

12 June 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 18 JUNE 2025** at **6.30pm**. The Meeting will be held in the **LITTLE ACTON COMMUNITY CENTRE**, The Green, Little Acton, Wrexham, LL12 8 BH.

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 18 June 2025](#) or use the Meeting ID: 810 9325 8748 and Passcode: 277937

Please note that the Meeting and those participating in person and online will be recorded. The business to be transacted is as set out in the agenda below.

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATION OF INTERESTS: To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

3. 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(e) shall not exceed **15** minutes unless directed otherwise by the Chair of the meeting.

4. CONFIRMATION OF MINUTES: To confirm the Minutes of the hybrid Annual Meeting of the Council held on 21 May 2025 (Copy attached)

5. INFORMATION FROM THE MINUTES: Updates to be given upon:

- i) **Minute 7.2 May 2025 – PEDESTRIAN CROSSING ON CHESTER ROAD:** Councillor Martin to provide an update on this matter
- ii) **Minute 11.5 May 2025 - FOOTBALL PITCHES:** Councillor Bill Baldwin to give an update on Welsh FA taking over a number of pitches to improve standards.

6. COMMUNITY POLICING MATTERS: To consider any Policing and Operations Reports provided by Acton Community Police Officers who may be in attendance at the meeting

Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or
E-Mail: clerk@actoncommunitycouncil.gov.uk with any apologies or requests for further information.
You can also write to the Clerk at Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH

- 7. ANNUAL ACCOUNTS 2024/25:** Details to follow. Further to Minute 7.2) May 2025:
1. To receive details of the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2025;
 2. To receive and approve the Annual Return and accounting statements set out in sections 1 and 2 for the year ended 31 March 2025;
 3. To give approval for the Chairman to sign the Annual Return on the Council's behalf before 30 June 2025 to comply with the Accounts and Audit (Wales) Regulations 2014 (as amended); and
 4. to note the arrangements for the External Audit of the Council's Accounts for the year ended 31 March 2025 is being carried out on **15 September 2025** and endorse the action taken by the Clerk in accordance with the Accounts And Audit (Wales) Regulations 2014.
- 8. PROCEDURAL MATTERS**
1. **COMMUNITY COUNCIL CASUAL VACANCY – ACTON CENTRAL WARD** – Clerk to report .
 2. **SERVICE LEVEL AGREEMENT REPORTING - COMMUNITY AGENT:** Rhian Jones the Acton Community Agent has prepared the attached monitoring reports up to June 2025.
 3. **ANNUAL INSPECTIONS OF THE THREE PLAYGROUND IN THE ACTON COMMUNITY:** To receive and consider the Annual Inspection reports for Aran Road, Ffordd Garmonydd and the Acton Park Junior Play area and determine what action if any is necessary. .(As copies have previously been circulated to Members they are not reproduced on this agenda)
 4. **School Governor Vacancies:** Clerk to update
- 9. KEY ACTON ISSUES:** Wrexham CBC Members to report verbally on 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)
- 10. PUBLIC ENGAGEMENT & UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES:** Chair and Clerk to provide an update and in particular will refer to provision of goal posts for the Redrow Estate at Acton Park and the Warm Spaces project at the Little Acton Community Centre.
- 11. FINANCIAL ASSISTANCE:** To consider whether the Council wishes to make any grants under Section 137 of the Local Government Act 1972. Details Attached.
- 12. REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.
- 13. PAYMENT OF ACCOUNTS:** To note details of any payments received and authorise any outstanding debtor or other payments by either cheque or BACS.
- 14. PLANNING APPLICATIONS:** To consider any comments and/or representations the Council may wish to make on application(s) and Consultations within the Acton Community or adjoining areas 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/2025/0427: Outline application for erection of up to 900 Dwellings (Appearance, landscaping, Layout and scale reserved) on land at ErLas Park, Cefn Road, Wrexham LL13 9TT *The Clerk has recirculated the May 2024 pre-planning response to Members	
2. P/2025/0454: Discharge of condition 9 (Bio Security) of planning permission P/2018/0673 at land north of Holt Road LL13 9EH	

**the plans and documents for these applications can be viewed online [by clicking here](#) and selecting Category of Planning Applications then scroll to the Application Status box and select "Under Consultation" then scroll down to the Community box and select the Community of 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 21 May 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		2 Vacancies
"	A Gallanders		

* Absent

Also Present:

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

Mr Carl Downes

(Councillor K Roberts in the Chair)

1. APPOINTMENT OF CHAIR

RESOLVED – That Councillor K Roberts be appointed Chair of the Council for the 2025/26 Municipal Year.

(Councillor K Roberts in the Chair for the remainder of the meeting following the signing of his Declaration of Acceptance of Office before the Proper Officer of the Council)

2. APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor R Hardy be appointed Vice Chair of the Council for the 2025/26 Municipal Year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms S Bailey and Ms S Edwards.

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

4. 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.

5. DECLARATIONS OF INTEREST

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

6. CONFIRMATION OF MINUTES

1. The Minutes of the hybrid Council Meeting held on the 16 April 2025 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 16 April 2025 be received and confirmed as a correct record.

2. The Minutes and recommendation of the hybrid Youth Committee Meeting held on 14 May 2025 were received.

RESOLVED – that the Minutes and recommendation of the hybrid Youth Committee held on 14 May 2025 be received and endorsed as follows:

That up to £100 of the Council's advertising budget can be used for targeted Facebook advertising to promote S137 and Youth Committee grant deadlines to encourage take up from groups within the Acton community.

7. INFORMATION FROM 16 APRIL 2025 MINUTES

- 1) **MINUTE 161.2 – SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY ACTON CENTRAL WARD:** The Clerk informed Members that despite a number of attempts to contact the applicant no response had been received and the application should be considered as withdrawn.

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

- 2) **MINUTE 161.6 – ANNUAL ACCOUNTS 2024/25:** The Clerk advised she had only received the Internal Auditor's report the previous day.

RESOLVED – to defer consideration of this matter until the June 2025 Council Meeting.

- 3) **MINUTE 163.3 – PEDESTRIAN CROSSING ON CHESTER ROAD:** Councillor Martin provided an update on this matter. Rhosddu Community Council had agreed to provide funding towards the pedestrian crossing. Councillor Martin was waiting for Wrexham CBC Officer, Dean Edge, to confirm the amount of funding to be provided by Wrexham CBC.

RESOLVED – Councillor Martin to provide a further update at the June 2025 Council meeting.

- 4) **MINUTE 168 – LITTLE ACTON COMMUNITY CENTRE:** The Clerk confirmed that the Lease has now been sent to the Community Council's Solicitor. The update and present position was noted.

- 5) **MINUTE 169 – ITEMS PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR MIKE DAVIES:** it was noted that Councillor Davies is still awaiting a response from Wrexham CBC.

8. PROCEDURAL MATTERS The following matters were considered:-

- 1) **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD:** Members noted that one suitably qualified person had expressed an interest in putting their name forward for co-option to fill the vacancy. A copy of the application had been circulated prior to the meeting. Members proceeded to consider the application and invited the applicant to give a short address to the meeting in support of his application. Members then proceeded to consider the filling of this vacancy by a show of hands.

RESOLVED – that

- i) ***unanimously, Carl Downes, of 1 Merlin Road, Little Acton, Wrexham be co-opted as a Member of the Community Council to fill the casual vacancy for the Borras Park Ward on the Council and the Clerk witnessed his acceptance of Office at the meeting.***
- ii) ***The Clerk arrange a mutual date for Councillor Downes' induction.***

In accordance with the requirements of Standing Order No.5 the Council proceeded to consider the following matters:

2) REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, 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 formalised the situation. Members considered the Scheme of Delegation.

RESOLVED – that the Scheme of Delegation as now submitted at Appendix 2 be approved and adopted by the Community Council.

3) APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS: The Council received and considered the appointment of its Committees and Task and Finish Groups. The 2024/25 memberships and current terms of reference were noted.

RESOLVED - that for the 2025/26 Municipal year, the Council re-appoint or as otherwise stated, the following Committees and Task and Finish Groups with their memberships and terms of reference as set out below:

1. PLANNING COMMITTEE

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Salli Edwards, Anne Evans, Holly Hewitt, Corin Jarvis, and Philip 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 and where there is insufficient time for the full Council to consider such matters.

2. STAFFING COMMITTEE

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Trevor Coxon, Mike Davies, Anne Evans, and Becca Martin (In the event of a member of the Committee being implicated in the 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 the Civility and Respect Pledge signed by the Council in September 2022 and to 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

MEMBERSHIP: 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: Chair and Vice Chair of the Council, Councillors Kevin Roberts (ex officio) and Ralph Hardy (both ex officio) together with Councillors Trevor Coxon, Carl Downes, Anne Evans, Andy Gallanders, Holly Hewitt, Corin Jarvis, and Phil Lloyd.

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 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

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Bill Baldwin, Carl Downes, Anne Evans, and Philip Lloyd. Additionally the following Councillors will provide advice as and when required: Councillors Trevor Coxon, Andy Gallanders and Ralph Hardy.

TERMS OF REFERENCE:

1) To investigate, collate information and Report its findings back to the Community Council about the issues* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself.

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

2) To develop a future action plan and business case to ensure the viability and retention of the Community Centre as an important Community Asset. The Action Plan should reflect the progress that has been made to date; the remaining Public Consultation work that was delayed due to the Coronavirus Pandemic and to examine options for the funding of improvements necessary to ensure the longer-term financial viability of the Community Centre.

3) the Group to meet at the Little Acton Community Centre and proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up as set out above and presented to the Council for consideration in due course.

4) The Group to present its findings and recommendations to the Council.

6. TASK AND FINISH GROUP – ACTON COMMUNITY PLAY AREAS

All members of the Council are encouraged to take the opportunity to visit all of the three play areas owned by Wrexham CBC that are funded by the Community Council.

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Sarah Bailey, Salli Edwards, Andy Gallanders, Holly Hewitt and Becca Martin. Additionally Councillor Ralph Hardy will provide advice 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, 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 progressing the provision of a new Play area at Acton Park.

4) REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS AND OTHER COUNCIL POLICIES: The Council should review at least annually, its Standing Orders were adopted in October 2023 and the current Financial Regulations were last reviewed in May 2023. It was noted the Clerk was currently reviewing a recently released update to Financial regulations from One Voice Wales and would present any changes necessary to a subsequent meeting.

RESOLVED – to confirm that the Council’s existing Standing Orders and Financial Regulations are fit for purpose.

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: 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

Condition 2: Relevant clerk qualification

Condition 3: Audit opinions

RESOLVED – to note that the Council does not meet all the criteria and is not therefore eligible to use the General Power of Competence.

2. REVIEW AND ADOPTION OF THE COUNCIL’S ANNUAL REPORT: Members reviewed the updated Annual Report for 2025/26. It was noted the Clerk had now corrected several typographical errors. The Clerk was thanked for her work preparing and updating the report which now incorporated greater detail responding to the requirements of the Wellbeing of Future Generations (Wales) Act 2015.

RESOLVED – that the updated Annual Report for 2024/25 be approved and the Clerk publish the report on the Council’s website.

3. REVIEW AND ADOPTION OF THE COUNCIL’S TRAINING PLAN: Members reviewed the updated Training Plan at Appendix 4.

RESOLVED – That the updated Training Plan be approved and the Clerk publish the Training Plan on the Council’s website.

6) APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEES: The Council reviewed and considered the appointment of the Community Council’s representatives for the Little Acton Community Centre and the Acton Community Resource Centre.

RESOLVED – that the Council’s representatives at these Centres be confirmed as follows:

- 1. Little Acton Community Centre – All 3 Little Acton Ward Members namely Councillors Bill Baldwin, Kevin Roberts and Andy Gallanders.***
- 2. Acton Community Resource Centre – To note that this Management Committee has now been disbanded.***

7) COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES: The Council reviewed the Schedule of Community School Governor Representatives and their Terms of Office.

RESOLVED – The current Schedule of Community School Governor Representatives and their terms of office be received and noted.

8) REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDING AND OFFICE EQUIPMENT: A copy of the Asset Register to 31 March 2025 was circulated with the Agenda.

RESOLVED – the Inventory of Land and other Assets including Building and Office Equipment to 31 March 2025 be received and noted.

9) INSURANCE PROVIDER AND COVER FROM 1 JUNE 2025: The Clerk reported that the renewal quotation to provide cover from 1 June 2025 had now been received and has been updated to reflect the information contained in the Asset Register circulated with the Agenda. It has also become apparent that the Insurers omitted to create a three year contract in June 2024. They have now offered a three year contract with effect from 1 June 2025 with the resultant savings.

RESOLVED –

- i) to accept the quote provided by Zurich Municipal Insurance Company and enter into a three-year long-term agreement amounting to £1,221.10 in the first year.***
- ii) that the Clerk notify Zurich Municipal accordingly and arrange payment of the premium by BACS prior to 1 June 2025 renewal date.***

10) REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES: It was noted that provision has been made in the 2025/26 budget for the Council's existing subscriptions to One Voice Wales, SLCC and AVOW.

RESOLVED – that the renewal and payment of the three subscriptions to One Voice Wales, SLCC and AVOW be confirmed for 2025/26.

11) REVIEW OF EXISTING POLICIES: A copy of existing adopted Policies had been made available to members and the summary as set out in Appendix 6 was reviewed together with the following five items previously adopted:

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

RESOLVED – the following Policies as set out in the Schedule in Appendix 6 be re-affirmed:-

ADOPTED JANUARY 2019:

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

ADOPTED APRIL 2021

10. Disciplinary and Grievance Arrangements

11. Disciplinary Policy

12. Local Resolution Protocol for Community and Town Councils- Complaints Procedure

ADOPTED MARCH 2023

13. Annual Leave Policy

14. Anti-bullying and Harassment Policy

15. Data Protection Policy

16. Equality Diversity Policy

17. Flexible Working Policy

18. Lone Working Policy

19. Maternity Leave and Pay Policy

20. Paternity Leave and Pay Policy

21. Performance Improvement Policy and Procedure

22. Sickness Absence Policy

23. Whistleblowing Policy

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

12) REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 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 was submitted at Appendix 7 to the Clerk's Report.

RESOLVED – that the Schedule at Appendix 7 be received and it was noted that a sum of £28,265.20 will be included on the relevant additional disclosure section of the Council's Annual Return for 2024/25.

13) MEMBERS ATTENDANCE AT MEETINGS DURING 2024/25:

RESOLVED – that the Schedule at Appendix 8 detailing the record of Members' attendance at Council meetings during the 2024/25 Municipal year be received and noted.

14) DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2025 AND ARRANGEMENTS FOR 2025/26: Under the Elections and Elected Bodies (Wales) Act 2024, as a relevant authority the Council must notify the Democracy and Boundary Commission Cymru of the remuneration received by its members and co-opted members during 2024/25 and arrange for publication of this information within the authority's area. It is expected that this information must be published and provided to the Commission no later than 30 September following the end of the year to which the payments relate as per the previous practice of the Independent Remuneration Panel for Wales.

RESOLVED - that in order to comply with the requirements of the Elections and Elected Bodies (Wales) Act 2024, the Council make its formal Declaration for the year ended 31 March 2025 and

the schedule as set out in Appendix 9 to the Report be confirmed as a summary of the position for each of the 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, before 30 September 2025 or whenever subsequently set out by the Commission.

15) DAY, TIME AND LOCATION OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: Members considered a schedule (Appendix 10) setting out the timetable for the Council's monthly meetings for 2025/26 which will be held 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 will also meet on a quarterly basis and all meetings of the Community Council where possible will be held on a Wednesday evening.

RESOLVED –

- i) the Meeting Schedule for the 2025/26 Municipal Year as set out in Appendix 10 be accepted and the Council will meet on the third Wednesday of each month; the Staffing Committee will meet on the second Wednesday of each quarter and the Youth Committee will generally meet on the second Wednesday of each quarter (apart from July 2025) as set out in the schedule; and*
- ii) the Clerk be authorised to arrange for payment of the room hire fee for each of the Youth and Staffing Committee Meetings that are held at the Acton Community Resource Centre to enable meetings to be held on a Hybrid basis.*

16) BANKING MANDATE FOR PAYMENTS; CONSENT FOR CONTRACTUAL BACS PAYMENTS; REVIEW OF ACCOUNTS FOR EARMARKED RESERVES: The Council reviewed its Banking Mandate and the current list of persons authorised to sign all cheques and other authorizations for payment on behalf of the Council. It was noted the current signatories are the Clerk together with Councillors William Baldwin, Ralph Hardy, Philip Lloyd and Kevin Roberts. The Mandate requires that the Clerk to the Council together with any two of the four signatories can sign cheques. The Clerk informed Members that the new bank account with Unity Trust Bank will require six signatories.

RESOLVED – *To leave the current mandate in place and the current list of persons authorized to sign all cheques and other authorizations for payment on behalf of the Council, remain the same.*

9. SERVICE LEVEL AGREEMENT REPORTING

1. WREXHAM & DISTRICT CITIZENS ADVICE BUREAU: Members welcomed the Q4 report provided for this Service Level Agreement which provided a breakdown of statistics, a case study, issues presented by Clients, estimated outcomes of maximised income for Clients of £204,969.

RESOLVED – *that the Quarter 4 Service Level Agreement Report for the Acton Outreach Advice Service be received and noted.*

(Councillor Mike Davies declared a personal and non-prejudicial interest in respect of this item, as he is a member of the Board for Wrexham CAB, and he remained in the meeting while this item was discussed)

2. COMMUNITY AGENT: Members considered the Community Agent Report for May 2025 and noted the new format. Members were also reminded that the Clerk and the Chair were due to attend a meeting with Ian Pope of the Rainbow Foundation on 28 May 2025 together with Wrexham CBC Officer Vicki Lindley-Jones and other Community Council representatives who may also be in attendance.

The Report was received and noted

10. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. **EVENTS AT ACTON PARK:** The Chair informed Members that the Easter event in the Park had been well attended. The next event would be Walking with Trees taking place on the 17 June 2025.
2. **PROGRESS OF ANNUAL REPORT PRIORITIES: COMMUNITY HUB/WELLBEING:** Two new groups had started at Little Acton Community Centre: A smartphone group providing advice and information attended by 10 people. The other, Chi Me sessions, aimed at combating arthritis, attended by 12 people. It was noted a Tennis competition and Bowling events for Children would take place in the park during the summer.

11. KEY ACTON ISSUES

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

1. **BIKE TRACK FOR ACTON PARK:** Councillor Martin indicated that there were plans to apply for grant funding to provide this facility for early teens to use in the Park.
2. **POWELL ROAD UNDERPASS:** Councillor Martin provided an update. The steps have been gated off, however the underpass can not be closed as it is a public right of way. An application for funding had been made, as part of the Wrexham Year of Culture, to paint murals on the walls of the underpass. The white paint that has been donated will be used to white wash the underpass walls before any of the Mural paintings are created.
3. **ACTON FOOTBALL CLUB:** The Club having wanted to develop the Ty Gwyn Lane football pitch, were now seeking an alternative pitch on the Spider Park in Acton. Councillor Becca Martin agreed that they could contact her via her Wrexham CBC email and she would investigate the support available.
4. **SPEEDING:** Councillor Gallanders informed Members that he had been contacted regarding issues with speeding in the area and was planning to provide a speed awareness course in conjunction with the Acton PCSO's.
5. **BINS AT BORRAS SHOPS:** The spare litter bins removed from Borrass Park Shops had still not been installed at Nine Acre field. Councillor Gallanders confirmed that he would continue to chase Wrexham CBC Officers for the provision of bins on the Fairways.
6. **FOOTBALL PITCHES:** Members discussed the large number of football clubs vying for pitches in the area. Councillor Baldwin mentioned that the Welsh FA are taking over a number of pitches in order to improve standards.

RESOLVED – that Councillor Baldwin provide more information at the June 2025 Council meeting.

12. REPORT FROM CLERK

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

Organisation	Details
CONSULTATIONS: Members to submit any comments they may wish to make on the undermentioned Consultations	
1. One Voice Wales	Improving the administration and enforcement of Council Tax in Wales: email dated 16 May 2025. This email contains a link to the consultation documents. One Voice Wales will be preparing a response by the 9 July 2025 and invites your comments. Consultation noted
CORRESPONDENCE	
2. One Voice Wales	1. Joint One Voice Wales/SLCC Event on Ethical Frameworks in England and Wales: email dated 22 April 2025 with details of this joint event. 2. One Voice Wales E-bulletin: email dated 17 April 2025 with the latest e-bulletin.

	<p>3. Section 6 Information: email dated 9 May 2025 with details of training and guidance documents on producing a S6 Biodiversity report and action plan.</p> <p>4. Webinar Reminder – Cost of Living Crisis Project ‘Effective Community Engagement’: Reminder for a webinar taking place on 20 May 2025 2 – 4pm</p> <p>5. Training Dates – April – June 2025: email dated 29 April 2025 with the latest training dates.</p> <p>6. North Wales Biodiversity Officer Vacancy: email dated 1 May 2025 with details of this vacancy.</p> <p>7. Keep Wales Tidy!: email dated 2 May 2025 with details of Keep Wales’ Tidy Local Places for nature grants.</p> <p>8. Latest Practice Development Notes Co-option/Who does what: email dated 8 May 2025 with these latest notes attached.</p> <p>9. Innovative Practice Conference – Wednesday 2 July 2025: email dated 12 May 2025 with details of this One Voice Wales Conference at the Royal Showground in Builth Wells.</p> <p>RESOLVED – to reserve two places for the Chair and Vice Chair subject to their availability</p> <p>10. Social Farms and Gardens Community Management Awards 2026: email dated 14 May 2025 seeking nominations for these awards.</p> <p>11. One Voice Wales e-bulletin: email dated 16 May 2025 with the latest e-bulletin.</p> <p>12. Urgent: Empty Seat: email dated 15 May 2025 with a letter attached from Councillor Mike Parry regarding a vacancy on Betsi Stakeholders Reference Group.</p> <p>13. Upcoming online Events from the Cost of Living Crisis Support Team: email dated 16 May with details of these events.</p> <p style="text-align: right;"><i>Above information noted</i></p>
3. Llais Cymru	<p>1. IMPACT – Llais monthly Newsletter: email dated 14 April 2025 containing the latest newsletter from Llais.</p> <p>2. IMPACT – Llais monthly Newsletter: email dated 15 May 2025 containing the latest newsletter from Llais.</p> <p style="text-align: right;"><i>Above information noted</i></p>
4. Wrexham CBC	<p>1. Proposal to reduce the Published Admission Number (PAN) at Barker’s Lane Community Primary School with effect from September 2026.</p> <p>2. Proposal to reduce the Published Admission Number (PAN) at Wat’s Dyke Community Primary School with effect from September 2026.</p> <p>3. Proposal to reduce the Published Admission Number (PAN) at Acton Community Primary School with effect from September 2026.</p> <p>Emails dated 29 April 2025 with regard to reducing the PAN at each of these schools. The consultations closed in January 2025, however by clicking the links in the emails, the post consultation outcomes were available.</p> <p>4. Wrexham Town and Community Council Forum: email dated 8 May 2025 with a link to information on the Role, Governance and Accountability of the town and community council sector.</p> <p style="text-align: right;"><i>Above information noted</i></p>
5. Planning Aid Wales	<p>1. Can you help?: email dated 17 April 2025 inviting comments on draft documents about the way in which Traveller and Gypsy sites are designed and managed.</p> <p>2. Latest news from Planning Aid Wales: email dated 9 May 2025 with details of the latest training and events from Planning Aid Wales.</p> <p>3. New PAW training schedule 25/26: email dated 15 May 2025 with information on their annual training plan.</p> <p style="text-align: right;"><i>Above information noted</i></p>
6. Play Wales	<p>1. Mental Health Awareness Week: email dated 12 May 2025 with information marking Mental Health Awareness Week.</p>

	2. Playday 2025 – the theme is.....: email dated 1 May 2025 with the latest Newsletter. 3. Creating accessible Play Spaces: email dated 22 April 2025 with a link to a toolkit aimed at creating play spaces. 4. May e-bulletin: email dated 14 May 2025 with the latest e-bulletin. Above information noted
7. Audit Wales	May 2025 Audit Wales – April Newsletter: email dated 30 April 2025 with the latest newsletter from Audit Wales. Information noted
8. Owen Davies Consulting	Wrexham City Board and Plan for Neighbourhoods: Acton Community Council Activity: email dated 19 May 2025 requesting a meeting to understand the Council's priorities and aspirations. The Council's INSTRUCTIONS are REQUESTED on how it wishes to proceed RESOLVED – that the Clerk contact Owen Davies Consulting to find out more information about the proposed meeting.
9. AVOW	What's on Acton: email dated 2 May 2025 with details of events in Little Acton Community Centre. Information noted
10. Democracy & Boundary Commission Cymru	Electoral Review Programme 2025 (ERP 2025): email dated 8 May 2025 with a link to the Policy and Practice Document published in preparation for the 2025 Electoral Review Programme. Information noted
11. Clwyd Pension Fund	Employer Representative on the Local Pension Board: email dated 14 May 2025 asking for a volunteer to sit as an Employer Representative on the Pension Board. Information noted

13. PAYMENT OF ACCOUNTS

The Clerk reported on a £3,600.03 VAT Reclaim Payment received; the use of her delegated powers to replenish the current account with £10,000 from the Council's Deposit account and of bank charges made since 16 April 2025. Authorisation was requested for outstanding debtors, other cheque, BACS and debit card payments as set out in the schedule below:

RESOLVED – to endorse the action taken by the Clerk to replenish the Council's current accounts by £10,000 and approve the making of payments for May 2025 as set out in the schedule reported to the meeting.

Voucher/Payment Ref & Payee	Details	Amount
10. DC2.4.25 Post Office Ltd	1 st class tracked postage for 2024/25 Vat reclaim form 126 S112 :Local Government Act 1972 (as amended)	£3.70 (VAT=£0.00)
15. BACS REF 11.2.25 Wrexham County Borough Council	March 2025 Running Costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions)Act 1976	£1,577.360 (VAT=£0.00)
16. BACS REF 12.2.25 Wrexham County Borough Council	2xDouble Hearld Litter Bins with peaked lid for Borrass Shops Litter Act 1985	£1,156.00 (VAT=£0.00)
17. BACS Ref 13.5.25 Rialtas Business Solutions	Year End 2025 Alpha I&E Bronze Scheme on 2/5/25 S112 :Local Government Act 1972 (as amended)	£1,094.40 (VAT = £182.40)
18. BACS Ref 14.5.25 Vision ICT Ltd	SSL Certificate for www.actoncommunity.council.gov.uk to June 2026 S58 Local Government (Democracy) (Wales) Act 2013	£60.00 (Vat= £0.00)
19. BACS ref 15.5.25 Carole Roberts	Salary and office expenses for May 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)
20. BACS ref 16.5.25 Michelle Williams	Salary for May 2025 calculated by the Council's Agent: Shropshire County Council in accordance with Minute 47 July	(as per payroll schedule)

	2017 Section 112 Local Government Act 1972 (as amended)	
21. BACS ref 17.5.25 Clwyd Pension Fund	Pension payments for May 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
22. BACS ref 18.5.25 HMRC	Payroll payments for May 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
23. B19.5.25 Defibstore Ltd	2x Zoll CPR-D Padz; 1xZoll PediPadz; 1 x Zoll AED Plus batteries S137 Local Government Act 1972 (as amended)	£459.60 (Vat= £76.60)
24. DC 3.5.25 Tesco Stores Ltd	Telephone costs S112 Local Government Act 1972 (as amended)	£10.00 (Vat= £0.00)
25. BACS ref 20.5.25 Zurich Municipal	Renewal insurance Policy YLL-2720431173 to 31/05/2025 S112 Local Government Act 1972 (as amended)	£1,221.10 (Vat= £0.00)
26. BACS ref 21.5.25 Carole Roberts	Clerk's Expenses for May 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
27. BACS ref 22.5.25 J D H Business Services Ltd	2024/25 Internal Audit Fee Accounts & Audit (Wales) regulations 2014	£598.80 (VAT=£99.80)
28. BACS 23.6.25 Information Commissioners office	Data Protection Fee -Renewal S112 Local Government Act 1972 (as amended)	£52.00 (Vat= £0.00)
29. DD2.5.25 BT Com	Internet & telephony May 2025 for Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat=£0.00)

14. 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/2025/0351: Single storey side and rear extension at 18 Glyndwr Road, Wrexham LL12 8DG	No observations
2. P/2025/0377: Single storey rear extension, first floor side extension, first floor rear extension and single storey front extension at 19 Richmond Road, Wrexham LL12 8AA	No observations
3. P/2025/0398: Demolition of existing garage, erection of replacement garage and single storey rear extension at 2 Hilltop View Road, Wrexham LL12 7SF	No observations

Councillor Kevin Roberts
Chair

Signed as a correct record this 18th day of June 2025

Presiding Chair

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2024/2025**

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

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

Conclusion

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

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	A duplicate payment was made via bank transfer in May 2024 to Viking Direct for £282.26, This was identified and refunded in June 2024.	<i>Internal controls should be in place to prevent duplicate payments.</i>	
Follow up of 2022/23 internal audit recommendations			
1	We have not seen evidence that three quotes were received for the contracts administrator contract (total cost £3400) as required by the financial regulations for contracts over £3000.	<i>Contracts should be awarded as per the financial regulations of the Council.</i>	No contracts above the threshold in 2024/25
2	The Council did not approve the annual risk assessment during 2023/24. It has since been approved in the April 2024 minutes.	<i>The council should formally approve the risk assessment annually.</i>	Implemented
3	This is the second year that the Council's payments have exceeded £200,000.	<i>The Council are reminded that if receipts or payments are above £200,000 in 2024/25, the Council will be required to prepare income and expenditure accounts. They will also need to restate the 2023/24 accounts as income and expenditure on the 2024/25 accounting statements.</i>	Implemented

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body:

ACTON COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	255,981 Restated	210,908	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	169,000	225,890	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	2,804 Restated	4,614	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	49,716	51,364	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	167,161 Restated	154,111	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	210,908 Restated	235,938	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	11,380 Restated	3,600	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	204,027 Restated	235,896	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	4,499 Restated	3,559	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	210,908 Restated	235,938	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	144,336	146,855	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

NB: 31/3/24 Accounts have been restated as Acton Community Council moved across to using Income and Expenditure Basis for its accounts from 3 June 2024.

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	X		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	X		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [www.actoncommunitycouncil.gov.uk].	X		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	X		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	X		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> Effective financial management including the setting and monitoring of the Council's budget Maintenance and security of accurate and up to date accounting and other financial records Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. 	X		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments assessment and management of risks facing the Council an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements. 	X		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	X		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	X		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		X	Meets the eligibility criteria to exercise the general Power of Competence	E

Additional disclosure notes

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

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

1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling **£28,265.20** under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2. Section 10 – General Power of Competence - the Council is aware it does not meet the eligibility criteria to be able to exercise the General Power of Competence.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A X	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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Council approval and certification

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

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
	Minute ref:
RFO signature:	Chair signature:
Name: Mrs Carole Roberts	Name:
Date:	Date:

Annual internal audit report to:

Name of body:

ACTON COMMUNITY COUNCIL

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

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

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

* Please include an explanation for any 'No' answers

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

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

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

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

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

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 20/05/2025.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	JDH BUSINESS SERVICES LTD
Signature of person who carried out the internal audit:	JDH Business Services Ltd
Date:	20/05/2025

* Please include an explanation for any 'No' answers

1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CASUAL VACANCY – ACTON CENTRAL WARD

The Clerk has issued the relevant Public Notice advertising this casual Councillor Vacancy. The deadline for receipt of expressions of interest from qualified persons is Monday 14 July 2025. Any expressions of interest will be reported to the July 2025 meeting of the Council for consideration by Members.

It is **RECOMMENDED** that Members note the current position.

2. SERVICE LEVEL AGREEMENT REPORTING - COMMUNITY AGENT: Rhian Jones the Acton Community Agent has prepared the attached monitoring reports for up to June 2025.

Members are RECOMMENDED to Receive and note the Report

3. ANNUAL INSPECTIONS OF THE THREE PLAYGROUND IN THE ACTON COMMUNITY: To receive and consider the Annual Inspection reports for Aran Road, Ffordd Garmonydd and the Acton Park Junior Play area and **DETERMINE WHAT ACTION IF ANY IS NECESSARY.** .(As copies have previously been circulated to Members they are not reproduced on this agenda)

4. SCHOOL GOVERNOR VACANCIES

- 1. ALEXANDRA SCHOOL, WREXHAM:** Councillor Holly Hewitt has indicated on 10 June 2025 that she will be stepping down from this role as she is unable to give the time and attention it needs.
- 2. BORRAS PARK CP SCHOOL, WREXHAM :** Wrexham CBC have advised on 17 June 2025 that Mr Tom Price has now resigned as a Community Governor of this School and the Community Council has been requested to nominate his replacement.

It is **RECOMMENDED** that the Council considers nominating member(s) of the Council to fill the Governor vacancies at Alexandra School and Borrass Park CP School .

Report updated 17/6/25 – Mrs C Roberts , Clerk to the Council

Community Agent – update to Community Council

Community Council Area: Acton, Borrás, Rhosnesni and Maes Y Dre

Month: June 2025

Number of new client referrals this month	May 2025 - 3
Services signposted to (List)	Citizens Advice Telecare Day Opps Rainbow Welfare Rights Blue Badge
Number of groups attended (List)	Craft Group Little Acton Coffee Morning 2 per month at Acton Resource Centre Warm Space Knitter Knatter Group Little Acton Garden Village Coffee morning
Any feedback from citizens re ideas for future activities or support needs	Warm space in Little Acton, they would like it to carry on, will be finishing 16 th June

INTRODUCTION

In February 2019, the Community Council reviewed its procedure to deal with requests for financial assistance from Organisations that work or are based in the Acton Community Area; this report summarises the applications received to date and reminds members of the Grants/ donations that have been awarded during the previous financial year.

PURPOSE OF REPORT

To provide details and enable the Council to consider the **three** applications for financial assistance submitted to date in accordance with the Policy agreed at the February 2019 meeting of the Council.

DECISION REQUIRED

To determine the applications for financial assistance included in this report submitted in accordance with the Community Council's Policy implemented from April 2019.

INFORMATION

1. The Community Council has reviewed and agreed its process and Policy for considering applications for financial assistance made under the provisions of Section 137 of the Local Government Act 1972 (as amended). (Minute 130.3 February 2019 refers). The guidelines agreed from 1 April 2019 set out the three tiers of grants available and the criteria for each tier are being sent with a standard two page financial application form to all persons and organisations seeking financial assistance from the Community Council. This ensures that the information from each applicant is received in a consistent format and all questions frequently asked by members are answered.
2. To ease pressures on the Council's budget, its Policy is to consider applications on a quarterly basis with the budget apportioned equally to each quarter to allow the Community Council to be more focused and equitable when determining financial assistance applications. The quarterly meetings are March, June, September and December each year.
3. The Local Government Act 1972 sets out in Section 137, the powers and scope for a Community Council to make expenditure that benefits the local Community where there are no other specific powers granted to the Community Council. Additional powers are also contained in Section 145 of the Act. A sum of £10,000 has been set aside in the estimates of Income and Expenditure for the year ended 31 March 2026 for this purpose.
4. The current Budget Allocation is much less than the limit permitted by Section 137(4) (a) of the Local Government Act 1972. For Parish and Town Councils in England and Wales, an amount of £11.10 per person of the Community Councils' population is permissible for 2025/26. The total number of Acton Community electors at 1 January 2025 is 10,343. An extract will be available at the meeting of the powers contained in Section 137 of the Local Government Act 1972 that enables the Community Council to incur expenditure (up to £114,807.30 in 2025/26), which in their opinion is in the interests of, and will bring direct benefit to their area or any part of it or all or some of its inhabitants. These are a power of last resort and the powers cannot be used to give a Grant or Financial Assistance to any one individual person. The Local Government and Elections (Wales) Act 2022 introduced the General Power of Competence but the Council does not meet the eligibility criteria to use the powers in this Legislation.
5. Attached at Appendix 1 and Appendix 2 for information is a summary of the Financial Assistance Grants awarded during 2023/24 and 2024/25.

6. To ensure a fair and equal distribution of the £10,000 budget, it has been usual practice to apportion it equally between the quarterly meetings. This equates to £2,500 per quarter for 2025/26.
7. Application forms have been available via the Council's Website to all local Clubs and Organisations, and several were sent in response to other general requests for financial assistance submitted to the Clerk to the Council. Each applicant has been sent a standard letter and the guideline document setting out the Council's Policy as adopted on 1 April 2019. I have received three completed forms in the current quarter as listed below. The full application form is attached to this report and a copy of the supporting accounts and any other information provided will be available at the meeting.

Members are **REQUESTED TO DETERMINE** the following applications for financial assistance:-

Organisation	Details	Decision
1. Dance Empire	Seeking financial support to assist with the purchase of costumes and equipment for their student' first ever summer showcase.	
2. Wrexham Dragons Netball Club	Any support received will be used to upskill volunteer coaches by sending them on umpiring and coaching courses.	
3. St Giles Church Wrexham Flowerfest 25	The group are seeking donations to support the Flowerfest 25 event which will run from 19 to 21 September 2025. This event aims to raise funds to assist with the upkeep of St. Giles Church, Wrexham.	
TOTAL		

Members are reminded that within the powers permitted by Section 137(4) (a) of the Local Government Act 1972 the Community Council cannot give financial assistance to an individual.

End of Applications received in time for June 2025 meeting.

ACTON COMMUNITY COUNCIL

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

1. Financial Assistance Grants

Organisation	Details	Decision
1.Wrexham Allotments and Leisure Gardeners Association	Donation of £200.00 to help sponsor 2023 Annual Flower, Vegetable and Home Produce Show (Members requested they be advised of the date of the Show)	£200.00
2. Wrexham Futsal Club	Financial support to subsidise running costs and the provision of sports glasses for children whose families cannot afford the full cost of the special glasses their child needs.	£500.00
3. Wrexham Sounds Ltd	Grant to provide free “Music for Well-being” sessions to children from low-income families facing hardships during the current economic climate and who cannot afford to pay the fees they have to charge for their services	£250.00
4. SSAFA Wales	Financial contribution towards the operational costs of the Wales regional hub where specialist advisors receive calls, emails and web enquiries asking for assistance.	£200.00
5. Nightingale House Hospice	Support towards the cost of Hospice’s new In-patient Unit.	£500.00
6. Gate Hangs High Bowling Club	Financial assistance towards the repair cost of the club’s main mower which requires a new engine, estimated to cost over £1000.	£500.00
7. Cerebral Palsy Cymru	Contribution to provide extra therapists to enable the treatment of over 700 children from all over Wales who have cerebral palsy with the aim of improving their quality of life	£200.00
8. Wrexham Boxing Club	Financial Assistance to enable the purchase of new equipment and kit.	£500.00
9. KWDF Academy	Exceptional donation of £2,000 under S137 Local Government Act 1972 (as amended) towards the purchase of equipment for the Christmas Winter Wonderland event planned for St Johns/ Spider Field on 16 December 2023.	£2000.00
10. Royal British Legion	Donation to 2023 Poppy Appeal	£100.00
11. NW Nappy Collective CIC	Donation towards fuel costs incurred in assisting with the Christmas Eva Gove to Shine charity distribution in Acton Community.	£100.00
12. Acton Rainbows	Support to subsidise annual membership fees payable to Girlguiding UK (£56 per person in 2024), to cover increased weekly rent and to continue to offer a varied programme of crafts, themed activities, challenge badges and external visits for the group	£500.00
13. Urdd Fund for all	Contribution to allow children and young people who live in poverty to have a summer holiday at one of the Urdd’s residential Centres	£200.00
14. Miners Rescue Project	It is the 90th anniversary of the 1934 Gresford Colliery Disaster in which 266 people died in 1934. A grant is sought towards the cost of design, producing and printing of leaflets and general running costs.	£500.00
15.Wrexham National Eisteddfod 2025	Support sought this year and in the next financial year, to help achieve a local target of £400,000. All contributions, big or small, will go entirely to the Wrexham Fund and to the work of the Eisteddfod locally.	£500.00
	Total Donations under S137 Powers for 2023/24	£6,750.00

Organisation	Details	Decision
Note: the Power of Wellbeing which the Council has previously relied on, was superseded by the General Power of Competence from 1 April 2022 and therefore as the Council has not declared itself to be a competent Council, there is nothing to be included for such spending under Section 137 Powers and limits during 2023/24		
2.Add Service Level Agreement spending using Section 137 Powers during 2023/24:-		
16. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community (reduced amount due to in-year vacancy savings)	£ 8,698.42
Total Additional Spending under S137 powers for 2023/24		£ 8,698.420

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

ACTON COMMUNITY COUNCIL**APPENDIX 2****SUMMARY OF S137 EXPENDITURE DURING THE 2024/25 FINANCIAL YEAR:-****1. Financial Assistance Grants**

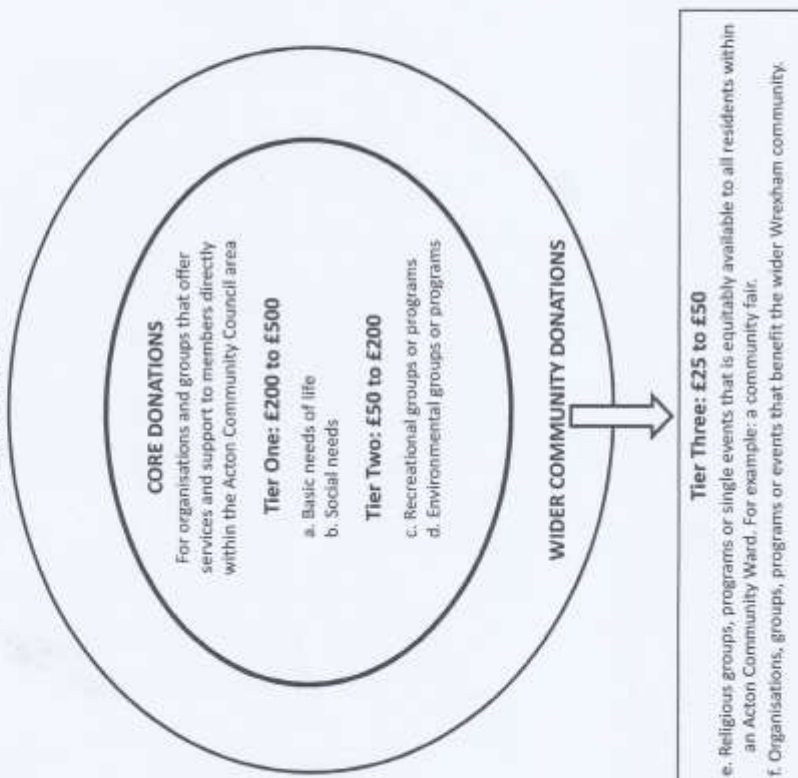
Organisation	Details	Decision
1. Wrexham Sounds	Support free music for wellbeing sessions for low income families	£250.00
2. Wrexham Dragons Netball Team	Supporting cost of setting up, purchase of equipment and venue hire	£500.00
3. Eisteddfod Genedlaethol Cymru	Replacement payment for lost/stopped cheque 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	£300.00

	and repairs toys, clothes and household appliances which they then distribute to local families	
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

Acton Community Council Guidelines for S137 Grants/ Donations

(Adopted April 2019)



ACTON COMMUNITY COUNCIL – S137 GRANT /DONATION APPLICATION GUIDELINES

The Community Council considers applications for financial assistance using the following guidelines on a quarterly basis with the annual £3,500 budget being apportioned equally each quarter to allow the Community Council to be more focused and equitable when determining financial assistance applications. The quarterly meetings are held in March, June September and December each year.

The following guidelines have been adopted by Acton Community Council with effect from 1 April 2019. The hierarchy model as illustrated is based on a three tier system that assesses the level of need around the population that is being served. In addition, priority will be given to groups within the Acton Community or those groups that are providing for residents in the Acton Community.

The three tier system caps the amount of funds made available to deserving organisations. This is a more equitable system as decisions will not be made on an ad-hoc basis. It is accepted there will be anomalies within the system, but these will be dealt with on the merits of the submitted application on a case by case basis. By way of explanation: -

Tier One:

- a. Basic needs of Life:
 - Organisations or programs that ensure the basic needs of life are dispersed to members of our community, such as food, clothing and basic hygiene products
- b. Social/Cultural:
 - Organisations or programs that benefit youth within our community
 - Organisations or programs that benefit our elders and other members within our community

Tier Two:

- c. Recreational:
 - Outdoor recreation, such as football and other team sports
- d. Environmental:
 - Parks
 - Litter collection/management
 - Community greening/planting

Tier Three:

- e. Religious:
 - Religious organisations of all kinds that lie directly within our ward may receive funding if their donation request is for members of our community
- f. Larger Community

**APPLICATION FOR FINANCIAL ASSISTANCE TO ACTON COMMUNITY COUNCIL
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)**

NAME OF ORGANISATION: DANCE EMPIRE

1. NAME AND ADDRESS FOR CORRESPONDENCE:

SOPHIE STEWART AND MOLLY DUTTON
98 CHESTER ROAD WREXHAM LL127YS

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

FOR HELP TOWARDS EQUIPMENT AND COSTUMES FOR THE STUDENTS FIRST EVER SUMMER
SHOWCASE.

**3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON
COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET?
HOW LONG HAVE YOU BEEN ESTABLISHED?**

DANCE EMPIRE IS AN INCLUSIVE DANCE SCHOOL AND COMMUNITY OFFERING A VAST RANGE OF
DANCE AND PERFORMING ARTS CLASSES TO ALL CHILDREN IN THE WREXHAM AREA MAINLY ACTON
AND GARDEN VILLAGE. CHILDREN HAVE THE OPPORTUNITY TO TAKE PART IN REGULAR CAMPS AND
WORKSHOPS AS WELL AS COMPETITIONS. DANCE EMPIRE AIM TO KEEP COST AS MINIMAL AS
POSSIBLE TO ENSURE ALL CHILDREN CAN ACCESS THE ARTS. DANCE EMPIRE ARE PASSIONATE ABOUT
SUPPORTING INDIVIDUALS THAT MAY FACE BOUNDARIES AND THEREFOR WORK CLOSLY WITH LOCAL
CHARITIES SUCH AS EYST, YOUNG CARERS AND ACTIVE WREXHAM AS WELL AS SCHOOLS IN THE AREA
TO OFFER DANCE TO ALL. WE ARE CURRENTLY ASSISTING ONE GROUP WITH A PERFORMANCE FOR
THE LLANGOLLEN EISTEDDFOD. DANCE EMPIRE MEET 5 DAYS A WEEK WITH CLASSES ALL HELD IN THE
ACTON AND LITTLE ACTON AREA. WE TEACH CHILDREN FROM AGE 2-17. WE HAVE BEEN
ESTABLISHED SINCE SEPTEMBER 2024.

4. CAN ANYONE JOIN? YES WHO CAN BENEFIT? Children and young people

**5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR
BENEFIT FROM YOUR ORGANISATION?** 38...

6. IS YOUR ORGANISATION A REGISTERED CHARITY? /NO
IF YES PLEASE GIVE THE REGISTERED CHARITY No:

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?

.....

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? 1

**B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND, IF APPROPRIATE
THE NECESSARY SECURITY CHECKS?** ...yes

9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICAL BODY? NO

IF YES, PLEASE STATE SUPERVISING BODY:

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM:DANCE EMPIRE.....

10. PLEASE **SUPPLY COPIES** OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **YES/NO**]
(e.g.: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)

11. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?

A. PETTY CASH AND CURRENT ACCOUNTS: [...£250]

B. DEPOSIT ACCOUNTS:

C. OTHER INVESTMENTS: _____

12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? ...currently in first year of trading

Or LOSS LAST YEAR? _____

13. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-

A. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): **TIER 1: £200-£500**

B. WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON? **YES/NO**

14. IF YOUR APPLICATION IS SUCCESSFUL, PLEASE STATE BELOW THE **PAYEE NAME** FOR THE CHEQUE:
DANCE EMPIRE

15. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:

[illegible]

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: SOPHIE STEWART DATE: 10/05:/2025

POSITION IN ORGANISATION: CO-OWNER

CONTACT TELEPHONE NUMBER: 07933831859

Please return this application form with supporting accounts to:

The Clerk to Acton Community Council, c/o Little Acton Community Centre, The Green, Wrexham, LL12 8BH
(or email: clerk@actoncommunitycouncil.gov.uk)

**APPLICATION FOR FINANCIAL ASSISTANCE TO ACTON COMMUNITY COUNCIL
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)**

NAME OF ORGANISATION: Wxm Dragons Netball Club

1. NAME AND ADDRESS FOR CORRESPONDENCE:

Rhian Penk 2 Chatsworth Drive, Wrexham, LL11 4XD

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

To help with training costs for our netball club

3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET? HOW LONG HAVE YOU BEEN ESTABLISHED?

Our aim is to empower women to get back into playing netball, no matter if it's been a few years or even decades since they last played. We offer a friendly, supportive environment where people can come build their confidence, learn new skills, have fun and make new friends. We welcome ladies of all abilities and fitness levels and our clubs age range is from 14 to 74, we want our club to be inclusive to all. We currently train in Rhosnesni High School once a week (every Monday night) and have not long celebrated our 1 year anniversary.

4. CAN ANYONE JOIN? YES WHO CAN BENEFIT? Anyone over the age of 14

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? 10 of our members are residents in the area.

6. IS YOUR ORGANISATION A REGISTERED CHARITY? NO
IF YES, PLEASE GIVE THE REGISTERED CHARITY No:

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?
No
.....

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? 0 - **Coaches are voluntary**

B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND IF APPROPRIATE, THE NECESSARY SECURITY CHECKS? **YES**

9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? **YES**

IF YES, PLEASE STATE SUPERVISING BODY: **Wales Netball**

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM: Wrexham Dragons Netball Club

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **N/A**]
(e.g: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET)

11. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?

A. PETTY CASH AND CURRENT ACCOUNTS: £200 (venue hire £202.50 per month)

B. DEPOSIT ACCOUNTS: 0

C. OTHER INVESTMENTS: 0

12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? N/A

OR LOSS LAST YEAR?

.....N/A.....

13. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-

A. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): **TIER 1: £200-£500**

B. WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON? **YES**

14. IF YOUR APPLICATION IS SUCCESSFUL PLEASE STATE BELOW THE PAYEE NAME FOR THE CHEQUE:
Wrexham Dragons Netball Club

15. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:

We would like to use any funding we may receive to upskill our volunteer coaches by sending them on umpiring and coaching courses through Wales Netball. Our club has grown substantially since we formed a year ago, we have gone from having only 7 members to now having over 40 and we only have 1 qualified coach. The cost of umpiring and coaching courses through Wales Netball ranges from £75 to £180 per person. We have increased our training times from an hour to 1.5 hours and now have 2 teams entered into a netball league in Wrexham so unfortunately finding the money for courses is currently out of our remit. We received a very kind donation from yourselves last year which was able to go towards buying extra bibs, equipment for training and also helped us fund the cost of our training venue for some time. We really can't thank you enough for such a kind gesture!

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: R Penk

DATE: 05/06/2024

POSITION IN ORGANISATION: Chairperson & Coach

CONTACT TELEPHONE NUMBER: 07783096488

Please return this application form with supporting accounts to:

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

**APPLICATION FOR FINANCIAL ASSISTANCE TO ACTON COMMUNITY COUNCIL
(MADE UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED)**

NAME OF ORGANISATION: St Giles Flowerfest 25

1. NAME AND ADDRESS FOR CORRESPONDENCE:

Ruth Jones, 1 Glanaber Close, Rhosrobin, Wrexham. LL11 4PQ

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

UPKEEP OF HISTORICAL BUILDING AND MAINTAIN ITS PRESENTS AS A MISSION HUB FOR THE RESIDENCE OF WREXHAM

3. TELL US ABOUT YOUR ORGANISATION. WHAT DOES IT DO? WHO DOES IT HELP IN THE ACTON COMMUNITY COUNCIL AREA? WHERE ARE YOU BASED? WHEN AND HOW OFTEN DO YOU MEET? HOW LONG HAVE YOU BEEN ESTABLISHED?

WE ARE ANGLICAN CHURCH IN WREXHAM AND SURROUNDING AREA, SUPPORTING ANYONE AND EVERYONE AS A HUB WITHIN THE COMMUNITY

WE ARE BASED WITHIN SEVEN LOCATIONS THROUGHOUT THE COUNTY BOROUGH AND WE MEET EVERY DAY AND HAVE BEEN ESTABLISHED SINCE 1535

4. CAN ANYONE JOIN? YES WHO CAN BENEFIT? EVERYONE.....

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? EVERYONE IS WELCOME

6. IS YOUR ORGANISATION A REGISTERED CHARITY? YES
IF YES PLEASE GIVE THE REGISTERED CHARITY No: 1199546.....

7. IS YOUR ORGANISATION PART OF A LARGER ORGANISATION AND IF SO WHICH ONE?

ST ASAPH DIOCESE.....

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY? NONE.....

a. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND, IF APPROPRIATE THE NECESSARY SECURITY CHECKS? N/a.....

9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? YES

IF YES, PLEASE STATE SUPERVISING BODY: CHURCH OF WALES.....

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM: St Giles Flowerfest 25...

10. PLEASE **SUPPLY COPIES** OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED? **YES PLEASE FOLLOW LINK PROVIDED**]

(e.g.: AUDITED PROFIT AND LOSS ACCOUNT AND BALANCE SHEET) <https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5190101>

11. TELL US ABOUT YOUR FINANCIAL HOLDINGS. HOW MUCH MONEY DOES YOUR ORGANISATION HAVE?

a. PETTY CASH AND CURRENT ACCOUNTS: N/A.....

b. DEPOSIT ACCOUNTS: N/A [.....]

c. OTHER INVESTMENTS: [PLEASE FOLLOW LINK ABOVE.....]

12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? [Pls follow link above.....]

Or LOSS LAST YEAR? [.....]

13. IF THE COMMUNITY COUNCIL WERE TO AGREE TO AWARD YOUR ORGANISATION FINANCIAL ASSISTANCE:-

C. WHAT TIER OF GRANT ARE YOU SEEKING? (PLEASE READ ACCOMPANYING GUIDELINES AND THEN DELETE AS NECESSARY): **TIER 1: £200-£500 / TIER 3: £25-£50.** I HAVE SELECTED TIER1&2 AS I BELIEVE WE ENCOMPASS BOTH CATEGORIES

D. WOULD YOU BE PREPARED TO GIVE A REPORT TO THE COUNCIL ON HOW THE GRANT WAS SPENT AND WHAT BENEFIT THERE WAS TO THE COMMUNITY OF ACTON? **YES**

14. IF YOUR APPLICATION IS SUCCESSFUL, PLEASE STATE BELOW THE **PAYEE NAME** FOR THE CHEQUE:
[ALL PAYMENT TO WREXHAM MISSION AREA ACCOUNT
ACCOUNT NUMBER: 52377659
SORT CODE: 40-47-26
REFERENCE: FLOWERFEST25]

15. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR APPLICATION:
[WE ARE NOW A MISSION HUB INCORPORATING MUSICAL EXCELLENCE FOR ALL WHO RESIDE IN WREXHAM TO ACCESS.]

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: [RUTH JONES] DATE: 10.6.25 [.....]

POSITION IN ORGANISATION: [ST. GILES FLOWER TEAM/COMMITTEE MEMBER OF FLOWERFEST25]

CONTACT TELEPHONE NUMBER: [07598282888]

Please return this application form with supporting accounts to:

The Clerk to Acton Community Council, c/o Little Acton Community Centre, The Green, Wrexham, LL12 8BH
(or email: clerk@actoncommunitycouncil.gov.uk)

ACTON COMMUNITY COUNCIL

Consultation and Correspondence Report of the Clerk to the Council

AGENDA ITEM 12**18 June 2025**

Organisation	Details	Notes
CONSULTATIONS		
Office of the Police & Crime Commissioner North Wales	Independent Review of CCTV in North Wales – Terms of Reference : Letter dated 4 June 2025 giving advance notice of this Review to take place shortly and inviting the Council to engage and support this review	
CORRESPONDENCE		
1. One Voice Wales	1. Training dates May – June 2025: email dated 22 May 2025 with details of the latest training dates. 2. Letter from North Wales Police and Crime Commissioner, Andy Dunbobbin: email dated 4 June 2025 with details of an independent review of how CCTV is used to combat crime between North Wales Police and the six Local Authorities. 3. Cost of Living Crisis Project – Information and Resources: email dated 5 June 2025 with the latest newsletter from the team. 4. E-bulletin Issue 4: email dated 6 June with the latest E-bulletin. 5. Training dates June – September 2025: email dated 10 June 2025 with details of the latest training dates.	
2. Play Wales	1. Play policy, research and practice: Getting it right for children: email dated 27 May 2025 with an invitation to join the Play Wales National Conference on 16 October 2025 in Cardiff. 2. Play Wales Publications 2025: email dated 3 June 2025 with details of play publications. 3. Happy International Day of Play: email dated 11 June 2025 celebrating the International Day of Play.	
3. Audit Wales	Audit Wales – May Newsletter: email dated 29 May 2025 with the latest news from Audit Wales.	
4. AVOW	Members Mailout May 2025: email dated 29 May 2025 with the latest e-bulletin from AVOW.	
5. Planning Aid Wales	1. Latest news from Planning Aid Wales: email dated 30 May 2025 with the latest news and training events from Planning Aid Wales. 2. Latest news from Planning Aid Wales: email dated 9 June 2025 with the latest news and training events from Planning Aid Wales.	
6. Wrexham CBC	Mayor's Civic Visit to St Giles Church – Sunday 6 July 2025: email dated 5 June 2025 with an invitation for 2 Community Council representatives to attend this event. Response to be sent by Friday 27 June 2025.	

P/2025/0427: OUTLINE APPLICATION FOR ERECTION OF UP TO 900 DWELLINGS (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE RESERVED) ON LAND AT ERLAS PARK, CEFN ROAD, WREXHAM LL13 9TT

This application and all of the accompanying documents can be viewed on the Wrexham CBC Planning portal via its website. To assist Members, the Clerk has recirculated the May 2024 pre-planning response in advance of the meeting.

Members are **REQUESTED to consider this application and provide the Clerk with any comments or objections they wish to be submitted on behalf of the Council**