date, indicating the direction of travel for attendance and provide a progress report on this Play Provision project in the Acton Community to be submitted by Wrexham CBC Play Development Officers to the next Youth Committee Meeting expected to be arranged for 31 July 2024*

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

Further to Minute 8 September 2023 Youth Committee, Members were reminded the Council at its 20 September 2023 meeting had extended the terms of reference of this 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. Consideration at the October 2023 meeting of the Committee had determined the criteria to be used when considering applications for financial support resulting in Members being 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

The Chair recapped on discussions at the Youth Committee meeting on 25 October 2023. Members discussed how to identify the Core Youth Groups in the Acton Community and how best to support and keep them afloat, open and sustainable. It was noted that the Council had approved a new budget of £5,000 for

this initiative at its January 2024 Precept setting meeting. The parameter set by the Youth Committee is that it should review its support to groups on a yearly basis.

Consideration was given to advertising on Social Media and inviting expressions of interest. After completing an application form similar to the S137 form, groups will be invited to attend a Youth Committee meeting to discuss the work they do and how it supports the wellbeing of the children in the Acton Community. It was suggested that any applications received be considered at the July, November February and May Youth Committee meetings.

RESOLVED – that an advertisement be placed on the Council’s Social Media to gauge interest and identify unsupported Youth Groups and invite Expressions of Interest from established Youth Groups in the Acton Ward and consideration/presentations from Groups whose applications have been received take place at each quarterly meeting of the Committee.

Councillor Kevin Roberts Chair

Signed as a correct record this 31st day of July 2024

Presiding Chair

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

Further to Minute 140.2, March 2024, the Community Council currently has one casual vacancy in THE Acton Central ward which the Council **must fill** by co-option. The necessary steps to fill the vacancy together with the appropriate Public Notices have both been on display since 10 April 2024 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 May 2024 in accordance with Section 116 of the Local Government (Wales) Measure 2011.

(See Appendix 1) Any expressions of interest received will be circulated and the Candidate will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

DECISION REQUIRED

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

INFORMATION

Members must give consideration to any expressions of Interest received by noon on 13 May 2024 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.

In the event of no expressions of interest being received the Clerk should be requested to proceed to make the necessary arrangements to fill this casual vacancy by Election or Co-option and be authorised to re-issue the relevant Public Notice(s).

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

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

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

2. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUBCOMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES:

The Council should have formal arrangements in place in accordance with the Local Government Act 1972 s 101 arrangements for discharge of function by local authorities. The Scheme of Delegation as set out in Appendix 2 to this report formalises the situation.

The COUNCIL IS RECOMMENDED to consider accepting and ADOPTING the arrangements as set out in Appendix 2.

3. APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS :

^{3.}
*It is **RECOMMENDED** that the Council review and consider the appointment of its Committees and three Task and Finish Groups. The current memberships and terms of reference are **set out in Appendix 3**. . Please note that former Councillor Roger Davie' seats on the Committees are shown as being vacant.*

4. STANDING ORDER NO.5: REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS , FINANCIAL REGULATIONS AND OTHER COUNCIL POLICIES

The Council's adopted Standing Orders and Financial Regulations are published on its website: [https://www.actoncommunitycouncil.gov.uk/Policies and other Documents 47940.aspx](https://www.actoncommunitycouncil.gov.uk/Policies%20and%20other%20Documents%2047940.aspx)

The Council is recommended to review the documents at least annually. Standing orders were adopted in October 2023 and the current Financial Regulations were last reviewed in May 2023. Elsewhere on this Report in accordance with later Standing orders, there is opportunity to review the Council's other Policies and procedures. A schedule of existing adopted Policies is attached at Appendix 5

The COUNCIL is RECOMMENDED to review and confirm the adopted Standing orders and Financial Regulations are fit for purpose.

5. LEGISLATIVE REQUIREMENTS UNDER THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021

1. REVIEW OF ELIGIBILITY AND CRITERIA FOR USE OF THE GENERAL POWER OF COMPETENCE:

The freedom of GPoC is available to local councils that meet three criteria for eligibility set out in The Act 2021:Part 2:s30 that came into force in May 2022 as set out below:

Condition 1: Proportion of elected members

The Council should reflect the democratic views of the community. Local services are best provided within a democratic framework of local accountability. People who use local services should have as much say as possible in the way they are managed and delivered. The condition is for at least two-thirds of members to be elected. This includes those elected at by-elections and those elected unopposed. This means that the minimum number of elected councillors must be a whole number equal to, 9 or higher than, two-thirds of councillors

Condition 2: Relevant clerk qualification

Any council which exercises the GPoC needs to be sufficiently supported when doing so. The Certificate in Local Council Administration (CiLCA) is widely recognised by the sector as providing a broad knowledge of all aspects of the community council clerk's work, role and responsibilities, including the law, council procedures, finance, planning and community involvement. In accordance with the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021 ('the 2021 Regulations') which came into force on 5 May 2022, the clerk to the community council must have obtained at least one of the following, at the time, or before the council passes a resolution that it meets the criteria and is an eligible community council:

- The Certificate in Local Council Administration (CiLCA)

- The Certificate of Higher Education in Community Governance
- The Certificate of Higher Education in Community Engagement and Governance
- The Certificate of Higher Education in Local Policy.

Condition 3: Audit opinions

Principles of transparency, professionalism and public accountability should be followed in all financial procedures of community councils. Adherence to an appropriate audit regime and the production of an annual financial statement should be cornerstones of a council's financial management practices. To meet this condition, the council must have received two unqualified auditor's opinions for two consecutive financial years from the Auditor General for Wales (AGW) – the latest of which must have been received during the 12 months ending on which the community council's resolution is passed. Community councils which have recent qualified audits will not be eligible to exercise the GPoC.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

The COUNCIL'S INSTRUCTIONS ARE REQUESTED

2. ANNUAL REPORT FOR 2023/24

Members are advised that Section 52 of the Local Government and Elections (Wales) Act 2021 requires the Council, as soon as reasonably practicable after the end of each financial year (31 March), to prepare and publish an Annual Report about the Council's priorities, activities and achievements over the previous year. The Council approved a light touch review for its Annual report in 2023/24. In March 2024 (Minute 141.3 refers) Members considered a draft of a combined Annual Report which also referenced the requirements of the Well-being of Future Generations Act (Wales) 2015 to demonstrate how the Council's work contributes to the objectives of this legislation given that the Community Council's payments for the last two years and its Precept is above the £200,000 threshold.

The Annual Report for 2024/25 in the spirit of openness and transparency to residents references the financial/budget information and sets out key policy objectives alongside a Wellbeing matrix. The Annual Report will be circulated separately to Members and once approved should be published on the Council's website.

The COUNCIL is RECOMMENDED to APPROVE the Annual Report for 2024/25 and to INSTRUCT the Clerk to make arrangements to publish the Annual Report on the Council's website.

3. REVIEW AND ADOPTION OF THE COUNCIL'S TRAINING PLAN:

Attached at **Appendix 4** is a copy of the updated Training Plan which reflects Training that has taken place during 2023/24.

The COUNCIL is RECOMMENDED to APPROVE the Annual Report for 2024/25 and to INSTRUCT the Clerk to make arrangements to publish the Report on the Council's website.

6. APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEES. The Council's representatives at these Centres were confirmed in May 2023 as follows:

1. **Little Acton Community Centre** – All 3 Little Acton Ward Members, Councillors Bill Baldwin, Kevin Roberts and Andy Gallanders.
2. **Acton Community Resource Centre** – Councillors Ralph Hardy, Phil Lloyd and Kevin Roberts (Noting that in accordance with the Constitution, the six County Borough Councillors namely, Bill Baldwin, Mike Davies, Andy Gallanders, Corin Jarvis, Becca Martin and Debbie Wallice are also members of the Acton Community Resource Centre Management Committee).

The COUNCIL is recommended to review and confirm its representatives for 2024/25 on the above mentioned Management Committees

7. COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES: The schedule below sets out details of LEA and Community Governors and their terms of office for the Acton Community Schools. The COUNCIL is recommended to review its representatives and note the terms of office to end during the 2024/25 Municipal Year

List of School Governors as at 13 May 2024

| School | Councillor | Position | Term of Office Expires |
|------------------------|-------------------|-----------------|------------------------|
| Alexandra CP School | 1.Becca Martin | Local Authority | 1.31 October 2025 |
| | 2.Holly Hewitt | Community | 2.19 March 2028 |
| Acton CP School | 1.W Baldwin | Local Authority | 1.28 June 2027 |
| | 2.Phillip Lloyd | Community | 6 November 2024 |
| Barkers Lane CP School | Caroline Bettley | Community | 20 July 2025 |
| Borras CP School | Anne Evans | Local Authority | 31 July 2024 |
| Ysgol Llan-y-pwll | 1.Becca Martin | Local Authority | 1.4 July 2025 |
| | 2.Andy Gallanders | Community | 2.30 June 2027 |
| Rhosnesni High School | 1.Corin Jarvis | Local Authority | 1.31 January 2026 |
| | 2.Anne Evans | Local Authority | 2.31 October 2025 |

8. REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT: A copy of the Asset Register is attached to the Agenda Pack

The COUNCIL'S INSTRUCTION is requested

9. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2024 – The Council in 2021 entered into a three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services which ends on 31 May 2024. This resulted in an overall budget saving. The Clerk will provide information about the insurance renewal schedule received, the level of cover and other options available to the Council by sector specific Insurance Companies at the meeting.

The COUNCIL is asked to **CONSIDER ANY QUOTES RECEIVED AND CONFIRM ARRANGEMENTS FOR INSURANCE COVER** in respect of all insurable risks from 1 June 2024; (Minute 156.4 April 2024 refers),

*The Council is also **RECOMMENDED** to exclude the press and public from the meeting if the quotes received are commercially sensitive.*

10. REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES. Provision for existing Subscriptions to One Voice Wales, AVOW and SLCC has been made in the Councils Estimates of income and Expenditure for 2024/25

The Council is asked to review the following 4 items that it has previously adopted. A schedule of the existing adopted Policies are attached at Appendix 5 for Members information:-

- 11. Council's Complaints Procedure (Local Resolution)**
- 12. The Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);**
- 13. The Council's policy for dealing with the press/media;**
- 14. The Council's employment policies and procedures;**

15. DRAFT RESERVES POLICY –Omission Identified as part of Internal Audit Preparations. A draft Policy is attached at Appendix 6

The COUNCIL is RECOMMENDED to review and adopt the Policy

16. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972 An analysis of the expenditure incurred by the Council during 2023/24 using its powers under S137 of this Act is attached at **Appendix 7**

The COUNCIL is RECOMMENDED to receive and note the schedule and note that the total sum of £15,448.42 has been included on the relevant additional disclosure section of the Council's Annual Return for 2023/24.

17. MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2023/24: To receive **and note** the Schedule attached at **Appendix 8** setting out the record of Members' attendance at Council meetings during the 2023/24 Municipal year. Members should note that in accordance with the provisions contained in Section 85 (1), (2) of the Local Government Act 1972 (as amended), an individual Member's attendance at any of the meetings of the Community Council's Committees will count when assessing whether a Member has vacated office by failure to attend meetings.

18. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2024 –The Council is required each year under Section 151 of the Local Government (Wales) Measure 2011, as a relevant authority to notify the Independent Remuneration Panel for Wales and arrange for the publication within the authority area of the remuneration received by its members and co-opted members. This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate. The information to be provided must detail the payments made by community and town councils to named members as:

- i. Attendance Allowance.
- ii. Financial Loss Allowance.
- iii. Payments for costs incurred in respect of telephone usage, broadband etc.
- iv. Allowances made to a mayor/chair and deputy mayor/chair.

The position for all Members of the Council for 2023/24 will be circulated in advance of the meeting

It is **RECOMMENDED** that in order to comply with the requirements of the Local Government (Wales) Measure 2011, the Council make its formal Declaration for the year ended 31 March 2024 and the schedule attached at **Appendix 9** be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2023/24 and the Schedule should be published on the Council's website and a copy be provided to the Independent Remuneration Panel for Wales.

19. DAY AND TIME OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: To consider and confirm whether the Council wishes to continue to hold its monthly meetings generally on the third Wednesday of each month at 6:30pm apart from August when the Council is in recess.

The Staffing Committee and Youth Committees meet quarterly and their meeting dates should be set for them to meet in the Council's Annual Diary.

It is **RECOMMENDED** that additional dates be included in the Meeting Schedule and Timetable for the Staffing Committee and Youth Committee to meet on a quarterly basis. A draft Meeting **schedule is attached at Appendix 10 for consideration.**

The COUNCIL'S INSTRUCTION is requested

20. BANKING MANDATE FOR PAYMENTS; CONSENT FOR CONTRACTUAL BACS PAYMENTS & REVIEW OF BANK ACCOUNTS FOR EARMARKED RESERVES

It is **RECOMMENDED** that the Council review and refresh the list of persons authorised to sign all cheques and other authorisations for payment on behalf of the Council. The current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd, and *Kevin Roberts*. The mandate requires that any two of the four signatories can sign cheques and authorise other electronic payments.

Banking Mandate for Payments; Consent for Contractual BACS Payments; Review of Accounts for Earmarked Reserves

The Clerk will provide an update on the meeting in respect of the Council's Bank Accounts for holding earmarked Reserves

Carole Roberts, Clerk to the Council
9 May 2024

CYNGOR
CYMUNED

ACTON

COMMUNITY
COUNCIL

APPLICATION FOR CO-OPTION ONTO THE COUNCIL

WARD YOU WISH TO BE CONSIDERED FOR: **ACTON CENTRAL**

1. NAME: GIRTS OZOLINS
2. ADDRESS: 24 HAZEL GROVE, ACTON, WREXHAM LL12 7HA
3. REASON FOR WANTING TO BE A COMMUNITY COUNCILLOR?
I would like to be more involved in local community and to assist local people with any issues they may have.

4. PERSONAL BACKGROUND INFORMATION ABOUT YOURSELF:

I.e.: Work:

Currently I work in Vexy warehouse in WREXHAM. I have been there for part 11 years. I the past I worked in KLINKMANN LATVIA as a sales manager.

Volunteer Experience:

This January I participated in a event for MNDA. In this I walked 15,000 steps in day for 2 months to fundraise for MNDA CHARITY.

Qualities you would bring to the role of Community Councillor

I am very sociable and able to talk effectively with people and communicate their issues across community. Due to nature my line of work I am team worker.

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

I speak fluently 3 languages which means I can connect with more people. I am also very interested in local and worldwide politics, hence I am more knowledgeable in that meaning department.

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

SIGNED: Ozolins

DATE: 4.05.2024

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

BY NO LATER than NOON on MONDAY 13 MAY 2024



**ACTON COMMUNITY COUNCIL
SCHEME OF DELEGATION
MAY 2024**

Adopted 15 May 2024

THE POWER TO DELEGATE

The power to delegate functions by Local Councils is set out in the Local Government Act 1972, s101 as follows:

Local Government Act 1972 s 101 arrangements for discharge of function by local authorities:

- (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a Sub-Committee or an officer of the authority, or (b) by any other local authority
- (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
- (3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions
- (4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applied in relation to the functions of the individual authorities
- (5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

The aim of this document is to clarify the manner in which Acton Community Council has delegated its powers and the authority to spend.

DELEGATION TO OFFICERS

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision they report the matter to a Committee or the Council for a decision.

RESPONSIBLE FINANCIAL OFFICER

The Responsible Financial Officer to the Council shall be responsible for the Community Council's accounting procedures in accordance with the Accounts and Audit Regulations (Wales) and the Council's adopted Financial Regulations in force at any given time.

PROPER OFFICER

The Clerk and Responsible Financial Officer shall be the Proper Officer of the Council and as such is specifically authorised to:

- To receive Declarations of Acceptance of Office
- To receive and record notices disclosing personal and prejudicial interests
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To receive copies of by-laws made by the local authority
- To certify copies of by-laws made by the Council
- To sign summonses to attend meeting of the Council
- To arrange insurance

In addition, the Clerk and Responsible Financial Officer has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control
- Day to day supervision and control of any staff employed by the Council
- The day to day administration and oversight for organised events and activities
- Authorisation of routine expenditure with the agreed budget
- Emergency expenditure up to £5,000 outside the agreed budget (Financial Regulation 4.5)
- Matters specifically delegated by the Council or a Committee

COUNCIL

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:

- Approval of the budget
- Setting the precept
- Approval of the Annual Return and Audit of Accounts
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from Welsh Government (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Matters of principle or policy
- Appointment of Standing Committees
- Appointing Council representatives to outside bodies
- All other matter which much, by law, be reserved to the full Council

COMMITTEES

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees are authorised to:

- Elect a Chairman from within the Membership of that Committee
- Approve the minutes of the last meeting of the Committee
- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve

- Make recommendations on the budget requirement for the Committee for the coming Financial Year
- Delegate any of their functions to a Sub-Committee or Officer of the Council

TASK AND FINISH GROUPS

Task and Finish Groups may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.

LEGAL FRAMEWORK FOR INDIVIDUAL MEMBERS

A Scheme of Delegation is considered best practice. As set out above, the Council's statutory power to delegate its functions is laid down in Local Government Act (LGA) 1972 s101. This states that power can be delegated to a committee, sub-committee, or officer of the authority, or to another authority. This is reinforced by Standing Order No.25 Restrictions on Councillor Activities which states that unless duly authorised no Councillor shall:

- i inspect any land and or premises which the Council has a right or duty to inspect: or
- ii issue orders, instructions or directions.

By virtue of the absence of any provision in s101, town and parish councils, powers cannot be delegated to an individual councillor. However, when acting as the chair of a meeting, a councillor has ex officio powers to regulate conduct in the meeting.

Policy submitted for approval of Annual Council on 15 May 2024.

APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS :

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

1) PLANNING COMMITTEE

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

| Existing Members | Membership Agreed at Annual Meeting 15 May 2024 |
|---|--|
| Chair of Council – Ex Officio <i>Councillor Kevin Roberts</i> | |
| Vice Chair of Council – Ex Officio <i>Councillor Ralph Hardy</i> | |
| Councillor Salli Edwards | |
| Councillor Anne Evans | |
| Councillor Holly Hewitt | |
| Councillor Corin Jarvis | |
| Councillor Phillip Lloyd | |

Terms of Reference:

To consider and respond to planning applications, planning appeals, any matters related to the development of the Local Plan, including consultations and surveys such as the Open Spaces Survey where there is insufficient time for the full Council to consider such matters.

2) STAFFING COMMITTEE:

MEMBERSHIP:

| Existing Membership | Membership Agreed at Annual Meeting 15 May 2024 |
|--|--|
| Chair of Council – Ex Officio <i>Councillor Kevin Roberts</i> | |
| Vice Chair of Council – Ex Officio <i>Councillor Ralph Hardy</i> <i>(Chair of the Committee)</i> | |
| Councillor Caroline Bettley | |
| Councillor Mike Davies | |
| Councillor Anne Evans | |
| Councillor Becca Martin <i>(Vice Chair of the Committee)</i> | |

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

NOTE: The Staffing Committee appointed Councillor Ralph Hardy as its Chair and Councillor Becca Martin as its Vice Chair for the 2023/24 Municipal Year.

TERMS OF REFERENCE

1). To deal with all staffing matters and carry out the Council's employment duties relating to its Clerk and other staff appointed and **make recommendations to the Council**.

2). The Staffing Committee to have regard to :

i) the Civility and Respect Pledge signed by the Council in September 2022

ii) the SLCC/OVW Finance and Governance Toolkit for Town and Community Councils issued June 2022 with particular reference to Theme B: "Leadership and People" which includes Staff Job Descriptions;

the Model Contract of Employment; Performance Monitoring; Appraisal and Rewards for its Employees; Job Evaluation – the duties and requirements the Council requires from Employed Staff; Terms and Conditions of its Employees and that the core Employment Policies are in place (as reviewed yearly at the Annual Council Meeting).

[The Clerk to the Council has been tasked with overall day to day supervision of all other Employees and will bring any significant issues to the attention of the next Staffing Committee]

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

Note: The Annual Review of the Clerk's performance and development will be undertaken in accordance with the Appraisal Scheme & Performance review Policy adopted by the Council on 19 July 2024.

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

TERMS OF REFERENCE

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee together with the adopted Staffing Policies of the Council particularly in respect of Disciplinary and Grievance Arrangements, Disciplinary Policy, Local Resolution Protocol for Community and Town Councils, Anti-bullying and Harassment Policy and Whistleblowing Policy. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

4) YOUTH COMMITTEE:

MEMBERSHIP:

| Existing Members | Membership Agreed at Annual Meeting 15 May 2024 |
|--|--|
| Chair of Council – Councillor Kevin Roberts Ex Officio (Chair of the Committee) | |
| Councillor Ralph Hardy Ex-Officio (Vice Chair of the Council) | |
| Councillor Caroline Bettley | |
| Councillor Anne Evans | |
| Councillor Andy Gallanders (Vice Chair of the Committee) | |
| Councillor Holly Hewitt | |
| Councillor Corin Jarvis | |
| Councillor Philip Lloyd | |
| 1 Vacancy | |

1. TERMS OF REFERENCE: (FOR INFORMATION ONLY): The Youth Committee was re-appointed at the Annual Community Council meeting held in May 2023 with the following **Terms of Reference**:

- 1) To **keep under** review and develop **emerging** options to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;
- 2) To receive and monitor from existing and any future Service providers, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;

- 3) To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide Youth Work Projects for 8–18-year-olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.
- 4) To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.
- 5) To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 Borrass Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its “Play Pledge”;
- 6) In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment (WCBC) namely:-
 - i- To develop a program of community activities, events, and projects to be carried out in partnership with Wrexham CBC, the Acton Park Seasonal Park Ranger and established Community Groups such as the Friends of Acton Park; and
 - ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.
- 7) To receive quarterly updates and monitoring reports on the progress and success of the Acton Play Sufficiency Project from the WCBC Play Development Team.
- 8) The scope of the Service Level Agreement with the Caia Park Partnership can be extended to encompass any emergency Detached Youth Work in response to any Measures or similar that may be put in place to ensure continued service delivery of the Projects that may have to be held outdoors in accordance with National and Welsh Government advice and guidance and in order to react to any emerging risks in the future.
- 9) to consider and review 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 (Approved by Council in September 2023)
- 10) **To receive presentations from eligible Youth Groups based In the Acton Community each quarter and to approve Grants with longer term funding (subject to annual review) from within the £5,000 budget allocation specifically set for such purposes and as per the Criteria agreed by the Youth Committee on 25 October 2023.**

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

MEMBERSHIP:

| Existing Members | Membership Agreed at Annual Meeting 15 May 2024 |
|--|--|
| Chair of Council – Ex Officio Councillor Kevin Roberts | |
| Councillor Bill Baldwin | |
| Councillor Anne Evans | |
| Councillor Phillip Lloyd | |
| 1 Vacancy | |
| Additionally the following Councillors provide advice as and when required (Minute 75.1 April 2021 refers) | |
| Councillor Caroline Bettley | |
| Councillor Andy Gallanders | |
| Councillor Ralph Hardy | |

TERMS OF REFERENCE:

1. To investigate, collate information and report its findings back to the Community Council about the issues* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of

the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself.

* For clarification such issues include but are not limited to the cost of replacing the flat roof of the building, the findings of the most recent structural survey, the running costs of the Centre compared to the current contribution being made by the Community Council, estimated legal costs for the asset transfer work and staffing resource implications, experience of other Community Councils in taking over responsibility for a Community Centre.

2. To develop a future Action Plan and Business Case to ensure the viability and retention of the Community Centre as an important Community Asset. The Action Plan should reflect the progress that has been made to date; the remaining Public Consultation work that was delayed due to the Coronavirus Pandemic and to examine options for the funding of improvements necessary to ensure the longer term financial viability of the Community Centre.
3. The Group to meet at the Little Acton Community Centre and proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up as set out above and presented to the Council for consideration in due course.
4. The Group to present its findings and recommendations to the Council

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

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

MEMBERSHIP:

| Existing Members | Membership Agreed at Annual Meeting 15 May 2024 |
|--|--|
| Chair of Council – Ex Officio Councillor Kevin Roberts | |
| Councillor Salli Edwards | |
| Councillor Andy Gallanders | |
| Councillor Holly Hewitt | |
| Councillor Phillip Lloyd | |
| Councillor Becca Martin | |
| Additionally Councillor Ralph Hardy to provide advice /assistance as and when required | |

TERMS OF REFERENCE:

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas funded by Acton Community Council to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements.
2. To consult other inclusive high specification play areas in adjoining Community Areas for their advice.
3. To prepare a report for consideration by the Council in due course on the outcomes of its work and recommendations and options for fully upgrading the three Acton Community Play areas.

7) TASK AND FINISH GROUP –EVENTS:

MEMBERSHIP:

| Existing Members | Membership Agreed at Annual Meeting 15 May 2024 |
|---|--|
| Chair of Council – Ex Officio Councillor Kevin Roberts | |
| Councillor Mike Davies | |
| Councillor Andy Gallanders | |
| Councillor Holly Hewitt | |
| Councillor Corin Jarvis | |

| | |
|--------------------------------|--|
| Councillor Becca Martin | |
| 1 Vacancy | |

TERMS OF REFERENCE:

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

End of Committees and Task and Finish Groups list

Carole Roberts, Clerk to the Council
14 May 2024

ACTON COMMUNITY COUNCIL TRAINING PLAN FOR 2022-27



This training plan has been prepared in accordance with the requirements of Section 67 of the 2021 Local Government and Elections (Wales) Act 2021

Introduction

- This training plan has been prepared based on the guidance issued by One Voice Wales and the Society of Local Council Clerks.
- Councillor roles and employee roles have been assessed by reference to a set of core competencies for each role. This assessment has enabled the Council to prioritise its resources to enable all roles within the Council to be supported by a well thought approach to its training and development needs.
- The commitment contained in this training plan will assist the Council to enhance its approach to the delivery of high-quality services to its community.
- The plan will be reviewed at least on an annual basis to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.

The Training Plan

- One Voice Wales (OVW) provides a monthly training programme which the Clerk forwards via email to all Councillors. Councillors are asked to identify their training needs and to contact the Clerk to book the training event(s)
- The Clerk will also forward other training opportunities as they become available for Councillors. However, Councillors may identify other training opportunities which will be considered carefully by the Council based on relevance and cost.
- Councils should ensure that Councillors and Staff have sufficient skills and understanding in all key areas. These include Induction for Councillors; the Code of Conduct for Members of Local Authorities in Wales; Financial Management and Governance for Councillors and the Society of Local Council Clerk (SLCC) Certificate in Local Council Administration (CiLCA) for the Clerk

| Course | Required | Timescale |
|--------------------------------------|---------------------------------------|----------------------------------|
| Code of Conduct | All Councillors/Clerk | Within 6 months of being elected |
| Understanding the Law | All Councillors | Within 6 months of being elected |
| Chairing Skills | All Chairs/Vice Chairs | Within 6 months of being elected |
| The Council Meeting | All Councillors/Clerk/Admin Asst | Within 6 months of being elected |
| The Council | All Councillors/Clerk/Admin Asst | Once in the Council Term |
| The Councillor | All Councillors/Clerk/Admin Asst | Once in the Council Term |
| Effective Staff Management | All Members of the Staffing Committee | Within 6 months of being elected |
| The Council as an Employer | All Members of the Staffing Committee | Within 6 months of being elected |
| Introduction to Community Engagement | Two Councillors | Once during the Council Term |
| Community Engagement Part 2 | Two Councillors | Once during the Council Term |
| Health & Safety | Two Councillors | Once during the Council Term |
| Creating a Community Plan | Two Councillors | Once during the Council Term |
| Information Management | Two Councillors/Clerk/Admin Asst | Once during the Council term |
| Equality & Diversity | Two Councillors | Once during the Council term |
| Mediation and Conciliation | Two Councillors/Clerk | Once during the Council term |
| Planning | Two Councillors | Once during the Council term |
| Respect & Civility | All Councillors/Clerk/Admin Asst | Once during the Council term |

Include below any specific comments about how the training will be arranged or how other development needs will be addressed through other methods;

- Code of Conduct is to meet requirements of Council's Code of Conduct whereby each Councillor is to attend one training session on the Code in each electoral term.
- A Survey has been completed in respect of past and future training needs.
- The Clerk, and the Administration Assistant where appropriate, to attend SLCC branch meetings, SLCC conferences and SLCC/OVW Training (Wales) to ensure their knowledge remains up to date and as part of their Continuing Professional Development.
- The Clerk and the Administration Assistant to complete the ILCA qualification.
- Cyber Security online courses to be arranged for all Councillors who wish to attend, and the Clerk and Administration Assistant.
- Where appropriate and more cost effective, group training to be organised on a face to face basis, rather than individual online training.

An XL spreadsheet updating courses attended each Municipal Year shall be circulated to all Members of the Council

Minutes Extract from May 2023 Council meeting that sets out the Policies that will be reviewed again at the 15 May 2024 Annual Council Meeting

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

RESOLVED – that:

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

ADOPTED JANUARY 2019:

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

ADOPTED APRIL 2021

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

ADOPTED MARCH 2023

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

Minute extract from July 2023 Council Meeting:

STAFFING RELATED POLICIES - to adopt en-bloc the eight Staffing Policies listed below that have been prepared for the Council by One Voice Wales:

ADOPTED JULY 2023

- 24. *Adoption and Paternity Policy*
- 25. *Alcohol, Drugs and Substance Misuse Policy*
- 26. *Appraisal Scheme & Performance review Policy*
- 27. *Health and Safety at Work Policy*
- 28. *Recruitment and selection Policy*
- 29. *Shared Parental Leave Policy*
- 30. *Stress Management Policy*
- 31. *Time off in Lieu Policy.*

1. INTRODUCTION.

Acton Community Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

2. PURPOSE

To detail the Council's policies and procedures in respect of holding reserves.

3. LEGISLATION.

Sections 32 and 43 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. There is no specified minimum or maximum level of reserves that an authority should hold. It is the responsibility of the Councillors and the Responsible Financial Officer (RFO) to determine the level of reserves and to ensure that there are procedures for their establishment and use.

Governance and accountability for local councils in Wales – A Practitioners' Guide (2011) suggests Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes. Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the Council. It is generally accepted that general (un-earmarked) revenue reserves usually lie within a range of three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council.

3. TYPES OF RESERVES.

General Reserves are held to cushion the impact of uneven cash flows or unexpected events. These are funds which do not have any restrictions as to their use.

Earmarked Reserves can be held for several reasons. The money is held for specific items of expenditure to meet known or predicted liabilities or projects. Earmarked reserves can be used to 'smooth' the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. Typically, they are held for four main reasons: -

- a) Renewals
- b) To carry forward an underspend
- c) To indicate commitment to a capital project
- d) To meet known or predicted liabilities

4. RISK ASSESSMENT

It is the responsibility of the Responsible Financial Officer (RFO) to advise the Community Council about the level of reserves that it should hold and ensure that it has clear protocols for their establishment and use. There is no statutory minimum but there are significant safeguards in place against the Town Council over committing itself financially: -

- The balanced budget requirement.
- The year-end audit report from the Community Council's Internal Auditor
- The External Auditors report on financial standing.

Acton Community Council, on the advice of their RFO, are required to make their own judgements on the level of reserves, considering all relevant local conditions. Local circumstances vary. A well-managed authority with a prudent approach to budgeting should operate with reserves in the Town Council's current range given its emerging service responsibilities. It is the responsibility of the RFO to

ensure reserves are spent in line with their purpose. Where expenditure is planned in future accounting periods, it is prudent to build up reserves in advance.

The RFO has a fiduciary duty to local taxpayers and must be satisfied that the decisions taken on balances and reserves represent responsible stewardship of public funds. Identifying the risks allows the Council to take account of the circumstances around current structural change due to service provision and economic circumstances. Risks can be identified as risks from potential one-off events; risks which will have general financial consequences and actions that need to be in place to minimise the potential for financial support.

5. REVIEW OF RESERVES

The level of both General and Earmarked Reserves will be reviewed at least annually and will always be part of the budget setting process. A level of General Reserve will be maintained which equates to between 3 and 9 months expenditure.

Both the General Fund and Earmarked Reserve levels are reported to the Council within each quarter end budgetary report. The final Accounts for the financial year when placed before the Council show the detail of the Earmarked Reserves and any movements in the Reserves throughout the year. Attached to this Policy are the Earmarked Reserves as at 31 March 2024.

6. GOVERNANCE

This policy will be reviewed by Council every year following the Council's year end.

Carole Roberts, Clerk to the Council and Responsible Financial Officer

15 May 2024

| | |
|-------------------|-------------------------|
| Title: | Reserves Policy. |
| Owner: | Clerk to the Council |
| Approved by: | Acton Community Council |
| Date: | 15 MAY 2024 |
| Version Number: | 1.0 |
| Status: | Draft |
| Review Frequency: | Every year |
| Next review date: | 2025 |

**ACTON COMMUNITY COUNCIL
ANNUAL MEETING - 15 MAY 2024**

**APPENDIX 7
AGENDA ITEM 8.16**

SUMMARY OF FINANCIAL ASSISTANCE GIVEN DURING THE 2023/24 FINANCIAL YEAR:

1. Financial Assistance Grants

| Organisation | Details | Decision |
|--|---|------------------|
| 1.Wrexham Allotments and Leisure Gardeners Association | Donation of £200.00 to help sponsor 2023 Annual Flower, Vegetable and Home Produce Show (Members requested they be advised of the date of the Show) | £200.00 |
| 2. Wrexham Futsal Club | Financial support to subsidise running costs and the provision of sports glasses for children whose families cannot afford the full cost of the special glasses their child needs. | £500.00 |
| 3. Wrexham Sounds Ltd | Grant to provide free "Music for Well-being" sessions to children from low-income families facing hardships during the current economic climate and who cannot afford to pay the fees they have to charge for their services | £250.00 |
| 4. SSAFA Wales | Financial contribution towards the operational costs of the Wales regional hub where specialist advisors receive calls, emails and web enquiries asking for assistance. | £200.00 |
| 5. Nightingale House Hospice | Support towards the cost of Hospice's new In-patient Unit. | £500.00 |
| 6. Gate Hangs High Bowling Club | Financial assistance towards the repair cost of the club's main mower which requires a new engine, estimated to cost over £1000. | £500.00 |
| 7. Cerebral Palsy Cymru | Contribution to provide extra therapists to enable the treatment of over 700 children from all over Wales who have cerebral palsy with the aim of improving their quality of life | £200.00 |
| 8. Wrexham Boxing Club | Financial Assistance to enable the purchase of new equipment and kit. | £500.00 |
| 9. KWDF Academy | 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. | £2000.00 |
| 10. Royal British Legion | Donation to 2023 Poppy Appeal | £100.00 |
| 11. NW Nappy Collective CIC | Donation towards fuel costs incurred in assisting with the Christmas Eva Gove to Shine charity distribution in Acton Community. | £100.00 |
| 12 .Acton Rainbows | Support to subsidise annual membership fees payable to Girlguiding UK (£56 per person in 2024), to cover increased weekly rent and to continue to offer a varied programme of crafts, themed activities, challenge badges and external visits for the group | £500.00 |
| 13. Urdd Fund for all | Contribution to allow children and young people who live in poverty to have a summer holiday at one of the Urdd's residential Centres | £200.00 |
| 14. Miners Rescue Project | It is the 90th anniversary of the 1934 Gresford Colliery Disaster in which 266 people died in 1934. A grant is sought towards the cost of design, producing and printing of leaflets and general running costs. | £500.00 |
| 15.Wrexham National Eisteddfod 2025 | Support sought this year and in the next financial year, to help achieve a local target of £400,000. All contributions, big or small, will go entirely to the Wrexham Fund and to the work of the Eisteddfod locally. | £500.00 |
| | Total Donations under S137 Powers for 2023/24 | £6,750.00 |

Note: the Power of Wellbeing which the Council has previously relied on, was superseded by the General Power of Competence from 1 April 2022 and therefore as the Council has not declared itself to be a competent Council, there is nothing to be included for such spending under Section 137 Powers and limits during 2023/24

| Organisation | Details | Decision |
|---|---|--------------------|
| 2.Add Service Level Agreement spending using Section 137 Powers during 2023/24:- | | |
| 16. Wrexham County Borough Council | SLA costs for School Crossing Patrols in the Acton Community (reduced amount due to in-year vacancy savings) | £ 8,698.42 |
| Total Additional Spending under S137 powers for 2023/24 | | £ 8,698.420 |

Total Spending using Section 137 Powers in 2023/24 = £ 15,448.42

~Statement prepared by Mrs C Roberts Clerk and Responsible Financial Officer on 14 May 2024~

ACTON COMMUNITY COUNCIL MEMBERS ATTENDANCE AT COUNCIL MEETINGS*

Agenda item 8.17

| COUNCILLOR | 16 May 2023 | 21 June 2023 | 19 July 2023 | August Recess | 20 September 2023 | 18 October 2023 | 15 November 2023 | 13 December 2023 | 17 January 2024 Meeting postponed | 24 January 2024 | 21 February 2024 | 20 March 2024 | 17 April 2024 | TOTALS | | |
|----------------------|---------------------------------|--------------|--------------|---------------|----------------------------|-----------------|------------------|------------------|--------------------------------------|--------------------------|------------------|---------------|---------------|---------------------|-----------------------|------------------------------|
| | | | | | | | | | | | | | | Actual (to date) | Possible (to date) | % Attendance (to date) |
| W Baldwin | ✓ | ✗ | ✓ | - | ✓ | ✓ | ✗ | ✓ | - | ✓ | ✓ | ✓ | ✗ | 8 | 11 | 72.7% |
| Ms L Balmain | ✗ | ✗ | ✓ | - | ✓ | ✓ | ✓ | ✗ | - | Resigned 22 January 2024 | | | | 4 | 7 | 57.1% |
| Mrs C Bettley | ✗ | ✗ | ✗ | - | ✓ | ✗ | ✓ | ✓ | - | ✗ | ✓ | ✓ | ✗ | 5 | 11 | 45.5% |
| M Davies | ✓ | ✗ | ✓ | - | ✓ | ✗ | ✓ | ✓ | - | ✗ | ✓ | ✓ | ✓ | 8 | 11 | 72.7% |
| R Davies | ✓ | ✓ | ✗ | - | Resigned 20 September 2023 | | | | | | | | | 2 | 4 | 50% |
| Ms S Edwards | ✓ | ✗ | ✓ | - | ✓ | ✗ | ✗ | ✓ | - | ✓ | ✓ | ✗ | ✓ | 7 | 11 | 63.6% |
| Mrs A Evans | ✓ | ✓ | ✗ | - | ✗ | ✗ | ✗ | ✗ | - | ✓ | ✓ | ✓ | ✗ | 5 | 11 | 45.5% |
| A Gallanders | ✓ | ✓ | ✓ | - | ✗ | ✓ | ✗ | ✓ | - | ✓ | ✓ | ✓ | ✓ | 9 | 11 | 81.8% |
| R Hardy (Vice Chair) | ✓ | ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ✗ | - | ✓ | ✓ | ✓ | ✓ | 10 | 12 | 83.3% |
| Ms H Hewitt | ✓ | ✓ | ✓ | - | ✓ | ✓ | ✓ | ✗ | - | ✓ | ✓ | ✓ | ✓ | 10 | 11 | 90.9% |
| Ms C Jarvis | ✓ | ✓ | ✓ | - | ✓ | ✗ | ✓ | ✗ | - | ✓ | ✓ | ✓ | ✓ | 9 | 11 | 81.8% |
| P Lloyd | ✓ | ✓ | ✓ | - | ✓ | ✗ | ✓ | ✓ | - | ✓ | ✗ | ✓ | ✓ | 9 | 11 | 81.8% |
| Ms B Martin | ✓ | ✓ | ✓ | - | ✓ | ✓ | ✓ | ✗ | - | ✓ | ✓ | ✓ | ✗ | 9 | 11 | 81.8% |
| Ms L Painter | Co-opted on the 20 March 2024 | | | | | | | | | | | | ✓ | 1 | 1 | 100% |
| K Roberts (Chair) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - | ✗ | ✓ | ✓ | ✓ | 11 | 12 | 91.7% |
| Ms K Speirs | Co-opted on the 18 October 2023 | | | | | | ✓ | ✓ | - | ✓ | ✓ | ✗ | ✗ | 4 | 6 | 66.7% |
| Mrs D Wallice | ✓ | ✓ | ✓ | - | ✓ | ✓ | ✓ | ✓ | - | ✓ | ✗ | ✗ | ✓ | 9 | 11 | 81.8% |

DECLARATIONS OF INTEREST FOR THE MUNICIPAL YEAR 2023/24

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

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

The green shaded areas against a particular Councillor's attendance in the table above signifies that a declaration of interest has been made by that Councillor and recorded in the Minutes of that meeting. A copy of the Register of Members Interests is set out below:-

ACTON COMMUNITY COUNCIL

Register of Members' Declarations of Interest made during the MUNICIPAL YEAR 2023/24

| MEETING DATE | COUNCILLOR'S NAME | Agenda item and topic | Minute number | Nature of personal interest | Not Prejudicial and took part in discussion | Prejudicial and left the meeting | Prejudicial can claim exemption | Prejudicial but have a dispensation |
|--------------|-------------------|---|---------------|--|---|----------------------------------|---------------------------------|-------------------------------------|
| 21 June 2023 | Mr R Davies | Item 11 Financial Assistance Application No 1 | 25 | Member of the Association making the applications | ✓ | | | |
| 21 June 2023 | Ms H Hewitt | Item 14.1 Planning Application P/2023/0281 | 28.1 | Neighbour of the property concerned in the application | ✓ | | | |
| | | | | | | | | |
| | | | | | | | | |

End of 2023/24 Municipal Year Entries

**ACTON COMMUNITY COUNCIL
REMUNERATION TO MEMBERS OF THE COUNCIL
FOR THE YEAR ENDED 31 MARCH 2024**

**APPENDIX 9
Agenda item 8.18**

In accordance with Section 151 of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales requires that: Relevant authorities must make arrangements for the publication within the authority area of the remuneration received by its members and co-opted members (including chairs of JOSCs or sub-committees of JOSCs).

This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate. The following information must be provided:

- a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
- b. **The payments made by community and town councils to named members** as:
 - i. Basic Allowance + Payments for costs incurred in respect of office consumables.
 - ii. Responsibility Allowance
 - iii. Allowances made to a mayor/chair and deputy mayor/chair.
 - iv. Financial Loss Allowance.
 - V Travel and subsistence expenses
 - Vi Costs of Care
 - vii. Attendance Allowance
- c. All care, travel and subsistence expenses and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
- d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely: a local health board a police and crime commissioner panel a relevant authority a body designated as a public body in an order made by the Welsh Ministers.
- e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

Declaration

The schedule overleaf sets out the position as required under item b above for each of the Members of Acton Community Council. It should be noted that the only payments Acton Community Council has made during the year ended 31 March 2024, were in respect of the Determination that mandates all community and town councils must make available a payment to each of their members of £156 per year as a contribution to costs and £52pa towards office consumables. The payments were made those members that chose not to opt out. Otherwise **no further payments were made to any of its Members** in respect of Attendance Allowance, Financial Loss Allowance, or Allowances made to a mayor/chair and deputy mayor/chair.

The Community Council has also published this information in the Public Notice section of its website: www.actoncommunitycouncil.gov.uk

Signed this 14th day of May 2024
Carole Roberts

Mrs Carole Roberts, Clerk and Responsible Financial Officer to Acton Community Council.

Statement of Payments made to Members of *ACTON COMMUNITY COUNCIL* for the financial year April 2023 to March 2024

| Councillor Name | Basic Payment £156 a year per member + £52 office Consumables To recognise councillors incur costs to do their role. | Responsibility Payment Up to £500 to be paid to a maximum of 5 members For their extra work. | Chair or Mayor's Personal Payment. This excludes any Civic Budget For their extra work. | Deputy Chair or Mayor's Personal Payment This excludes any Civic Budget For their extra work. | Financial Loss Allowance | Travel and Subsistence expenses | Contribution to Costs of Care and Personal Assistance (CPA) Total reimbursed in the year and NOT payment to each member. | Attendance Allowance | Other | Total |
|--|--|--|---|---|--------------------------|---------------------------------|---|----------------------|--------------|------------------|
| <i>e.g. Cllr AN Other</i> | <i>£208</i> | <i>£400</i> | | | | <i>12.60</i> | | | | <i>562.60</i> |
| W Baldwin | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Mrs C Bettley | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| M Davies | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Ms S Edwards | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Mrs A Evans | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| R Hardy (Vice Chair) | £208.00 | £0.00 | N/A | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £208.00 |
| A Gallanders | £208.00 | £0.00 | N/A | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £208.00 |
| Ms H Hewitt (co-opted 21/2/23) | £208.00 | £0.00 | N/A | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £208.00 |
| Ms C Jarvis | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| P Lloyd | £208.00 | £0.00 | N/A | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £208.00 |
| Ms B Martin | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| Mrs L Painter (co-opted 20/3/24) | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| K Roberts (Chair) | £208.00 | £0.00 | N/A | £0.00 | £0.00 | £256.37 | | £0.00 | £0.00 | £464.37 |
| Ms K Speirs (co-opted 18/10/23) | £208.00 | £0.00 | N/A | £0.00 | £0.00 | £0.00 | | £0.00 | £0.00 | £208.00 |
| Mrs D Wallice | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| TOTAL | £1,248.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,504.37 |
| | | | | | | | Total CPA | | | |
| Ms L Balmain (resigned 22/1/24) | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |
| R Davies (resigned 20/9/23) | £0.00 | £0.00 | N/A | N/A | £0.00 | £0.00 | | £0.00 | £0.00 | £0.00 |

Section 151 of the Local Government Measure 2011, requires Community and Town Councils to publish, within their authority area, the remuneration received by their members by 30 September following the end of the previous financial year. This information must also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. Please see Annex 4 of the Panel's annual report for details.

ACTON

2024 / 2025 Municipal Year Meeting Dates

(Subject to confirmation)

All meetings of the Community Council will generally be held on the **third Wednesday** of each month at **6.30pm** *unless shown different below. The Council will have a recess in August each year. The Agenda for each meeting will be available for inspection by contacting the Clerk (contact details below) from three clear working days before the date of the meeting or by looking on the Council's website: www.actoncommunitycouncil.gov.uk.

1. COUNCIL MEETING DATES

- 19 June 2024
- 17 July 2024
- August 2024 <No Meeting - Council in recess>
- 18 September 2024
- 16 October 2024
- 20 November 2024
- 11 December 2024 * NB: Brought forward by One Week due to Christmas.
- 15 January 2025
- 19 February 2025
- 19 March 2025
- 16 April 2025
- 21 May 2025 (Annual Meeting)

2. YOUTH COMMITTEE MEETING DATES: To be held as a Hybrid meeting on the second Wednesday of each quarter, *apart from July 2024 as follows: -

- 31 July 2024* NB: Brought forward due to the August Recess
- 13 November 2024
- 12 February 2025
- 14 May 2025

3. STAFFING COMMITTEE MEETING DATES: To be held as a Hybrid Meeting on the second Wednesday of each quarter as follows:-

- 12 June 2024
- 11 September 2024
- 4 December 2024* NB: Brought forward by One Week due to Christmas
- 12 March 2025

All Remote Meetings will be held via Zoom and any hybrid Meetings that may be arranged [in accordance with the Local Government and Elections (Wales) Act 2021] will be held in either the Acton Community Resource Centre, off Overton Way, Wrexham LL12 7LB or at the Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH. All persons attending any of the above meetings will be recorded.

Carole Roberts

Clerk & Responsible Financial Officer to Acton Community Council
c/o Acton Community Resource Centre, off Overton Way, Wrexham, LL12 7LB
Tel: 07913 071470

WEBSITE: www.actoncommunitycouncil.gov.uk

Email: clerk@actoncommunitycouncil.gov.uk

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2023/2024**

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

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

Conclusion

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

JDH Business Services Limited 07/05/2024

ACTION PLAN

| | ISSUE | RECOMMENDATION | FOLLOW UP |
|---|--|--|---|
| 1 | We have not seen evidence that three quotes were received for the contracts administrator contract (total cost £3400) as required by the financial regulations for contracts over £3000. | <i>Contracts should be awarded as per the financial regulations of the Council.</i> | Clerks Comments: Issue 1 from 2022/23 was not seen until after this Contract had been awarded. So the recommendation could not be implemented on this occasion. The estimated cost for this work was £2,500 see Minute 163, March 2023. |
| 2 | The Council did not approve the annual risk assessment during 2023/24. It has since been approved in the April 2024 minutes. | <i>The council should formally approve the risk assessment annually.</i> | Clerk's comments: This overdue work was reported to the Council in March 2024 (Minute 140.8 March 2024 refers) and the Clerk was given an extension to complete the Report which was reported to the Council in April 2024 (Minute 156.2 refers) |
| 3 | This is the second year that the Council's payments have exceeded £200,000. | <i>The Council are reminded that if receipts or payments are above £200,000 in 2024/25, the Council will be required to prepare income and expenditure accounts. They will also need to restate the 2023/24 accounts as income and expenditure on the 2024/25 accounting statements.</i> | Clerk's comments: The Council is aware of this requirements and the Clerk has made arrangements for the Council's Financial Software provider to carry out the work to change the preparation of the Council's accounts to and income and Expenditure basis. The 2023/24 accounts will be restated to reflect this on the 2024/25 accounting statements |

| Follow up of 2022/23 internal audit recommendations | | | |
|--|---|---|---|
| 1 | We have not seen evidence that three quotes were received for the IT equipment contract (total cost £3705.80) as required by the financial regulations for contracts over £3000. | <i>Contracts should be awarded as per the financial regulations of the Council.</i> | See issue 1 in 23/24 See the Clerk's response to this recommendation in Issue 1 for 23/24 |
| 2 | As reported in 21/22, the total for fixed assets of £138,895 was incorrect and should have been £134,317 as per the correct total of the asset register. The asset register had been totalled correctly for 22/23. | <i>The 21/22 fixed assets balance should be restated as £134,317.</i> | Implemented |

Accounting statements 2023-24 for:

Name of body:

ACTON COMMUNITY COUNCIL

| | Year ending | | Notes and guidance |
|--|-------------------------|-------------------------|--|
| | 31 March 2023 (£) | 31 March 2024 (£) | Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year. |
| Statement of income and expenditure/receipts and payments | | | |
| 1. Balances brought forward | 270,842 | 247,196 | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year. |
| 2. (+) Income from local taxation/levy | 169,000 | 169,000 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. |
| 3. (+) Total other receipts | 9,229 | 11,589 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. |
| 4. (-) Staff costs | 41,329 | 49,715 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). |
| 6. (-) Total other payments | 160,545 | 174,042 | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 247,196 | 204,028 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). |
| Statement of balances | | | |
| 8. (+) Debtors | 0 | 0 | Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end. |
| 9. (+) Total cash and investments | 247,196 | 204,028 | All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation. |
| 10. (-) Creditors | 0 | 0 | Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end. |
| 11. (=) Balances carried forward | 247,196 | 204,028 | Total balances should equal line 7 above: Enter the total of (8+9-10). |
| 12. Total fixed assets and long-term assets | 143,397 | 144,336 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. |
| 13. Total borrowing | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

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

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

Additional disclosure notes*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling **£ 15,448.42** under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2. Item 5 Governance Statement:

***The Annual Risk Assessment was delayed until April 2024 due to staff sickness. See Minute 140.8 March 2024**

3.

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

Council approval and certification

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

| | |
|--|---|
| Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024. | Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: |
| | Minute ref: |
| RFO signature: Name: Mrs Carole Roberts Date: | Chair signature: Name: Date: |

Annual internal audit report to:

Name of body: **ACTON COMMUNITY COUNCIL**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

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

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

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 07/05/2024.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

| | |
|---|---------------------------|
| Name of person who carried out the internal audit: | JDH BUSINESS SERVICES LTD |
| Signature of person who carried out the internal audit: | JDH Business Services Ltd |
| Date: | 07/05/2024 |

Background supporting paper to Annual Return Approved by the Council on 16 April 2024:

| Acton Community Council | | |
|--|---|----------------------------------|
| Summary Receipts and Payments for Year Ended 31st March 2024 | | |
| Last Year Ended 31st March 2023 | | Current Year Ended 31st March |
| | Operating Income | |
| 169,636.72 | General Administration | 171,803.85 |
| 8,592.04 | VAT Data | 8,785.22 |
| 178,228.76 | Total Receipts | 180,589.07 |
| | Running Costs | |
| 67,690.33 | General Administration | 69,196.65 |
| 115,536.80 | Service level & Licence Agreem | 131,015.33 |
| 9,862.49 | Other Projects | 12,165.37 |
| 8,785.22 | VAT Data | 11,380.17 |
| 201,874.84 | Total Payments | 223,757.52 |
| | Receipts and Payments Summary | |
| 270,842.06 | Opening Balance | 247,195.98 |
| 178,228.76 | Add Total Receipts(As Above) | 180,589.07 |
| 449,070.82 | | 427,785.05 |
| 201,874.84 | Less Total Payments(As Above) | 223,757.52 |
| 247,195.98 | Closing Balance | 204,027.53 |
| | These cumulative funds are represented by: | |
| 9,120.61 | Community Bank Account | 17,320.11 |
| 73,677.47 | Deposit Account | 39,272.41 |
| 164,397.90 | Money Market Call Account | 147,435.01 |
| 0.00 | Cashbook Suspense | 0.00 |
| 247,195.98 | | 204,027.53 |
| | Reserve Balances are represented by: | |
| -23,646.08 | Current Year Fund | -43,168.45 |
| 107,083.10 | General Reserves | 101,217.02 |
| 15,000.00 | EM Res - Elections | 15,000.00 |
| 22,180.00 | EM Res - Power House R&M | 0.00 |
| 1,500.00 | EM Res - Power House/Valuation | 1,500.00 |
| 76,869.58 | EM Res - Playground Equip Repl | 76,869.58 |
| 5,908.49 | EM Res -Youth Projects Cfwd | 5,908.49 |
| 1,185.00 | EM Res - Play Development | 1,185.00 |
| 7,390.00 | EM Res- Locum Clerk Costs | 7,390.00 |
| 33,725.89 | EM Res -LACC Equipment Refurb | 38,125.89 |
| 247,195.98 | | 204,027.53 |

Signed : Kerry Black (Chairman) Carole Roberts (RFO)

1) ACTON PARK RANGER 2023/24

To receive and consider the Report for the period October 2024 to March 2024.

Please note: This is a large pdf document that will be circulated separately

2) WREXHAM CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE

To receive and consider the Q4 SLA Report for 2023/24

Please note: This is a large pdf document that will be circulated separately

ACTON COMMUNITY COUNCIL

Consultation and Correspondence Report of the Clerk to the Council

AGENDA ITEM 13**15 MAY 2024**

| Organisation | Details | Notes |
|--|---|-------|
| CONSULTATIONS: Members are invited to provide their observations to include in a composite response from the Council or submit their comments direct as an individual on the undermentioned Consultations | | |
| 1. North Wales Fire & Rescue | Public consultation on continuing to prevent and respond to emergencies: email dated 8 May 2024 inviting comments on their Community Risk Management Plan, To take part, please visit www.northwalesfire.gov.wales to complete the questionnaire and to access all the information needed in order to respond to the questions. Direct link here . The closing date is 16 June 2024. | |
| CORRESPONDENCE | | |
| 1. One Voice Wales | 1. OVW PRACTICE DEVELOPMENT NOTES Pre-election Period Timetable of Actions: email dated 9 April 2024 with information for Members on pre-election actions. 2. ICO Presentation from Larger Councils Meeting 14th February: email dated 15 April 2024 with a presentation from the ICO. 3. Save the Date - Innovative Practice Conference – 3/7/24: email dated 15 April 2024 with information on One Voice Wales Conference 4. Correspondence Vacancy -- Public Appointments: email dated 17 April 2024 with a link to the latest advertisements for Public Appointments. 5. Awards Conference 2024 Report: email dated 19 April 2024 with the report on this event attached. 6. Preparation and Publication of Annual Reports: email dated 24 April 2024 with tips and guidance on completing an Annual Report. 7. Education Welsh for All: Reaching the Objective: email dated 23 April 2024 with the report attached. | |
| 2. Wrexham CBC | Big Lunch Picnic: email dated 25 April 2024 with an invitation to attend the Big Lunch picnic on the 6 June 2024. | |
| 3. AVOW | AVOW Volunteers' Week - Nominations Open: email dated 7 May 2024 inviting the public to vote for the Volunteer Awards. | |
| 4. Play Wales | Playday 2024 – the theme is ... : email dated 3 May 2024 with information on the theme and date of the National Playday across the UK. | |