

13 February 2025

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 19 FEBRUARY 2025** at **6.30pm**. The Meeting will be held in the **TRAINING ROOM** at **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB.

For anyone unable to attend the meeting in person you can join the Zoom Meeting online by using this [hyperlink to join the Hybrid Council meeting on Wednesday 19 February 2025](#) or use the Zoom Meeting ID: 836 5750 9712 and Passcode: 723277. Please note that the Meeting and those participating in person and online will be recorded. The business to be transacted is as set out in the agenda below.

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer to the Council

AGENDA

1. APOLOGIES FOR ABSENCE:

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

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

4. CONFIRMATION OF MINUTES: CONFIRMATION OF MINUTES:

1. To confirm the Minutes of the **Council meeting held on 15 January 2025** (Copy attached)

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

2. To receive the attached Minutes of the **Staffing Committee meetings held on 4 December 2024 & 6 January 2025**

RE-ADMISSION OF PRESS AND PUBLIC: It is RECOMMENDED that the press and public be re-admitted to for the remainder of the Meeting.

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

3. To receive the Minutes of the **Youth Committee meeting held on 12 February 2025** (Copy to follow)
5. **INFORMATION FROM 15 JANUARY 2025 MINUTES THAT ARE NOT INCLUDED ON THE AGENDA :**
6. **ACTON PARK MATTERS:** Further to Minute 93 November 2024, Nicola Ellis and Lisa Quinton have been invited to attend the meeting to provide updates and discuss the following:-
 1. **SLA Q3 REPORT ACTON PARK RANGER:** (Circulated separately)
 2. **OLD PLAY AREA – Dog Walking area:** To receive an update on the quotation received for repair works to the fencing
7. **PROCEDURAL MATTERS:** Clerk to report on the following procedural matters:
 1. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 –**
 - a) **BORRAS PARK WARD:** To consider filling this vacancy (Details Attached)
 - b) **ACTON CENTRAL WARD -** Clerk to report on notification received from the Returning Officer
 2. **S85 LOCAL GOVERNMENT ACT 1972 (AS AMENDED) VACATION OF OFFICE – BORRAS PARK WARD:** Clerk to report
 3. **SERVICE LEVEL AGREEMENT REPORTING: CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** To consider the Q3 SLA Report for 2024/25 (Circulated separately)
 4. **ACTON COMMUNITY AGENT:** To consider the Agent's January and February 2025 reports on her activities and interaction with Acton Community residents aged 50 and over.(Copies attached)
 5. **APPOINTMENT OF INTERNAL AUDITOR** (Circulated separately)
8. **KEY ACTON ISSUES:** This item provides opportunity for WCBC Members to report verbally on any new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers)
9. **COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:** Chair to provide an update on the following matters:
 1. **Events at Acton Park:**
 2. **Progress of Annual Report Priorities:** Financial Assistance/grants; Acton Park Play areas; Little Acton Community Centre; Christmas lighting/ celebrations; Maesydre PowerHouse; Monitoring and reduction of speeding within the Community
10. **REPORT FROM CLERK:** Clerk to report on Conference attendance, correspondence, consultations and other information that has been received since the last meeting. Details attached.
11. **FINANCIAL MATTERS:** To note details of any payments received and to authorise any outstanding debtor or other payments.
12. **PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council) and on the Town and Country Planning (Trees) Regulations 1999:-

Case Number/ Address / Proposed Development	Decision
1. P/2024/1557: Works to trees protected by Tree Preservation Order WCBC 231, 94 Dean Road, Wrexham LL13 9EL	
2. P/2025/0087: Single Storey rear extension and installation of a pitched roof over existing flat roof to garage, 79 Norfolk Road, Wrexham LL12 7SB	
3. P/2025/0111: Single storey front and side extensions, 4 Brecon	

Close, Wrexham LL12 7TL	
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**the plans and documents for these applications can be viewed online [by clicking here](#) and selecting Category of Planning Applications then scroll to the Application Status box and select "Under Consultation" then scroll down to the Community box and select the Community of Gwaunysterfyn /Acton for the search. The Clerk requests an extension of the 21 day consultation period where appropriate*

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 15 January 2025 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
"	T Coxon	"	P Lloyd *
"	M Davies	"	Ms B Martin
"	Ms S Edwards *	"	Ms K Spiers *
"	Mrs A Evans *	"	Ms D Wallice
"	A Gallanders		2 Vacancies
"	Ms H Hewitt		

* Absent

Also Present:

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

115. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs A Evans and P Lloyd.

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

116. 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.

117. DECLARATIONS OF INTEREST

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

118. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on the 11 December 2024 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 11 December 2024 be received and confirmed as a correct record.

119. INFORMATION FROM 15 DECEMBER 2024 MINUTES

- 1. MINUTE 105.2.i) LITTLE ACTON COMMUNITY CENTRE BROADBAND PROVISION:** The Clerk had notified BT to proceed with the installation and was awaiting a response from them.
- 2. MINUTE 105.2.ii) LITTLE ACTON COMMUNITY CENTRE NOTICE BOARD:** The Clerk had placed an order for the noticeboard, however, as the cost was over the debit card limit, the payment had been made via BACS.
- 3. MINUTE 106.i) PROVISION OF ADDITIONAL LITTER BIN CAPACITY AT BORRAS PARK SHOPS AND AT THE NINE ACRE FIELD:** Councillor Gallanders confirmed that the replacement bins were now in situ.

RESOLVED – that the Clerk request the invoice from Wrexham CBC to ensure that payment is made prior to the end of the financial year.

4. **MINUTE 107.1) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD:** The Clerk advised that this vacancy had been re-advertised with a closing date of the 17 February 2025.
5. **MINUTE 107.2) COMMUNITY AGENT REPORT:** Members were advised that the information on the Community Agent role was more in-depth on the Rainbow Foundation website.
RESOLVED – that the Admin Assistant publish a link to this information on the Acton Community Council website.
6. **MINUTE 107.4) WREXHAM LITTER PICKERS:** The Clerk advised Members that despite negotiating a discount and free delivery, the cost of the trolleys will be above the debit card limit and that payment would be made via BACS.
7. **MINUTE 109.3) CHRISTMAS MEAL FOR ACTON COMMUNITY RESIDENTS:** This event held at Wrexham Lager Club on 17 December 2024 was well attended and successful. Thanks were given to those Members and Christine Hardy who had attended the event to serve meals to the residents.
8. **MINUTE 109.4) GIVEN TO SHINE – CHRISTMAS EVE:** Members noted that this event had been very successful, but were disappointed to learn that the charity Given to Shine would not be able to continue due to funding issues.

120. PROCEDURAL MATTERS

The Clerk reported on the following procedural matter.

S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY IN THE ACTON CENTRAL WARD: The Clerk informed Members that Councillor Girtz Ozolins had tendered his resignation as Councillor for the Acton Central Ward with effect from the 11 December 2024. The Council accepted his resignation and noted the Clerk had written to him thanking him for his contribution. The Clerk briefed Members on the statutory process to now be followed to fill the vacancy.

RESOLVED –that the Clerk to take the necessary steps to advertise and fill this Casual Vacancy for the Acton Central Ward.

121. PAYMENT OF ACCOUNTS & Q3 BANK RECONCILIATION

The Clerk reported on Payments received and bank charges made since 11 December 2024, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

RESOLVED –

- i) to approve the making of payments for January 2025 as set out in the schedule reported to the meeting;**

Voucher/Payment Ref & Payee	Details	Amount
92. BACS ref 74.1.25 Carole Roberts	Salary and office expenses for January 2025 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)
93. BACS ref 75.1.25 Michelle Williams	Salary for January 2025 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)
94. BACS ref 76.1.25	Pension payments for January 2025	(as per Payroll)

Clwyd Pension Fund	Section 112 Local Government Act 1972 (as amended)	schedule)
95. BACS ref 77.1.25 HMRC	Payroll payments for January 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
96. BACS ref 78.1.25 Carole Roberts	Clerk's Expenses for January 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
97. BACS ref 79.1.25 Wrexham CBC	SLA Q2 Payment School Crossing Patrols Section 137 Local Government Act 1972 (as amended)	£4,455.00 (Vat= £0.00)
98. BACS ref 80.1.25 Wrexham CBC	Room Hire Costs Acton CRC 13/11/24+4/12/24 Section 112 Local Government Act 1972 (as amended)	£80.00 (Vat= £0.00)
99. BACS ref 81.1.25 Wrexham CBC	2nd ½ year SLA Costs Children's Play Areas Section 19 Local Government (Miscellaneous Provisions Act 1972 (as amended)	£3,743.40 (Vat= £623.90)
100. BACS ref 82.1.25 Wrexham CBC	Repairs to see saw at Acton Park Play Area Section 19 Local Government (Miscellaneous Provisions) Act 1976)	£290.42 (Vat= £48.40)
101. BACS ref 83.1.25 Caia Park Partnership Ltd	Q4 SLA Costs Acton Open Access Youth Service Provision Section 19 Local Government (Miscellaneous Provisions) Act 1976)	£7,162.61 (Vat= £0.00)
102. BACS ref 84.1.25 Helping Hands Ltd	3 Handi cart duo-recycling trolleys Litter Act 1983)	£555.95 (Vat= £92.66)
103. BACS ref 85.1.25 Defib Store	2x Zoll CPR-D Padz- (Replacement Pads) Section 137 Local Government Act 1972 (as amended)	£312.00 (Vat= £52.00)
104. BACS ref 86.1.25 Notice Board Company Cumbria	Cyclone outdoor Wall Mounted Board S112 Local Government Act 1972 (as amended)	£ 981.60 (Vat= £163.60)
105. BACS ref 87.1.25 Viking Office UK Ltd	Stationery S112 Local Government Act 1972 (as amended)	£ 281.06 (Vat= £36.34)

ii) To note the payments received; and

iii) To receive and note the third quarter accounts, bank reconciliations and progress against the 2024/25 Budget

122. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2025/26 FINANCIAL YEAR:

Further to Minute 113 December 2025, Members were reminded that the Council had approved and confirmed its detailed budget requirements for 2025/26 as being £278,172.00 and its 2025/26 Earmarked reserve requirement as £158,47.96 and General Reserve level as £75,000 making planned reserves of £233,478.96

The Council had now been advised that its Tax Base for 2025/26 is 5735 and its Precept requirements had been requested by 24 January 2025. The Clerk had prepared a schedule setting out the provisional precept requirements based on this information of £ 283,613. In order to meet known contractual payments, the minimum level the Precept should be set was £236,000. Members noted the Council tax base for 2025/26 had slightly increased and the detailed budget requirements for 2025/26 could be reduced to allow for some slippage.

Members considered the importance of being prudent whilst meeting the additional Employers NI costs and new planned expenditure as set out in the Council's Annual Plan. A sum of £258,000 was proposed as the Council's Precept requirement for 2025/26.

RESOLVED – unanimously that the Community Council's Precept requirement for the year 2025/26 shall be fixed at £258,000.00 and the Clerk to the Council advise Wrexham CBC's Chief Officer Finance and ICT accordingly.

123. REVIEW AND DRAFT ANNUAL REPORT FOR 2024/25

Members discussed their current objectives, what had been achieved and what was still outstanding, and considered their priorities for 2025/26. A matching exercise against Part 2 of the Finance and Governance Toolkit was completed, taking into account the Council's obligations and requirements under the Wellbeing of Future Generations (Wales) Act 2015.

RESOLVED that – The Clerk update the current Annual Report to reflect the debate at the Meeting and present the reworked Report for final approval to the Council meeting in March 2025.

124. REPORT FROM CLERK

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

Organisation	Details
CONSULTATIONS:	
1. One Voice Wales	1. Consultation on Reforms to the Compulsory Purchase Process and Compensation Process: email dated 19 December 2024 with details of and a link to this Consultation, Compulsory Purchase Process and Compensation Reforms – GOV.UK The closing date is the 13 February 2025. 2. Review of Senedd Constituencies: email dated 17 December 2024. Comments invited on the Democracy and Boundary Commission Cymru Report on this link https://senedd2026.reviewsales.wales/ 3. Law Commission consultation on Burial and Cremation law reform: Email dated 13 December 2024 advising that this project is in its consultation stage, with the consultation closing on 9 January 2025. 4. Atlas Service Station 282 Chester Rd Wrexham - Variation of Premises Licence: Letter dated 12 December from Wrexham CBC asking for all comments/representations on a proposal to extend and change the current hours for the sale of alcohol at the above premises to be submitted by 9 January 2025. <i>Consultations noted – Members to respond on an individual basis.</i>
CORRESPONDENCE	
2. One Voice Wales	1. Bionet Awards 2024 Extension: email dated 2 January 2025 with details of Bionet, the Local Nature Partnership for North East Wales and their Award Ceremony which takes place on 1 February 2025. 2. Valuation Tribunal for Wales – Tribunal Members: email dated 19 December 2024 with information on their recruitment driver for Tribunal Members. 3. Age without Limits Day: Micro-grants for Age-friendly Communities: email dated 18 December 2024 with details of the Annual Age Without Limits Day on 11 June 2025. Plus details of Micro – grants available. The closing day is 5pm on 10 February 2025. 4. Training Dates January – March 2025: email dated 13 December 2024 with the latest One Voice Wales training sessions. 5. COVID-19 Day of Reflection – 9 March 2025: email dated 12 December 2024 with information about this event. <i>Above information noted</i>
3. Audit Wales	Audit Wales: December Newsletter: email dated 20 December 2024 with the latest newsletter from Audit Wales. <i>Information noted</i>
4. AVOW	Members Mailout December 2024: email dated 19 December 2024 with the latest e-bulletin from AVOW. <i>Information noted</i>
5. LLAIS CYMRU	1. Silly Rules Campaign: email dated 19 December 2024 inviting comments on

	any ‘silly rules’ in Welsh Health Care by the 31 January 2025. 2. IMPACT – Llais Monthly Newsletter: email dated 12 December 2024 containing the Llais monthly newsletter. <i>Information noted</i>
6. Play Wales	1. December e-bulletin: email dated 12 December 2024 with the latest e-bulletin. <i>Information noted</i>
7. Wrexham CBC	Involvement News 6 January 2025: Email dated 6 January 2025 with the latest edition. <i>Information noted</i>

125. PLANNING RELATED MATTERS AND APPLICATIONS

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

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

Case Number/ Address & Proposed Development	Decision
1. P/2024/1688 Renewal of planning permission P/2022/0222 – siting of storage container and gazebo and retention of mobile classroom unit: Barkers Lane CP School, Barkers Lane, Wrexham LL13 9UN	No observations
2. P/2024/1660 First Floor Side Extension: 31 Chestnut Avenue, Wrexham LL12 7HT	No observations

Councillor Kevin Roberts
Chair

Signed as a correct record this 19th day of February 2025

Presiding Chair

DOCUMENTS ARE RESTRICTED

1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011:

1. CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE MAESYDRE WARD

Further to Minute 125.1, the Community Council currently has one casual vacancy in the Maesydre 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 18 January 2023 in accordance with Section 116 of the Local (Wales) Measure 2011

PURPOSE OF REPORT

To enable Members to consider any expressions of interest submitted to the Clerk to the Council by noon on 15 February 2023 in accordance with Section 116 of the Local Government (Wales) Measure 2011. Any expressions of interest received are attached at Appendix 1 and the Candidate will be invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

DECISION REQUIRED

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

INFORMATION

A Co-option best practice sheet is attached at Appendix 1. Members must give consideration to any expressions of Interest received by noon on 17 February 2025 and to assist with the filling of the vacancy by co-option at the Meeting, listen to the supporting statement given by any Candidates. If there is a vacancy remaining after consideration of this report, the Clerk should be authorised to re-advertise the vacancy in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

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

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

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

2. CASUAL VACANCY – ACTON CENTRAL WARD: Further to Minute 120 January 2025 the Clerk took the necessary steps to advertise and fill this vacancy in accordance with the requirements of S116 of the Local Government (Wales) Measure 2011. Notification has been received from the Returning Officer that

no electors have come forward to request an election and this Casual vacancy must now be filled by Co-option in accordance with the best practice guidance sheet attached at Appendix 1.

It is **RECOMMENDED** that the Clerk be instructed to proceed to make the necessary arrangements to fill this casual vacancy by Co-option and be authorised to issue the relevant Public Notice.

2. S85 LOCAL GOVERNMENT ACT 1972 (AS AMENDED) VACATION OF OFFICE – BORRAS PARK WARD

Members are advised that under Section 85 requirements, Councillor Karen Speirs has not attended any Council meetings since 17 July 2024 and accordingly she has ceased to be a member of Acton Community Council. Accordingly this has created a casual vacancy for her seat in the Borrás Park ward. The Council must take the necessary steps to advertise and fill this vacancy in accordance with the requirements of S116 of the Local Government (Wales) Measure 2011.

It is **RECOMMENDED** that the Clerk be requested to proceed to make the necessary arrangements to fill this casual vacancy by Election or Co-option and be authorised to issue the relevant Public Notice(s) .

3. SERVICE LEVEL AGREEMENT REPORTING: CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE: To consider the Q3 SLA Report for 2024/25 which has been circulated separately to all Members of the Council.

4. ACTON COMMUNITY AGENT: To consider the Agent's January and February 2025 reports on her activities and interaction with Acton Community residents aged 50 and over.(Copies attached at Appendix 2)

5. APPOINTMENT OF INTERNAL AUDITOR & INTERNAL AUDIT PLAN 2024/25:

The Council should ensure the Independent Internal Audit testing during 2025/26 for the 2024/25 Financial Year end and in year Internal audit Services meet the requirements as set out by the Audit Commission for Wales the current Accounts and Audit Regulations and the Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019).

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

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

CO-OPTION, BEST PRACTICE SHEET

- (i) Advertise the casual vacancies by way of public notice within the community and local press.
- (ii) Set a date by which prospective candidates must write into the Chairman or Clerk to the Town/Community Council expressing their interests in these casual vacancies.
- (iii) Notice of the Election (co-option) should be given in the agenda for the meeting of the Town/Community Council.
- (iv) When the item is reached, the Chairman should call for nominations, which should be duly proposed and seconded.
- (v) Candidates can be either interviewed or their letter of interest read out to a Town/Community Council meeting.
- (vi) The prospective candidates must fulfil the same criteria requirements as those for qualifications for candidature for an election.
- (vii) When all the nominations have been received a vote should be taken. It is usual for the candidates' names to be put in alphabetical order. (Voting in council on casual vacancies is recommended).
- (viii) A successful candidate should have received an absolute majority vote of those present and voting.
- (ix) It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps should be taken to strike off the candidate with the least number of votes and the remainder should then be put to the vote again; this process should, if necessary, be repeated until an absolute majority is obtained.
- (x) If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies, each vacancy should be filled by a separate vote or series of votes.
- (xi) After the vote has been taken, the Chairman should declare the candidate who received the highest number of votes duly elected.
- (xii) The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Town/Community Council following his election in the presence of a member of the Town/Community Council or the Proper Officer of the Town/Community Council.

Note: There is nothing preventing Councillors from approaching persons to offer themselves for co-option or even advertising for co-optee applicants. Applications might also be invited to provide a written "application" or invited to speak to the council prior to any voting. If such arrangements are to be applied, they should be carefully drafted and provided to applicants. It is imperative that all applicants are treated alike in order that the arrangements are seen as fair. Applicants under such arrangements should be discouraged from any personal lobbying.

Acton Community Agent - January 2025 Update Report

(held back until February 2025 due to consideration of the Council's budget and precept requirements at the January 2025 Council meeting)

Happy New Year to you all!

I have attended my craft group every Monday 1pm – 3pm at Little Acton, we have between 5 – 8 every week. Had a couple of new clients join us from doing home visits. We have new activities coming up Warm Wales and Stretch and Tai Chi from January.

Our Christmas event at the Lager Club went well we had around 50 people attend. It was organised and everyone enjoyed it too. We went on the Erddig trip in December with Rainbow Foundation and I got around 19 of us together and we really enjoyed the morning.

Coffee Morning Acton Resource Centre every Wednesday at 11.30am – 1pm with Jane from Avow, we are getting around 16 total, they are coming out of Active Futures and stop for a coffee, just started with new block of Active Futures and I might get some new referrals. New computer course starting January.

I have done some home visits in Acton, Borrass and Rhosnesni, clients asking for blue badge, Attendance Allowance, Pension Credit, Citizen's Advice, Active Futures. Have referred Telecare, OT, mobile hairdresser, I am still getting new clients coming through and I am busy week to week.

Acton Community Agent - February 2025 Update Report

Hello Everyone

I have attended my craft group every Monday 1pm – 3pm at Little Acton, we have between 5 – 8 every week. Had a couple of new clients join us from doing home visits. We have new sessions starting at Little Acton 10am groundwork coming in to do craft activities and 11.30am-1pm warm space which are providing warm food until end of March, Jane from AVOW got the funding for warm space she is also involved. A new course starting in March stress less, more info to follow.

Coffee Morning Acton Resource Centre every Wednesday at 11.30am – 1pm with Jane from Avow, we are getting around 16 total, they are coming out of Active Futures and stop for a coffee, just started with new block of Active Futures and I might get some new referrals.

I have done some home visits in Acton, Borrass and Rhosnesni, clients asking for blue badge, Attendance Allowance, Pension Credit, Citizen's Advice, Active Futures. I have new clients coming in too. I have been giving out Rainbow Foundation newsletters in the area, churches, Doctors Surgery, hoping to get new clients.

ACTON COMMUNITY COUNCIL – 19 FEBRUARY 2025
REPORT FROM CLERK TO THE COUNCIL

AGENDA ITEM 10

1.Attendance SLCC Practitioners Conference 28-30 February 2025: Further to Minute 99.9 November 2024, the Clerk will give a short verbal report at the meeting

2.Other Information and General Correspondence that had been received since the last meeting and circulated to members is set out below:-

Organisation	Details	Notes
CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations		
1. Wrexham CBC	Ombudsman Consultation on informing Members of Complaints – ends 31 January 2025: email dated 16 January 2025 with details of this consultation closing on the 31 January 2025.	
2. One Voice Wales	1. Area Committee Survey: email dated 14 January 2025 with a link to a One Voice Wales Survey of Member Councils and engagement with Area Committees https://www.surveymonkey.com/r/QYR53NX 2. Shaping my work as Older People’s Commissioner: email dated 3 February 2025 with a questionnaire and information pack attached.	
3. Ambition North Wales	Request to share Public Consultation on the future of Transport: email dated 24 January 2025 containing details of this Consultation which ends on the 14 April 2025.	
4. Boundary Commission for Wales	2025 Electoral Review Programme: email dated 11 February 2025. The DBCC has published its Policy and Practice Document in preparation for the 2025 Electoral Review Programme. The Commission is seeking your views on this Document and the closing date is 24 March 2025.	
CORRESPONDENCE		
5. Planning Aid Wales	1. Want more information on Section 106 Obligations: email dated 20 January 2025 with details of this event on the 12 February 2025. 2. Understanding the Planning System – your questions answered: email dated 6 February 2025 with details of their latest events.	
6. AVOW	1. AVOW Make a Difference Grant 2025: email dated 20 January 2025 with details of this grant provided by AVOW. 2. Commissioning Conversation: AVOW workshop 18 February 2025 10am – 12pm: email dated 22 January 2025 with details of this workshop. 3. Members Mailout January 2025: email dated 29 January 2025 with their latest Newsletter.	
7. Ron Bailey – Parliament	Safety of Lithium – Ion Batteries: email dated 20 January 2025 with information on this campaign.	
8. One Voice Wales	1. Cost of Living Crisis Project ‘Working with Partners: To Deliver Cost of Living Support to your Community’ Webinar: email dated 17 January 2025 with more information on this Webinar on the 6 February 2025.	

	<p>2. Unjumbling the Jargon: email dated 17 January 2025 with a list of useful acronyms.</p> <p>3. Llais y Goedwig – Networking days local to you: email dated 14 January 2025 with details of two networking days.</p> <p>4. Larger Local Councils Meeting Wednesday 12 February via Zoom: email dated 5 February 2025 details and a Zoom link to this meeting.</p> <p>5. Online Free Asbestos Awareness Training: email dated 29 January 2025 with details of a free Asbestos Awareness training course and a list of available dates.</p> <p>6. One Voice Wales AGM online 11 March 2025: email dated 29 January 2025 containing an invitation to the OVW AGM on 11 March 2025.</p> <p>7. Vacancy – Public Appointments: email dated 4 February 2025 with details of a vacancy for a Chair to Natural Resources Wales, the closing date is 7 March 2025.</p> <p>8. One Voice Wales and Planning Aid Wales Joint Event 27 March 2025: email dated 5 February 2025 with details of this event.</p> <p>9. Reminder Area Committee Survey: email dated 7 February 2025, with a reminder to complete this survey by 28 February 2025.</p> <p>10. Training Dates – February – March 2025: email dated 5 February 2025 with a reminder of the latest training dates.</p>	
9. Play Wales	<p>1. January e-bulletin: email dated 6 January 2025 with the latest e-bulletin.</p> <p>2. Playing Outdoors in Early Years Settings: email dated 29 January 2025 with details of this new toolkit.</p>	
10. Llais Cymru	1. Lung Cancer Screening Survey Reminder end 14 Feb 2025: email dated 3 February 2025 with a reminder for this survey.	
11. Repair Cafe Wales	<p>1. Get involved with Fix It Feb: email dated 23 January 2025 with details and resources on becoming involved with Fix It Feb.</p> <p>2. 2025 – 2030 Our Five Year Vision: email dated 27 January 2025 sharing their five year vision.</p>	
12. Menter Iaith Fflint a Wrecsam	Invitation 2025 St David's Day: email dated 28 January 2025 with an invitation to the Mayor of Wrexham's St Davids' Day Celebrations on Saturday 1 March 2025.	
13. Wrexham CBC	Monthly Event List for 2025: email dated 29 January 2025 with the monthly event list from Wrexham CBC.	
14. Welsh Government	Ready...Set....Jet: Newsletter dated 30 January 2025 from Welsh Government.	
15. Audit Wales	Audit Wales: January Newsletter: Newsletter dated 30 January 2025 from Audit Wales.	