

15 May 2025

Dear Councillor

You are hereby summoned to attend a **HYBRID** meeting of **ACTON COMMUNITY COUNCIL** to be held in accordance with Local Government and Elections (Wales) Act 2021 on **WEDNESDAY 21 MAY 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 21 May 2025](#) or use the Zoom Meeting ID: 878 5836 5863 and Passcode: 338131. 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 2025/26 Municipal Year.

(Clerk to witness Chair signing Acceptance of Office)

2. VICE CHAIR: To appoint a Vice Chair of the Council for the 2025/26 Municipal Year.

3. APOLOGIES FOR ABSENCE: To receive any apologies and reasons for absence.

4. 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.

5. 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.

6. CONFIRMATION OF MINUTES:

1. To confirm the Minutes of the Council meeting held on 16 April 2025 (Copy attached)
2. To receive the Minutes and Recommendations of the Youth Committee meeting held on 14 May 2025 (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 Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH

- 7. INFORMATION FROM 16 APRIL 2025 MINUTES THAT IS NOT INCLUDED ELSEWHERE ON THE AGENDA:**
- 1. Minute 161.2- S116 Local Government (Wales) Measure 2011 – Casual Vacancy Acton Central Ward:**
To receive an update from the Clerk on this matter.
 - 2. Minute 161.6 – Annual Accounts 2024/25:** Clerk to provide an update
 - 3. Minute 163 – Pedestrian Crossing on Chester Road :** Councillor Martin to provide an update
 - 4. Minute 168 – Little Acton Community Centre:** Clerk to provide an update
 - 5. Minute 169 – Items placed on the Agenda at the request of Councillor Mike Davies:** To receive a progress update from Councillor Davies
- 8. PROCEDURAL MATTERS:** To consider the attached report concerning the following procedural matters and Standing Order requirements:
- 1. S116 Local Government (Wales) Measure 2011 – Co-option of Members & Casual Councillor Vacancy in the Borras Park Ward:** To consider filling this vacancy – 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 circulated 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 building and office equipment; - Copy of asset register attached to agenda pack. – Appendix 5
9. To consider and confirm arrangements for insurance cover in respect of all insurable risks from 1 June 2025.
10. Review of the Council's and/or staff subscriptions to other bodies;
11. Review of Council's Policies: To consider the undermentioned 5 Policies and the Schedule of existing adopted policies a¹s set out in Appendix 6
 1. Review of the Council's complaints procedure (Local Resolution);
 2. 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*);
 3. Review of the Council's policy for dealing with the press/media;
 4. Review of the Council's employment policies and procedures;
 5. Review of the Council's Reserves Policy
12. Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972 Appendix 7
13. Members Attendance at Meetings during 2024/25 – Appendix 8
14. Declaration of remuneration to Members of the Council for the year ended 31 March 2025 & arrangements for 2025/26 – Appendix 9
15. Day, Time and location of Meetings of the Council and its Committees – Appendix 10

16. Banking Mandate for Payments; Consent for Contractual BACS Payments: Review of Accounts for Earmarked Reserves – Clerk to Report

9. SERVICE LEVEL AGREEMENT REPORTING:

1. **WREXHAM & DISTRICT CITIZENS ADVICE BUREAUX:** to consider the Report for the final quarter of 2024/25 to 31 March 2025. (copy attached)
2. **COMMUNITY AGENT:** to consider the Acton Community Agent's monthly report on her activities and interaction with Acton Community residents aged 50 and over. (Copy attached)

10. 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

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

12. REPORT FROM CLERK: Clerk to report on correspondence, consultations and other information that has been received since the last meeting. Details to be circulated separately.

13. PAYMENT OF ACCOUNTS: To note details of any Transfers between bank accounts, payments received and to authorise any outstanding debtor or other payments

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

Case Number/ Address & Proposed Development	Decision
1. P/2025/0351 : Single storey side and rear extension at 18 Glyndwr Road, Wrexham LL12 8DG	
2. P/2025/0377 : Single storey rear extension, first floor side extension, first floor rear extension and single story front extension at 19 Richmond Road, Wrexham, LL12 8AA	

**the plans and documents for these applications can be viewed online [by clicking here](#) and selecting "Advanced Search"; 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 Acton /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 16 April 2025 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham.

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy (Vice Chair)
"	Ms S Bailey	"	Ms H Hewitt
"	W Baldwin	"	Ms C Jarvis *
"	T Coxon	"	P Lloyd
"	M Davies	"	Ms B Martin
"	Ms S Edwards *	"	Ms D Wallice
"	Mrs A Evans		
"	A Gallanders		

* Absent

Also Present:

Rhian Jones, Community Agent

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

170. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Edwards and C Jarvis.

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

171. 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.

172. DECLARATIONS OF INTEREST

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

173. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on the 19 March 2025 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 19 March 2025 be received and confirmed as a correct record.

174. INFORMATION FROM 19 MARCH 2025 MINUTES

- i) **MINUTE 143) COMMUNITY POLICING:** The Clerk confirmed that had been an operational reason for the Police not being in attendance at the last meeting. Members were invited to submit any question or concerns about Policing matters to the Acton sector team officers direct.
- ii) **MINUTE 148.1) EVENTS AT ACTON PARK:** Members noted that the Gazebo had now been purchased and would be used for events in the Park.
- iii) **MINUTE 149.3) BINS AT BORRAS SHOPS:** The Clerk confirmed that she had again contacted Wrexham CBC and requested the invoice.
- iv) **MINUTE 149.4) TEMPORARY TRAFFIC LIGHTS ON HOLT ROAD:** Members noted that the traffic lights had now been removed.

- v) **MINUTE 150) FINANCIAL ASSISTANCE:** Members noted letters of thanks had been received from Wales Air Ambulance, Helping Hands Wrexham, Theatr Bara Caws, Purple Orchids and the Wrexham Foodbank for the financial support grants awarded at the March 2025 Council meeting.

175. PROCEDURAL MATTERS

The Clerk reported on the following procedural matters.

1. **COMMUNITY AGENT:** The Chair welcomed Rhian Jones to the meeting and thanked her for the report she had provided. The Clerk read out a letter from Ian Pope, of the Rainbow Foundation advising of changes made to the priorities for the Community Agent to ensure her limited time is being used effectively in Acton and there is a plan for how her time is best used to ensure she has more time to support the people in the community who are especially isolated, unseen by others, and who would benefit from her support to make positive changes. Members noted and discussed his comments.

RESOLVED – that

- i) The Community Agent be thanked for her attendance and report ;*
- ii) The Chair and the Clerk to attend a consortia meeting with Wrexham CBC Officer Vicky Lindley-Jones and Ian Pope of the Rainbow Foundation on 28 May 2025.*
- iii) The Clerk to request a copy of the Community Agents' Service Specification from Vicky Lindley-Jones.*

2. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY ACTON CENTRAL WARD:** An application had been received for this casual vacancy; however the applicant was not in attendance at the meeting.

RESOLVED – that the Clerk contact the applicant and clarify if they want to progress with the application and that the matter be deferred until the May 2025 Council Meeting.

3. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY BORRAS PARK WARD:** It was noted that this vacancy was being advertised for Co-option and would be reported to the May 2025 meeting.

RESOLVED – that the Clerk proceed to make the necessary arrangements to fill this casual vacancy by Co-option and be authorized to issue the relevant Public Notice.

4. **WARM PLACES – EXTENSION OF PROJECT AT LITTLE ACTON COMMUNITY CENTRE FROM 31 MARCH TO 31 MAY 2025:** Further to Minute 110.1 December 2024, the Chair and the Clerk had attended the expected last meeting of this successful group and had confirmed that the Project could continue in the short term. It was noted that there were several bank holidays in the upcoming weeks. The Project costs of up to £400 would continue to be met from the Chair's Charity account to enable it to run until the end of May or whenever the monies have been spent. It was noted that AVOW had circulated a poster advertising the extension of the Warm Spaces scheme at Little Acton Community Centre.

RESOLVED – to endorse the decision of the Clerk, under her delegated powers, to extend the project until the £400 funding given from the Chair's Charity Account is used.

5. **SLA REPORTING – ACTON PARK RANGER:** Members commended the Ranger and welcomed the report for the period February – April 2025, which provided details of the ongoing work and events in the Park. Particular reference was made to the maintenance that has been completed by the Friends of Acton Park Group and the Ranger.

RESOLVED – To receive and note the Report.

6. **ANNUAL ACCOUNTS 2024/25:** The draft Accounts excluding debtors and creditors payments to 31 March 2025 (Q4 end) were presented together with progress against the Budget for consideration by the Community Council. It was noted that Rialtas would be working with the Clerk to

close down the Accounts to include all debtors, accruals and creditors payments on 2 May 2025. Members also noted that the Accounts and supporting papers for the year ended 31 March 2025 will be submitted to the Council's Internal Auditor on 8 May 2025 and include the figures after the accounts close down.

RESOLVED - that the draft Quarter 4 and 2024/25 year end bank reconciliation and accounts together with progress against the budget and the Audit arrangements for the year ending 31 March 2025 be received and noted.

7. ANNUAL RETURN 2024/25 - GOVERNANCE STATEMENTS: The Clerk advised that the Council must approve its Accounts for the year ended 31 March 2025 by 30 June 2025 at the latest and then submit its Annual Return to the External Auditor by 7 July 2025 for a basic audit.

Members determined the Council's responses to the Annual Return's Governance statements 1-10 for 2024/25 and noted the changes to the format this year which links each statement to the Finance and Governance Toolkit for Community and Town Councils. All Town and Community Council's will be expected to make assertions against the new Governance statements. It was noted that the Council has considered Part 2 of the Toolkit at its January 2025 meeting and its Governance Statement responses can be detailed against the debate at that Meeting.

RESOLVED –the Clerk proceeds to complete the Governance Statements on the Annual Return for 2024/25 as discussed and submit any explanations that may be required.

8. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 AND ANNUAL RISK ASSESSMENT REPORT Members proceeded to consider a report prepared by the Clerk and Responsible Financial Officer in accordance with the Accounts and Audit (Wales) Regulations 2014 setting out the supporting Annual Statement of Accounts for 2024/25 and included the accounting statements for the Annual Return together with the supporting governance and annual risk assessment.

RESOLVED –

- i) To approve the Supporting Statement of Accounts for the year ended 31 March 2025 and 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) That consideration of the report as contained in Appendix 2, be accepted as completion of the formal Risk Assessments for 2023/24 and 2024/25;***
- iii) That 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;***
- iv) The arrangements highlighted in paragraph 8.1 to 8.5 and paragraph 32.1 to 32.17 in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls***
- v) To assert that the Community Council has awarded one contract during 2023/24 and evidence required to support the Annual Governance Statement on part 2 of the Annual return for 2023/24 was provided; and to confirm that no Contracts were awarded during 2024/25***
- vi) The Council continue to make arrangements for formal fraud checks on new supplier's credentials via HSBC bank and Companies House as part of the risk assessment prior to any new suppliers payments being authorised to mitigate risk***

176. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. EVENTS AT ACTON PARK: Members noted that the Gazebo had been purchased and would be delivered in time for the Easter event taking place on Good Friday.

2. PROGRESS OF ANNUAL REPORT PRIORITIES:

- i) PILOT PLAY SESSION ON THE FAIRWAYS ESTATE:** Members noted that the first pilot play session is due to take place on Thursday 17 April 2025.

177. KEY ACTON ISSUES

1. **DOG WASTE ON BIRKDALE ROAD/ ERLAS PARK AREA:** Councillor Mike Davies informed Members that he had received complaints about bags of dog waste being left in this area. He had contacted Wrexham CBC, who had agreed to move a bin from another location. The present position was noted.
2. **BOLLARDS IN ACTON PARK:** Councillor Becca Martin informed Members that the newly sited bollards in Acton Park installed as part of a scheme to extend the car parking area off Herbert Jennings Avenue to prevent general traffic from driving directly on to the Park and damage to tree roots from vehicles parking under trees, had initially caused an issue for the Angling Club; however, Wrexham CBC had now agreed to issue 12 passes to the Angling Club. The present position was noted.
3. **PEDESTRIAN CROSSING ON CHESTER ROAD:** Following a recent road traffic accident on Chester Road, in which a resident's son had been knocked over, Councillor Becca Martin had been approached about the installation of a pedestrian crossing at the location. Wrexham CBC had provided costs for various options and had suggested, as the road borders two Community Councils, that the works could be funded by Wrexham CBC and Acton and Rhosddu Community Councils. Members noted there was currently no budget provision to make any substantial contribution. However a Pelican type crossing point would be preferred by the Community Council in the vicinity of the junction of Westminster Road.

RESOLVED – that Councillor Martin advise Wrexham CBC that whilst the Community Council is supportive of the installation of a new pedestrian crossing, more information is required on the cost and the Community Council has an expectation that Wrexham CBC as the Highways Authority should fund the majority of any costs.

178. REPORT FROM CLERK

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

Organisation	Details
CONSULTATIONS:	
1. One Voice Wales	<p>1. What are your views on the Active Travel Act Guidance: email dated 27 March 2025 with a link to this consultation which closes on 17 April 2025.</p> <p>2. Wales Regional Transport Plans: email dated 27 March 2025 with a link to this consultation. The closing date is 14 April 2025.</p> <p><i>Consultations noted – Members to respond on an individual basis</i></p>
CORRESPONDENCE	
2. Play Wales	<p>Playworkers Forum 2025: email dated 12 March 2025 with details of this event taking place on 2 – 3 July 2025 in Rhayader, Powys.</p> <p><i>Information noted</i></p>
3. Ground Work North Wales	<p>Tesco Stronger Starts – North/Mid Wales: email dated 18 March 2025 with details of this grant and a flyer to be shared over social media.</p> <p><i>Information noted</i></p>
4. IRPW	<p>Transfer of functions from the Independent Remuneration Panel for Wales to Democracy and Boundary Commission Cymru: email dated 28 March 2025 with details of this transfer of functions. <i>Information noted</i></p>
5. One Voice Wales	<p>1. Training Dates March – June 2025: email dated 31 March 2025 with details of the latest training provided by One Voice Wales.</p> <p>2. Larger Local Councils Committee – Wednesday 16 April 10.30am: email</p>

	dated 7 April 2025 with an invitation to Councillors to attend this online meeting. 3. Welsh Government Democratic Engagement Grant: email dated 7 April 2025 with details of this grant and a link to more information. <i>Above information noted</i>
6. AVOW	Members Mailout March 2025: email dated 31 March 2025 with the latest mailout for AVOW Members. <i>Information noted</i>
7. Awel y Mor	Awel y Mor Spring 2025 edition: email dated 8 April with the latest newsletter. <i>Information noted</i>
8. Wrexham CBC	80th Anniversary of VE Day – Church Service and Parade: email dated 25 March 2025 from the Mayor's Office with an invitation for the Council to be represented at the Civic celebrations on 8 May 2025. RESOLVED – that Councillor Hardy attend as the Council's representative.

179. PAYMENT OF ACCOUNTS:

The Clerk reported on Payments received to include 1st precept Payment for 25/26 = £86,000.00 and bank charges made since 19 March 2025, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

RESOLVED – to approve the making of payments for April 2025 as set out in the schedule reported to the meeting;

Voucher/Payment Ref & Payee	Details	Amount
1. DC 1.4.25 Zoom Video Communications Inc	Zoom Subscription from 8 April 2024 to 7 April 2026 S112 Local Government Act 1972 (as amended)	£155.88 (VAT= £25.98)
2. BACS ref 1.4.25 Carole Roberts	Salary and office expenses for April 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)
3. BACS ref 2.4.25 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)
4. BACS ref B3.4.25 Clwyd Pension Fund	Pension payments for April 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
5. BACS ref B4.4.25 HMRC	Payroll payments for April 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
6. DD1.4.25 BT Com	Internet & Telephone April 2025 Account for Little Acton Community centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat= £0.00)
7. BACS 5.4.25 Rialtas Business Solutions Ltd	Alpha Software Annual Support, Maintenance and Licence to 31/3/2026 Section 112 Local Government Act 1972 (as amended)	£243.60 (Vat= £40.60)
8. BACS 6.4.25 SLCC Enterprises Ltd	2 part VAT Training Fees for 4+11/6/25 S112 Local Government Act 1972 (as amended)	£108.00 (Vat = £18.00)
9. BACS 7.4.25 Audit Wales Office	2023/24 Triennial Audit Fees Accounts and Audit Regulations	£825.00 (VAT= £0.00)
(Voucher Reserved)		
11. BACS 8.4.25 Carole Roberts	Clerk's Expenses for April 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)

12. Cheque No 202390 AVOW	Membership Fee to 31/3/2026 Section 112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
13. BACS 9.4.25 Rock awnings Buyers Direct Ltd-	Purchase of Rhino Hex 55 3x3 Gazebo with sides for Park events S19 Local Government (Miscellaneous Provisions) Act 1976	£653.95 (VAT = £109.00)
14. BACS 10.4.25 Viking Office	Stationery S112 Local Government Act 1972	£201.56 (VAT= £33.59)

166. 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/2025/0288: First floor side extension, 1 Heol Dafydd, Wrexham LL12 8JJ	No observations
2. P/2025/0291: Conversion of ground floor garage to kitchen, 17 Acton Hall Walks, Wrexham LL12 7YJ	No observations
3. P/2025/0246: Erection of steel framed structure, 25 Frances Avenue, Wrexham LL12 8BL	The Community Council has the following objections to this application: 1. It is an over development of the site as the structure extends beyond the building line of the street. 2. There is a loss of off road parking spaces if this structure is permitted which raises concerns regarding highway safety due to the resultant on-road parking at the property and its close proximity to the nearby road junction. 3. There could be nuisance caused to nearby occupiers by reason of the noise levels emanating from the structure.
4. P/2025/0312: Erection of gazebo, Barkers Lane CP School, Barkers Lane, Wrexham LL13 9UN	The Community Council makes the following observations: Some local residents have expressed concerns to the local County Councillor about the proposed gazebo being placed in too close proximity to the School's boundary with Lisburne Grove, Wrexham which could result in noise nuisance to residents.

167. PRESS AND PUBLIC

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

168. LITTLE ACTON COMMUNITY CENTRE

The Clerk read out a letter of response she had received from Wrexham CBC to Acton Community Council's request to include additional land to accommodate extra parking spaces if required in the future.

RESOLVED – in order to make progress to work to a phased approach: Phase 1 being to take on the Community Centre using the existing site layout plan; then to look at Phase 2, the taking on of additional public open space to provide car parking for Centre users to meet demand and prevent congestion in the locality.

169. ITEMS PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR MIKE DAVIES

1. Insurance cover for Memorial Bench at Dean Road: The Community Council's insurers, Zurich, had responded to the Clerk that they would not be able to insure the bench as it and the land where it is to be sited does not belong to the Community Council.

RESOLVED – that Councillor Mike Davies make enquiries with Wrexham CBC to request that the bench be insured in the same way other benches are within the Acton Community area.

2. CCTV Camera at Dean Road Wrexham: The Clerk informed Members that to relocate the CCTV camera it would require a tall lamp post with a 240v power supply and a commando box. The cost to move the camera is £150, with a £250 charge for the power supply.

RESOLVED – that Councillor Mike Davies visit the proposed site to check for a suitable location and report back to a subsequent meeting.

***Councillor Kevin Roberts
Chair***

Signed as a correct record this 21ST day of May 2025

Presiding Chair

Minutes of the Hybrid YOUTH COMMITTEE meeting held on Wednesday 14 May 2025.

Present: Councillor Kevin Roberts (Chair)
" Andy Gallanders (Vice Chair) *
" Trevor Coxon
" Anne Evans *
" Holly Hewitt
" Corin Jarvis
" Phil Lloyd *
1 Vacancy

* Absent

Also Present: Mr. Morgan Peters, Youth Parliament representative
Mr. Jon Stumpp, Caia Park Partnership
Mrs. Carole Roberts, Acton Community Council
Mrs. Michelle Williams, Acton Community Council

27. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Evans.

28. DECLARATION OF INTERESTS

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

29. CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the hybrid Youth Meeting held on 12 February 2025 as submitted to the Meeting of the Community Council on 19 February 2025 were received and confirmed as a correct record.

30. INFORMATION FROM THE 12 FEBRUARY 2025 MINUTES

There was nothing additional to report that has not already been included elsewhere on the agenda.

31. TERMS OF REFERENCE

The Youth Committee's current Terms of Reference were noted.

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

Members considered the Quarter 4 performance monitoring report on the operation of and attendance at this Play Sufficiency Project. It was noted that this play provision was still working well with the number of children attending remaining consistent. Health and safety concerns were raised by Members about an aspect of the play sessions which involved using crash mats for quite boisterous play by some of the older children, with a noticeable difference in the size of the young people.

Councillor Trevor Coxon informed Members that the pilot play sessions on the Fairways Estate during the Easter holidays had proved very popular, noting that children were on site, prior to the second session, waiting for the session to start.

RESOLVED –

- i. To accept the Quarter 4 SLA report as now submitted;***

- ii. *That a further SLA monitoring report after the end of quarter one be submitted by Wrexham CBC Play Development Officers to the next Youth Committee Meeting expected to be arranged for 30 July 2025.*
- iii. *The Clerk writes to the Wrexham CBC Play Development Team to clarify the Youth Worker's philosophy on dealing with boisterous, rough play. The Community Council notes that there should still be a duty of care and would like clarification on their risk assessments, safety policy and the level of guidance for when to intervene to ensure timely and appropriate action is taken.*

33. SERVICE LEVEL AGREEMENTS – 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 2025, on the operation of this Service Level Agreement for the provision of an Open Access Youth Service at the Acton Community Resource Centre. The report set out in detail updates on the Acton Juniors and Acton Seniors, and positive outcomes from activities organized by staff.

Jon Stumpp confirmed that Les Critchlow-Hughes would be leaving the Youth Service in approximately one month. However, a new staff member is in place, and there would not be a break in service provision. Members passed on their thanks to Les for his work with, and commitment to, the young people who attend the youth clubs and wished him well in his new role.

The cook and eat sessions are still proving very popular with the young people, for example, using food donations of pitta bread and cereals to make pitta pizzas and rice krispie cakes. It was noted that the young people who attend the youth clubs had created a wish list of activities and a bid for the additional funding within the SLA may be submitted to the next meeting.

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 30 July 2025.*

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

Members were disappointed to note that no applications had been received by the deadline, and discussed various methods to inform Youth Groups in the Acton ward of the financial support available.

RESOLVED – to RECOMMEND to the Council that up to £100 from its advertising budget should be used for targeted Facebook advertising to promote S137 and Youth Committee grant deadlines to encourage take up from groups within the Acton community.

Councillor Kevin Roberts Chair

Signed as a correct record this 30th day of July 2025

Presiding Chair

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

Further to Minute 161.3, April 2025, the Community Council currently has one casual vacancy in the Borrass Park ward which the Council must fill by co-option. The necessary steps to fill the vacancy together with the appropriate Public Notices have both been on display since 16 April 2025 in accordance with Section 116 of the Local (Wales) Measure 2011.

PURPOSE OF THIS REPORT

To enable Members to consider any expressions of interest submitted to the Clerk to the Council by noon on 19 May 2025 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. There is one application that has been received before the deadline and that is attached at Appendix 1. Any further applications received after the agenda has been published will be circulated separately to members

INFORMATION

Members must give consideration to any expressions of Interest received by noon on 19 May 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 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 has formal arrangements in place in accordance with the Local Government Act 1972 S101 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 review and ADOPT the existing arrangements as set out in Appendix 2.

3. APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS:

It is **RECOMMENDED** that the Council review and consider the appointment of its Committees and two Task and Finish Groups. The current memberships and proposed terms of reference are **set out in Appendix 3.**

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:

[Policies and other Documents - Acton Community Council](#)

The Council is **RECOMMENDED to review the documents at least annually.**

The current Standing orders were adopted in October 2023 and the current Financial Regulations were last reviewed in May 2023. One Voice Wales has recently circulated a refreshed version of Financial Regulations and the Clerk is currently updating the new document and will submit the refreshed version to the Council for adoption at a subsequent meeting.

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 2025/26

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. 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 referenced the financial/budget information and sets out key policy objectives alongside a Wellbeing matrix. The 2025 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 2025/26 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 2024 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 2025/26 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 2025/26 Municipal Year.

List of School Governors as at 8 April 2025

School	Current Governors	Position	Term of Office Expiry
Acton CP School	1. Bill Baldwin 2. Phil Lloyd	Local Authority Community	1. 28 June 2027 2. 2 October 2028
Alexandra CP School	1. Becca Martin 2. Holly Hewitt	Local Authority Community	1. 31 October 2025 2. 19 March 2028
Barkers Lane CP School	Ralph Hardy	Community	18 November 2028
Borras Park CP School	Tom Pierce	Community	15 October 2028
Llan y Pwll School	1. Becca Martin 2. Andy Gallanders	Local Authority Community	1. 4 July 2025 2. 30 June 2027
Rhosnesni High School	1. Corin Jarvis 2. Anne Evans	Local Authority Local Authority	1. 31 January 2026 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 at Appendix 5.

The **COUNCIL'S INSTRUCTION** are requested

9. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2025

The Council's three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services ended on 31 May 2024. This resulted in an overall budget saving.

Reported to the May 2024 meeting were details of the insurance renewal schedule received, the level of cover and other options available to the Council by sector specific Insurance Companies. At the meeting it was agreed to enter again into a three year contract with Zurich Municipal.

The renewal quotation for cover from 1 June 2025 has now been received and has been updated to reflect the information contained in the Asset Register referred to Appendix 5. It has also become apparent that the Insurers omitted to create a three year contract. They have now offered a three year Contract with effect from 1 June 2025 with the resultant savings.

The **COUNCIL** is **RECOMMENDED** to confirm its arrangements for insurance cover in respect of all insurable risks from 1 June 2025;

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 Council's Estimates of Income and Expenditure for 2025/26

11. REVIEW OF EXISTING POLICIES

The Council is asked to review the following 5 items that it has previously adopted. A schedule of the other existing Policies is attached at Appendix 6 for Members information:

1. Council's Complaints Procedure (Local Resolution)
2. 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);
3. The Council's policy for dealing with the press/media;
4. The Council's employment policies and procedures;
5. The Council's Reserves Policy

Members are REQUESTED to REVIEW the Schedule of existing policies as set out in Appendix 6 and confirm them or otherwise as appropriate

12. 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 2024/25 using its powers under S137 of this Act is attached at Appendix 7

The COUNCIL is RECOMMENDED to receive and note the Schedule and that the total sum of £28,625.20 has been included on the relevant additional disclosure section of the Council's Annual Return for 2024/25

13. MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2024/25

To receive and note the Schedule attached at Appendix 8 setting out the record of Members attendance at Council meetings during the 2024/25 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.

14. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2025

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 (or its successor) 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. The return for 2024/25 is attached at Appendix 9

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 Members of the Acton Community Council during 2024/25 and the Schedule should be published on the Council's

website and a copy be provided to the Democracy and Boundary Commission Cymru as the successor to the Independent Remuneration Panel for Wales..

14. 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 Committee 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 to 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 INSTRUCTIONS are requested

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

1. 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.

2. Banking Mandate for Payments; Consent for Contractual BACS Payments; Review of Accounts for Earmarked Reserves. In accordance with the Council's Standing Orders and Financial Regulations it is **RECOMMENDED** that the Council gives its consent and approval for the Clerk to make prompt payments where there is a contractual commitment and report such payments to the next meeting of the Council

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
15 May 2025

CYNGOR
CYMUNED

ACTON

COMMUNITY
COUNCIL

APPLICATION FOR CO-OPTION ONTO THE COUNCIL

WARD YOU WISH TO BE CONSIDERED FOR: BORRAS PARK
ACTON CENTRAL

1. NAME: Carl Downes
2. ADDRESS: 1 Merlin Road, Little Acton, Wrexham, LL12 8AE
3. REASON FOR WANTING TO BE A COMMUNITY COUNCILLOR?
I would like to help our local community and be involved in getting the voice of the local residence heard. I would also like to get the community to be more involved in activities and building a community spirit

4. PERSONAL BACKGROUND INFORMATION ABOUT YOURSELF:

I.e.: Work:

I am about to take early retirement from my role as "UK Technical training Manager" for a can making company based on the Wrexham industrial estate. I have worked as an Engineering lecturer at Reaseheath college. Before this role I was the Apprentice manager for JCB working with JCB factories across the world

Volunteer Experience:

I was the head of Staffordshire Young Enterprise a charity schools to build teams setting up their own business ventures. I have also been a STEM Ambassador helping children learn about Science, Technology, Engineering and Maths. I have run a local children's football team when my son's were younger and have also been a Special constable

Qualities you would bring to the role of Community Councillor

I have held several management positions, these roles have given me experience of working within teams, good organisational and communication skills.

I have a naturally calm and professional manner when dealing with issues and problems and always try to ensure everyone's opinion is considered

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 have lived in Little Acton since June 2021 and love the area. I have tried to integrate into the community as much as possible. I write and host a monthly quiz based at the local community centre which regularly has 20 - 30 people attending.

I am an Apprentice trained engineer with a HNC in Mechanical engineering. I have also completed a degree in Supporting Adult Learning. In my 16 years working for JCB my career progressed from CNC Machinist to becoming a HR manager with responsibility for the Apprentice program

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

SIGNED: C Downes

DATE: 06/05/25

Please return this form to: The Clerk to Acton Community Council, c/o Little Acton Community Centre, The Green, Little Acton, Wrexham, LL12 8BH or by email to: clerk@actoncommunitycouncil.gov.uk
BY NO LATER than NOON on Thursday 10 April 2025

Local Government (Wales) Measure 2011, Section 116

QUALIFICATION REQUIREMENTS:

You must be a British, Commonwealth, Irish or a European Union citizen and be 18 years of age or over; and meet at least one of the following criteria:

- registered as a local government elector for the area named above; or
- during the whole of the last 12 months occupied as owner or tenant land or other premises in the community named above; or
- your principal or only place of work during the last 12 months has been in the community named above; or
- you have during the whole of the last 12 months resided in the Community or with 4.8 kilometres of it.¹

¹ Certain people are disqualified from standing, and these include paid officers of the community council, anyone subject to bankruptcy restriction orders and those subject to recent sentences of imprisonment.



**ACTON COMMUNITY COUNCIL
SCHEME OF DELEGATION
MAY 2025**

Originally Adopted in May 2024 and reviewed May 2025

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.

APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS:

It is **RECOMMENDED** that the Council consider the appointment of the following **four** Committees and **two** 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 21 May 2025
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:

Existing Membership	Membership Agreed at Annual Meeting 21 May 2025
Chair of Council – Ex Officio Councillor Kevin Roberts (Vice Chair of the Committee)	
Vice Chair of Council – Ex Officio Councillor Ralph Hardy (Chair of the Committee)	
Councillor Trevor Coxon	
Councillor Mike Davies	
Councillor Anne Evans	
Councillor Becca Martin	

(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).

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 21 May 2025
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	

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. [Minute 16 of Youth Committee refers].

The Committee to have power to act when having given consideration and determination to Youth grant applications, it wishes to spend from the £5,000 Youth Grant budget specifically allocated to the Youth Committee.

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

Existing Members	Membership Agreed at Annual Meeting 21 May 2025
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 an 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; delayed Public Consultation 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

Existing Members	Membership Agreed at Annual Meeting 21 May 2025
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.
4. *To meet with and report on discussions with Wrexham Cbc officers in connection with the progressing the provision of a new Play area at Acton park*

End of Committees and Task and Finish Groups list

Carole Roberts, Clerk to the Council

15 May 2025

The Councils Training Plan is appended to its Annual Report which can be viewed by clicking on this link: [Training plan](#)

The Training Plan can be found on Page 12 of the online document

Appendix 5

Agenda item 8.8

Statement of Payments made to Members of ACTON COMMUNITY COUNCIL for the financial year April 2024 to March 2025

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. A copy of statement to be shared with Wales Audit Office to ensure compliance.

Name of Community & Town Council	Local Authority area (County)	Date return submitted to IRPW	NIL Return	Group - 1 to 5 (state number)	Total cost of allowances PAID TO councillors each in receipt of £156 payment - To recognise councillors incur costs to do their role.	Total cost of allowances PAID TO councillors in receipt of £52 payment - Payments for costs incurred in respect of telephone, broadband etc.	Responsibility Payment (up to £500 to a maximum of 5 members) - £	Chair / Mayor of the Council allowance Chair or Mayor's Personal Payment. This excludes any Civic Budget for their extra work.	Vice Chair / Deputy Mayor of the Council allowance. This excludes any Civic Budget for their extra work.	Financial Loss Allowance	T&S expenses reimbursed Total for all members	Total Attendance Allowance paid to all members (£30 per member, per Council meeting)	Contribution to Costs of Care and Personal Assistance (CPA) Total reimbursed in the year and NOT payment to each member.	Other	Total	TOTAL NUMBER OF COUNCILLORS declined £156 allowance - for costs incurred in respect of working from home	TOTAL NUMBER OF COUNCILLORS declined £52 allowance - for costs incurred in respect of telephone, broadband etc.
Acton Community Council	Wrexham	TBC	No	2	£1,248.00	£364.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,612.00	5	6

REVIEW OF EXISTING POLICIES

A copy of existing adopted Policies will be made available to members separately and this summary details the documents for review together with the following five items previously adopted:

1. The Council's Complaints Procedure (Local Resolution)
2. The Council's Policies, Procedures And Practices In Respect Of Its Obligations Under Freedom Of Information And Data Protection Legislation
3. The Council's Policy For Dealing With The Press/Media
4. The Council's Employment Policies And Procedures
5. The Council's Reserves Policy

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*

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.

ADDITIONAL POLICY ADOPTED IN MAY 2024

32. Reserves Policy

SUMMARY OF S137 EXPENDITURE DURING THE 2024/25 FINANCIAL YEAR:-		
1.Financial Assistance Grants		
Organisation	Details	Decision
1. Wrexham Sounds	Support free music for wellbeing sessions for low income families	£250.00
2. Wrexham Dragons Netball Team	Supporting cost of setting up, purchase of equipment and venue hire	£500.00
3. Eisteddfod Genedlaethol Cymru	Replacement payment for lost/stopped cheque from 2023/24	(£500.00)
4. Your Space	Grant to support the opportunities and activities for children and young people with autism and or other related neuro diverse conditions. In particular financial assistance to restart the popular Teens Club, following the end of Lottery Grant funding.	£500.00
5. Nightingale House Hospice	Contribution towards the cost of an electrocardiogram (ECG) machine as currently the Hospice does not have an ECG machine and this would be a new piece of equipment.	£500.00
6. Premier Radio CIC	Grant to support essential work to this Radio Station established in 2020, broadcasting 24/7 from its Studios in Eagles Meadow shopping centre, and run entirely by volunteers.	£100.00
7. Cerebral Palsy Cymru	Grant towards extra therapists to enable them to treat over 700 children from all over Wales who have cerebral palsy with the aim of improving their quality of life.	£200.00
8. Gate Hangs High Bowling Club	Grant to assist with Membership and Match fees. In addition the purchase of fertilizer and dressing for the Green which is in need of repairs and maintenance.	£350.00
9. AVOW	Community Hub to provide refreshments for residents who access opportunities in the Acton Community Resource Centre, which will give them a chance to socialise together during or after an activity. This can reduce barriers and improve community engagement.	£500.00
10. Dance Empire	To purchase new equipment to support students' progress and continue to offer classes at reduced rates to families that need that support.	£250.00
11. National Eisteddfod of Wales	Release of £2,500 one off budget allocation towards the cost of staging the 2025 National Eisteddfod in Wrexham.	£2500.00
12. Purple Orchids Monthly Lunch Club	Grant to enable the Group to offer the attendees their lunch at a reduced cost over the winter months to assist with the cost of living	£500.00
13. Purple Orchids Art Group	Financial support towards the room hire costs for the Art Group which takes place every week. In addition financial support is requested towards the coach hire cost for a trip to the Lady Lever Art Gallery in May 2025.	£500.00

14. Wales Air Ambulance	Financial support towards upgrading aircraft from "D2" to "D3" models which will add a fifth rotor blade to their existing 4-bladed H145 helicopters. The impact will be significant.	£100.00
15. Helping Hands Wrexham CIC	Financial support to run events at Acton Community Resource Centre to show the benefit of their work and hopefully involve more volunteers. This Charity renovates and repairs toys, clothes and household appliances which they then distribute to local families	£300.00
16. Theatr Bara Caws	Financial support to enable this travelling theatre company to continue travelling all over Wales to deliver events, shows and theatrical experiences mainly in the Welsh language.	£300.00
17. SSAFA Wales	Financial contribution towards the operational costs of the Wales regional hub where specialist advisors receive calls, £200 6 emails and web enquiries asking for assistance	£200.00
18. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials.	£2000.00
	Total Financial assistance using S137 Powers for 2024/25	£9,550.00 (£500 deducted for 2023/24 spend)
2.Other additional spending using Section 137 Powers		
19. Defib Store	Replacement Zoll CPR-D Pads for expired Defibrillator pads	£583.20
20. Defib Store	2 x Zoll CPR-D Padz (Replacement Pads)	£312.00
	Total other spending using S137 Powers during 2024/25	£895.20
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 2024/25		
3.Service Level Agreement spending using Section 137 Powers during 2024/25:-		
21. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community Q4 2023/24	(£4,499.25 from 2023/24)
22. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community Q1 – Q4 2024/25	£4,455.00
23. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community Q2 – Q4 2024/25	£4,455.00
24. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community Q3 – Q4 2024/25	£4,455.00
25. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community Q4 – Q4 2024/25	£4,455.00
	Total Service Level Agreement Spending using S137 powers for 2024/25	£17,820.00 (£4,499.25 deducted for 2023/24 spend)

Total Spending using Section 137 Powers in 2024/25 = £28,265.20

~Statement prepared by Mrs C Roberts, Clerk and Responsible Financial Officer on 5 May 2025~

ACTON COMMUNITY COUNCIL MEMBERS ATTENDANCE AT COUNCIL MEETINGS* Agenda item 8.13 Appendix 8

COUNCILLOR	15 May 2024	19 June 2024	17 July 2024	18 September 2024	16 October 2024	20 November 2024	11 December 2024	15 January 2025	19 February 2025	19 March 2025	16 April 2025	TOTALS		
												Actual (to date)	Possible (to date)	% Attendance (to date)
S Bailey	Co-opted on 19 February 2025									✓	✓	2	2	100%
W Baldwin	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓	10	11	91%
Mrs C Bettley	✓	Councillor Bettley passed away 17 June 2024										1	1	100%
T Coxon	Co-opted on 18 September 2024				✓	✓	✓	✓	✓	✓	✓	7	7	100%
M Davies	x	✓	✓	✓	✓	x	x	✓	✓	✓	✓	8	11	73%
Ms S Edwards	✓	x	✓	x	✓	✓	x	x	✓	✓	x	6	11	55%
Mrs A Evans	✓	✓	x	x	✓	✓	✓	x	✓	x	✓	7	11	64%
A Gallanders	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	11	11	100%
R Hardy (Vice Chair)	✓	✓	x	x	✓	✓	✓	✓	✓	✓	✓	9	11	82%
Ms H Hewitt	✓	x	✓	✓	x	✓	x	✓	✓	x	✓	7	11	64%
Ms C Jarvis*	x	✓	x	x	x	x	x	✓	✓	✓	x	4	11	36%
P Lloyd	✓	✓	✓	✓	✓	✓	✓	x	x	x	✓	8	11	73%
Ms B Martin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	11	11	100%
G Ozolins Co-opted on 15 May 2024		✓	✓	x	x	x	x	Resigned 11 December 2024				2	6	33.3%
K Roberts (Chair)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	11	11	100%
Ms K Speirs	✓	✓	✓	x	x	x	x	x	Vacated office as per LGA 1972 s85 (1)			3	8	37.5%
Mrs D Wallice	x	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	9	11	82%

*Absence due to maternity leave

DECLARATIONS OF INTEREST FOR THE MUNICIPAL YEAR 2024/25

*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 2024/25

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
18 September 2024	Mr A Gallanders	Item 9 Financial Assistance Application No 3	64	Applicant known to Member		✓		
18 September 2024	Ms H Hewitt	Item 9 Financial Assistance Application No 3	64	Applicant known to Member		✓		
18 September 2024	Ms B Martin	Item 9 Financial Assistance Application No 1	64	Applicant known to Member		✓		
18 September 2024	Ms B Martin	Item 9 Financial Assistance Application No 3	64	Applicant known to Member		✓		
18 September 2024	Mr K Roberts	Item 9 Financial Assistance Application No 3	62	Applicant known to Member		✓		
16 October 2024	Mr T Coxon	Item 9 Community Engagement – Christmas Lunch for Acton Park volunteers	84	Spouse of one of the Volunteers		✓		
19 February 2025	Ms A Evans	Item 7.1a S116 Local Government (Wales) Measure 2011	132.1.a	Applicant known to Member		✓		
19 February 2025	Mr A Gallanders	Item 7.1a S116 Local Government (Wales) Measure 2011	132.1.a	Applicant known to Member		✓		
19 February 2025	Ms B Martin	Item 7.1a S116 Local Government (Wales) Measure 2011	132.1.a	Applicant known to Member		✓		

2025 / 2026 Municipal Year Meeting Dates (Subject to confirmation)

All hybrid 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

- 18 June 2025
- 16 July 2025
- August 2025 <No Meeting - Council in recess>
- 17 September 2025
- 15 October 2025
- 19 November 2025
- 17 December 2025
- 21 January 2026
- 18 February 2026
- 18 March 2026
- 15 April 2026
- 20 May 2026 (Annual Meeting)

2. YOUTH COMMITTEE MEETING DATES: To be held as a Hybrid meeting on the second Wednesday of each quarter, *apart from July 2025 as follows: -

- 30 July 2025* NB: Brought forward due to the August Recess
- 12 November 2025
- 11 February 2026
- 13 May 2026

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

- 11 June 2025
- 10 September 2025
- 10 December 2025
- 11 March 2026

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

1) WREXHAM & DISTRICT CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE

To receive and consider the Report for the period October 2024 to March 2025. (Copy attached)

2) COMMUNITY AGENT

To receive and consider the Acton Community Agent's monthly report for April 2025 on her activities and interaction with Acton Community residents aged 50 and over. (Copy attached)

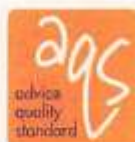
Wrexham and District Citizens Advice

Acton Outreach

Q4. Jan 2025 - March 2025

Cyngor Ar Bopeth Wrexham yn enw gweithredol ar Wrexham a'r Cylch. Rhif elusen Gofrestredig 1080737. Cwmni Cyfyngedig Trwy Warant .Rhif 3950747 Lloegr . Wedi'i awdurdodi a'i reoleiddio gan yr Awdurdod Ymddygiad Ariannol FRN: 617805. Swyddfa gofrestredig: 35 Ffrod Grosvenor, Wrexham, LL11 1BT.

Citizens Advice Wrexham is an operating name of Wrexham and District Citizens Advice Bureaux. Charity registration number 1080737. Company limited by guarantee. Registered number 3950747 England. Authorised and regulated by the Financial Conduct Authority FRN: 617805. Registered office: 35 Grosvenor Road, Wrexham, LL11 1BT



Main Aims

To ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities of the services available to them, or through an inability to express their needs effectively and equally. To provide holistic advice to the community ensuring that individuals have access to everything that they are entitled to. To exercise a responsible influence on the development of social policy and services, both locally and nationally. With a main focus to help bridge the gap for those who are experiencing any barriers to advice.

Service Delivered

Face to face drop in service at Acton Community Centre

Breakdown of statistics

110 people from the Acton Outreach area have received advice in Q4 of this financial year. Of those 34 attended the outreach in person. .

Unique Clients from Acton Area	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 24 - Mar 25	102	84	93	110	293
Previous year Apr 23 - Mar 24	90	98	90	113	302
Issues Clients from Acton Area	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 24 - Mar 25	438	439	412	610	1848
Previous year Apr 23 - Mar 24	373	397	291	624	1675
Unique Clients attending Outreach	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 24 - Mar 25	32	36	47	34	122
Previous year Apr 23 - Mar 24	42	33	17	33	94
Issues clients attending Outreach	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 24 - Mar 25	77	122	117	119	417
Previous year Apr 23 - Mar 24	118	116	67	59	361

Case Study

Background

Client attended the Acton Community Outreach to request emergency support in the form of a food parcel. The client is fifty-four years-old and married, living in a privately rented property with their wife and two children aged eight and three. The client is not currently in employment as they are struggling with their health.

Client's partner works part-time and is unable to increase their hours at this time but is looking for full-time employment. Client is attending the food bank as they have been subject of a Sanction by the DWP for failing to attend an appointment as they were struggling on that day.

Support & Advice Provided

Advisor had a lengthy discussion with the client in relation to their situation. Firstly, the advisor carried out a Benefit Calculation with the client that identified that they client is in receipt of their correct benefit entitlement.

The advisor looked at the clients UC award statement which showed that in addition to the sanctions the client is having a large number of deductions taken from their account for historic overpayments (which the client does not dispute). We explained to the client that our calculation shows that the amount being taken each month far exceeds the amount the DWP is permitted to take and drafted a response for the client asking for them to be reduced as they were causing financial hardship. We also supported to the client to draft an appeal against their sanctions and made DWP fully aware of the clients struggle with their mental health.

We talked to the client about the UC Limited Capability for Work process and client agreed to starting the process of applying for a UC50 – CA Wrexham agreed to support with the application.

The client was provided with comprehensive energy advice including practical energy advice (£360 annual savings), advice on how to reduce their energy expenditure with possible £360 annual savings and advice on how to improve the property's EPC rating with an additional saving of £99.00 per annum. Client was given additional advice in relation to social tariffs for Internet (£120 per annum saving); WaterSure (£120 per annum) and telephone (£120 per annum). The client was also given further information in relation to Warm Home Discount.

Outcomes

Client was supported to make an application for UC Limited Capability for Work (UC50) and reported a subsequent award of £416.19 per month. Client subsequently had their sanctions reviewed by DWP and the last sanction was removed and put back into payment. There was also formal acknowledgement of clients' mental health issues under their Claimant Commitment.

Through advice provided client can secure an additional £459.00 through energy efficiencies and a further £360 through utilising social tariffs for water, Internet and Telephone. Client reported that they no longer require food bank support and have not required a fuel voucher since that time. Client further reported that their deductions from UC have also been reviewed and "dramatically reduced".

Annual Outcome: £5813.28 per annum income maximisation.

Issues

The figures below show the issues being presented by clients from the Acton area, including those who attended the Outreach sessions during Q3.

<i>Issues</i>	<i>No</i>	<i>Clients</i>	<i>No Outreach</i>	<i>Clients Outreach</i>
<i>Benefits & tax credits</i>	116	41	50	17
<i>Benefits Universal Credit</i>	28	11	7	3
<i>Charitable Support</i>	11	7	0	0
<i>Consumer goods & services</i>	97	32	8	3
<i>Debt</i>	123	21	7	2
<i>Education</i>	0	0	0	0
<i>Employment</i>	24	10	8	4
<i>Financial services & capability</i>	23	14	2	2
<i>GVA & Hate Crime</i>	0	0	0	0
<i>Health and community care</i>	6	4	2	1
<i>Housing</i>	37	12	14	4
<i>Immigration & asylum</i>	5	1	1	1
<i>Legal</i>	10	9	4	4
<i>Other</i>	2	1	2	1
<i>Relationships & family</i>	20	6	4	2
<i>Tax</i>	7	4	4	3
<i>Travel & transport</i>	6	4	2	2
<i>Utilities & communications</i>	95	28	4	2
Total	610		119	

Outcomes

From within the Acton outreach area we have maximised client's income by £204,969 during this period, some of which is estimated at this point.

Advisors have been undertaking training in Outcomes recording to ensure that going forward as we have identified that in the past Outcomes have not always been captured.

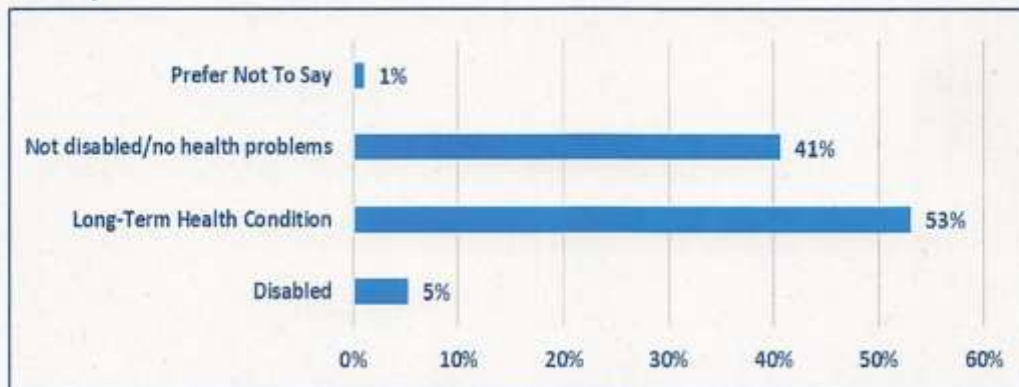
Outcomes	Q1	Q2	Q3	Q4	Total for year	Total 23/24
<i>Income gain inc. benefit/tax credit new award or increase</i>	£310,494	£229,840	£100,584	£204,969	£870,138	£371,359
<i>Reimbursements, services, loans</i>	£16,326	£26,543	£5,568	£12,777	£54,174	£45,478
<i>Debt write off</i>	£49,921	0	0	£27,129	£77,050	£16,410
<i>Repayments rescheduled</i>	£685	£408	£96	0	£1,425	£2,463
<i>Other</i>	£46,077	£80,134	£76,046	£110,425	£306,904	£133,467

Client background

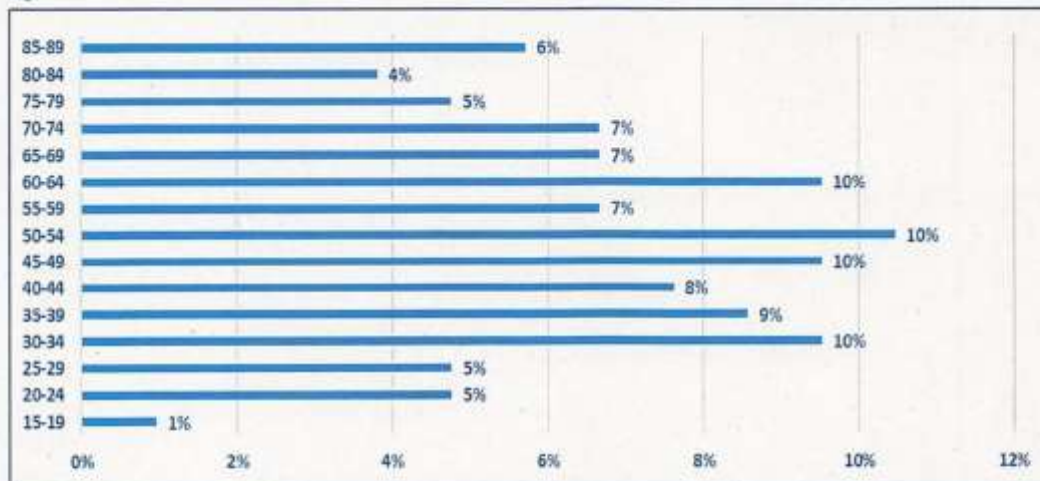
Gender



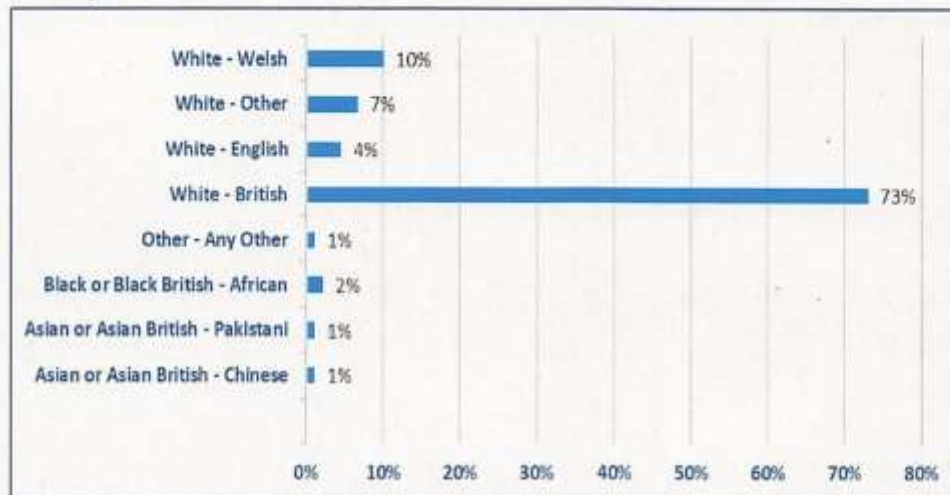
Disability



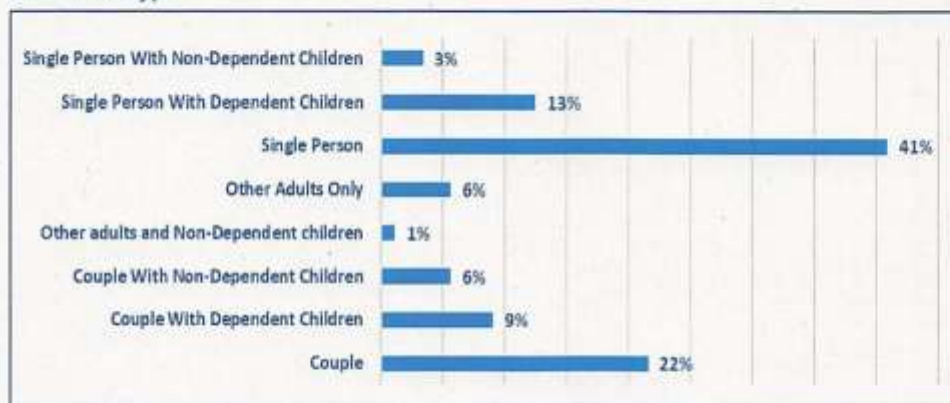
Age



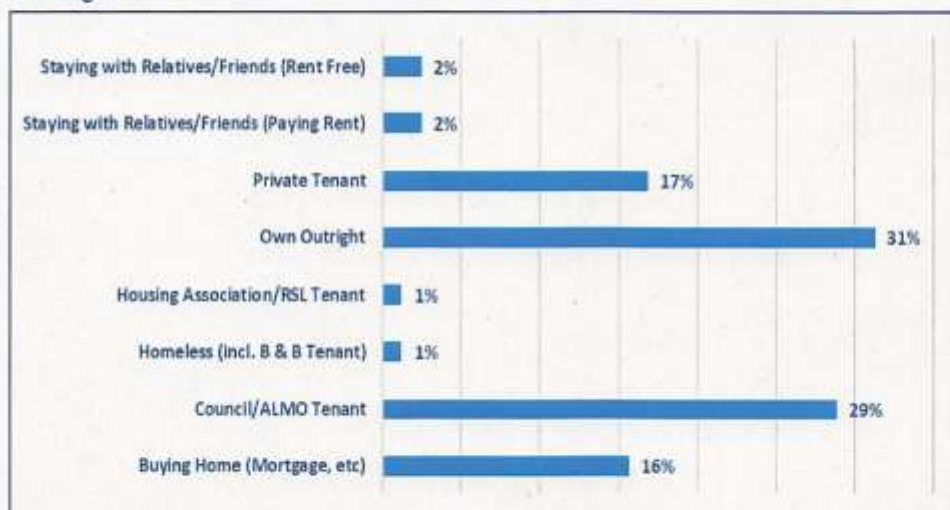
Ethnicity



Household Type



Housing Tenure



Acton Community Agent – update to Community Council

Month: May 2025

Number of new client referrals this month	8 new clients in April 2025
Services signposted to (List)	Citizens Advice Telecare OT Social Activities in the area Rainbow Day Opps Rainbow Social Prescribing
Number of groups attended (List)	Craft Group Little Acton Every Monday – 10-12 Coffee Morning Acton Resource Centre 2 x Wednesdays per month – 12 Knitting Group on Wednesday's at Little Acton Community Centre
Any feedback from citizens re ideas for future activities or support needs	Monday's at Little Acton Community Centre would like the warm space to carry on as this gets them out and they have craft in the afternoon, this is a full day out for them, they really enjoy it.