

11 June 2026

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 17 JUNE 2026** 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 17 June 2026](#) or use the Meeting ID: 884 6777 4031 and Passcode: 344269. 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 20 May 2026 (Copy attached)

5. INFORMATION FROM THE MINUTES:

6. WREXHAM FOODBANK: To receive a presentation from Suzanne Nantcurvis, Chair of Trustees who has been invited to attend the meeting

7. ANNUAL ACCOUNTS 2025/26: To consider the following matters:

- 1.** To consider and approve the attached Supporting statements and Annual Risk assessment for 2026
- 2.** To receive details of the attached Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2026;
- 3.** To give approval for the Chairman to sign the Annual Return on the Council's behalf before 30 June 2026 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 **14 September 2026** and endorse the action taken by the Clerk in accordance with the Accounts And Audit (Wales) Regulations 2014.

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

8. FINANCE COMMITTEE- TERMS OF REFERENCE: Clerk to the Council to report

9. PROCEDURAL MATTERS

- 1. COMMUNITY COUNCIL CASUAL VACANCY – ACTON PARK 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 2026.
- 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. .(to follow)
- 4. SCHOOL GOVERNOR VACANCIES:** Clerk to update on information received from Clerks to the Governing Bodies.

10. 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)

11. PUBLIC ENGAGEMENT & UPDATE ON FINALISING ANNUAL REPORT: Councillor S Edwards and the Clerk to provide an update.

12. FINANCIAL ASSISTANCE: To consider whether the Council wishes to make any grants under Section 137 of the Local Government Act 1972. Details Attached.

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

14. PAYMENT OF ACCOUNTS: To note details of any payments received and authorise any outstanding debtor or other payments by either cheque or electronic means and the Clerk to inform members of any delegated decisions made in consultation with the Chair .

15. 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/2026/0318: Advertisement consent for 1 Fascia Sign (Illuminated) at Jaeger House, 141 Holt Road, Wrexham LL13 9DY	
2. P/2026/0304: Single storey side extension at 15 Philips Close, Wrexham LL12 7RW	
3. P/2026/0261: Works to trees protected by Tree Preservation Order WMBC 77 at 90 Dean Road, Wrexham LL13 9EL.	

**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 Staus 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*

16. EXCLUSION OF THE PRESS AND PUBLIC: It is recommended that the press and public be excluded from the Meeting during consideration of the following items of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

17. STAFFING COMMITTEE MINUTES: To receive the Confidential Minutes and recommendations of the Staffing Committee meeting held on 10 June 2026 (Copy to follow)

18. PROPOSED PUMP TRACK PROJECT: Further to Minute 17 May 2026, to receive an update on options and costings received following a Site Visit on 3 June 2026 and the Council is requested to give instructions on whether it wishes to proceed

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 20 May 2026 remotely via Zoom and at Little Acton Community Centre, The Green, Little Acton, Wrexham.

Present:

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

* Absent

Also Present:

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

(Councillor K Roberts in the Chair)

1. APPOINTMENT OF CHAIR

RESOLVED – That Councillor K Roberts be appointed Chair of the Council for the 2026/27 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 Councillor T Coxon, Ms H Hewitt and Ms D Wallice.

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. 3(e).

5. DECLARATION OF INTERESTS

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 20 April 2026 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 20 April 2026 be received and confirmed as a correct record.

2) The Minutes and recommendations of the Youth Committee meeting held on 13 May 2026 were received.

RESOLVED – that

- i. the Minutes of the hybrid Youth Committee held on 13 May 2026 be received and noted.**
- ii. The Youth Grants made under the Committee's Delegated be noted.**
- iii. The recommendation of the hybrid Youth Committee Meeting held on 13 May 2026 be received and endorsed as follows:**
That in view of the success and increasing interest and number of applications being received for Youth Committee Grants, the Council makes an increased provision in the 2027/2028 budget and increase the Committee's budget from £5,000 to £10,000 for the next Financial Year.

7. INFORMATION FROM 20 APRIL 2026

- 1) MINUTE 153.4 DEFIBRILLATORS:** The Administration Assistant provided an update to Members on the installation of new defibrillators in the following locations:
 - Wrexham Boxing Club building on Nine Acre Field – The Boxing Club informed the Community Council that the lease on the building with Wrexham CBC had been signed. However, Paula Hayward at Wrexham CBC said this was not the case and it was still under negotiation.
 - Memorial Hall – The letter drafted to the Manager will be sent once a response is received from Paula Hayward to a request for permission to install the defibrillator on an external wall of the building.
 - Scout Hut, Dean Road – the Clerk and Administration Assistant are to meet with Sam Roberts, Group Lead Volunteer to identify a suitable location for the defibrillator.
 - Morrisons Daily, Dean Road – the letter to the Manager thanking him for his interest will be sent once the defibrillator has been installed on the Scout Hut.
- 2) MINUTE 153.5 NEW ACTON PLAY AREA:** The Clerk and Chair had met with the Procurement Team at Wrexham CBC to evaluate the Tenders for the new Play Area. Following this the procurement exercise was now in a 'cooling off' period until 2 June 2026.
- 3) MINUTE 153.5 ii) REPLACEMENT LADYBIRD SPRING AT ACTON PLAY AREA:** The Clerk confirmed that using her delegated powers in consultation with the Chair, the order had been placed for the replacement piece of equipment.
- 4) MINUTE 154 ACTON COMMUNITY RESOURCE CENTRE:** The Clerk had received an email from Wrexham CBC confirming that user groups could continue to use the Resource Centre until 31 August 2026. Councillor Jarvis informed Members that, following a Safeguarding Scrutiny Committee meeting, the process to re-purpose the Resource Centre has been paused. This is to allow all user groups to be consulted.
- 5) MINUTE 155.4 PRIDE IN PLACE IMPACT FUNDING:** The Clerk had been contacted by the Pride in Place Impact Fund Team confirming the Acton Community Council's funding and seeking additional information. The Clerk had provided a copy of the earmarked reserves, confirming the earmarked fund and would give the detailed procurement information once the new Play Park contract has been let.
- 6) MINUTE 157.i) RIALTAS ROOM BOOKING AND INVOICING SOFTWARE:** The Clerk confirmed that an order had been placed for the Room Booking and Invoicing Software.

8. PROCEDURAL MATTERS

- 1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCIES – ACTON PARK WARD:**
 - i) Vacancy following the resignation of Councillor Philip Lloyd:** Notification has been received from the Returning Officer that no electors have come forward to request an election and this vacancy must now be filled by co-option.

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

ii) **Vacancy created by the Resignation of Councillor Becca Martin:** Following the Senedd Elections on 7 May 2026, and her election as a Member of the Senedd, Councillor Martin had submitted her resignation in writing to the Chair on 9 May 2026; creating a further casual Councillor vacancy for the Acton Park Ward.

RESOLVED –that the Clerk now take the necessary steps to advertise and fill this Casual Vacancy for the Acton Park Ward by either Election or Co-option and be authorised to issue the relevant Public Notice.

2. ANNUAL ACCOUNTS 2025/26: The Accounts including accruals and creditors payments to 31 March 2026 (Q4 end) were presented together with progress against the Budget to the year end for consideration by the Community Council. Members noted that the Accounts and supporting papers for the year ended 31 March 2026 had been submitted to the Council’s Internal Auditor on 7 May 2026. Audit Wales, the External Auditor, had given notice that they will undertake a basic audit for 2025/26 and all relevant documents must be submitted by no later than 7 July 2026.

RESOLVED - that the Quarter 4 and 2025/26 year end bank reconciliation and accounts together with progress against the budget and the Audit arrangements for the year ending 31 March 2026 be received and the Annual Accounts for the year ended 31 March 2026 be approved.

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

3. REVIEW OF DELEGATION ARRANGEMENTS: 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 confirmed as reviewed and adopted by the Community Council.

4. APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS: The Council received and considered the appointment of its Committees and Task and Finish Groups. The 2025/26 memberships and current terms of reference were noted.

RESOLVED - that for the 2026/27 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

RESOLVED – not to re-appoint this Committee and all Planning Applications and Matters will be dealt with at the full Council Meeting.

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 Carl Downes (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 Morgan Peters.

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 Borrás 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. 4

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, and Anne Evans. 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 Morgan Peters. 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.

7. FINANCE COMMITTEE

Members discussed the formation of a Finance Committee.

RESOLVED – that

- i. the Membership shall comprise of the Chair and Vice Chair of the Council, Councillors Kevin Roberts (ex officio) and Ralph Hardy (both ex officio) together with Councillors Carl Downes, Salli Edwards, Andy Gallanders, Corin Jarvis and Morgan Peters.*
- ii. the Committee meet every quarter on the second Wednesday of the month, dates to be determined.*
- iii. the Clerk proceed to draw up a Terms of Reference.*
- iv. All Members of the Committee complete the One Voice Wales Finance Training Modules.*
- v. A Chair and Vice Chair be appointed at the first meeting.*

5. STANDING ORDER NO.5 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 2025. 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, subject to noting that a review of the Council's Financial Regulations will be considered at a subsequent meeting.

6. 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 2021 Act: 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.

A. **REVIEW AND ADOPTION OF THE COUNCIL'S ANNUAL REPORT:** The Annual Report for 2026/27 is still being prepared and will be circulated separately to Members and once approved should be published on the Council's website. Councillor S Edwards obtained clarification on the key priorities and objectives for inclusion in the Report.

RESOLVED - That the present position be noted.

B. **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.

7. **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 as both Management Committees are now defunct, these arrangements for obtaining representatives no longer apply.

8. **COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES:** The Council reviewed the Schedule of Community School Governor Representatives and their Terms of Office and noted that the Clerk is awaiting confirmation and clarification on issues raised at the April 2026 Council meeting.

RESOLVED – Subject to receipt of the above information to review its representatives and note the terms of office to end during the 2026/27 Municipal Year.

9. **REVIEW OF INVENTORY OF LAND AND OTHER ASSETS:** A copy of the Asset Register to 31 March 2026 was circulated with the Agenda.

RESOLVED – the Inventory of Land and other Assets including Building and Office Equipment to 31 March 2026 be received and noted.

10. **INSURANCE PROVIDER AND COVER FROM 1 JUNE 2026:** The Clerk reported that the renewal quotation to provide cover from 1 June 2026 had now been received and has been updated to reflect the information contained in the Asset Register circulated with the Agenda. The Clerk is preparing updated insurance requirements to reflect the values in the Asset Register and the new insurance implications and requirements for Little Acton Community Centre following signing a 25 year lease on 3 November 2025.

RESOLVED – that, subject to adequate cover being provided as outlined above and the amended renewal fee being reasonable, the Clerk in consultation with the Chair of the Council, authorise the payment of the renewal fee to ensure insurance cover is continuous.

11. **REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS:** It was noted that provision has been made in the 2026/27 budget for the Council's existing subscriptions to One Voice Wales, SLCC and AVOW.

RESOLVED – that the Clerk be authorised in accordance with to Standing Orders and Financial Regulations to arrange to pay the subscription fees as they become due throughout 2026/27 as long as they don't exceed the budget provision.

12. **REVIEW OF COUNCIL'S 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:

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

ADOPTED APRIL 2021

15. *Disciplinary and Grievance Arrangements*
16. *Disciplinary Policy*
17. *Local Resolution Protocol for Community and Town Councils- Complaints Procedure*

ADOPTED MARCH 2023

18. *Annual Leave Policy*
19. *Anti-bullying and Harassment Policy*
20. *Data Protection Policy*
21. *Equality Diversity Policy*
22. *Flexible Working Policy*
23. *Lone Working Policy*
24. *Maternity Leave and Pay Policy*
25. *Paternity Leave and Pay Policy*
26. *Performance Improvement Policy and Procedure*
27. *Sickness Absence Policy*
28. *Whistleblowing Policy*

ADOPTED JULY 2023

29. *Adoption and Paternity Policy*
30. *Alcohol, Drugs and Substance Misuse Policy*
31. *Appraisal Scheme & Performance review Policy*
32. *Health and Safety at Work Policy*
33. *Recruitment and selection Policy*
34. *Shared Parental Leave Policy*
35. *Stress Management Policy*
36. *Time off in Lieu Policy.*

ADDITIONAL POLICY ADOPTED IN MAY 2024

37. *Reserves Policy*

13. REVIEW OF THE COUNCIL'S EXPENDITURE UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972: An analysis of the expenditure incurred by the Council during 2025/26 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 £33,634.96 will be included on the relevant additional disclosure section of the Council's Annual Return for 2025/26.

14. MEMBERS ATTENDANCE AT MEETINGS DURING 2025/2026

RESOLVED – that the Schedule at Appendix 8 detailing the record of Members' attendance at Council meetings during the 2025/26 Municipal year be received and noted.

15. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2026 AND ARRANGEMENTS FOR 2026/27: 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 2025/26 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 2026 and the schedule as set out in Appendix 9 to the Report be confirmed as being a summary of the position for each of the Members of the Acton Community Council during 2025/26 and the Schedule should be published on the Council's website and a copy be provided to the Democracy and Boundary Commission Cymru, before 30 September 2026 or whenever subsequently set out by the Commission.

16. MEMBERS REMUNERATION – SENIOR ROLE PAYMENTS FOR 2026/27: Members considered the addition of one further optional Senior Role Payment of £500 for the Vice Chair of the Council during 2026/27.

(Councillor Hardy declared a personal and prejudicial interest in this matter and left the meeting during the discussion).

RESOLVED – that

- i. a senior role payment of £500 be paid to Councillor Hardy, as Vice Chair of the Community Council for the 2026/27 financial year.**
- ii. The Clerk provide the necessary forms for completion by the Chair and Vice Chair and to arrange payment of the two senior member allowances for 2026/27.**

17. DATE, 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 2026/27 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, Youth Committee and Finance 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 – the Meeting Schedule for the 2026/27 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, the Youth Committee will generally meet on the second Wednesday of each quarter (apart from July 2025) and the Finance Committee will meet on the second Wednesday of each quarter as set out in the schedule.

18. FINANCIAL REGULATIONS, BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS:

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.

A. REGULATION 5 – COUNCIL’S BANKING MANDATE

- 1. HSBC BANK:** It was noted that the current signatories are Councillors William Baldwin, Ralph Hardy, Phil Lloyd and Kevin Roberts. As Councillor Phillip Lloyd had resigned at the April 2026 meeting and Councillor William Baldwin now stood down as a signatory, the Mandate should now be refreshed.

RESOLVED – that the Clerk to the Council now makes the necessary arrangements for the Mandate to be refreshed with the following four signatories: Mr C Downes, Mr R Hardy, Mr M Peters, Mr K Roberts.

- 2. UNITY TRUST BANK:** It was noted that the current signatories are Councillors William Baldwin, Trevor Coxon, Andy Gallanders, Ralph Hardy, Phil Lloyd and Kevin Roberts. As Councillor Phillip Lloyd had resigned at the April 2026 meeting and Councillor William Baldwin now stood down as a signatory, the Mandate should now be refreshed.

RESOLVED – that the Clerk to the Council now makes the necessary arrangements for the Mandate to be refreshed with the following six Councillor signatories: Mr T Coxon, Mr C Downes, Mr A Gallanders, Mr R Hardy, Mr M Peters, Mr K Roberts.

- B. THE CLERK/RFO’S DELEGATED AUTHORITY TO AUTHORISE THE PAYMENT OF ITEMS:** Members reviewed the Clerk/RFO’s delegated authority under Financial Regulations and the authorization of the payment of the following items:

FINANCIAL REGULATION

- 5.6 (to include consent for Contractual Payments).
- 6.7 (direct debit payment for Utility supplies, National Non-Domestic Rates),
- 6.8 (payment of Salaries) and
- 6.9 & 6.10 approval for use of BACS, CHAPS and internet banking transfers (renewable every two years)

RESOLVED – that in accordance with the Council’s Standing Orders and Financial Regulations, the Council having reviewed the content of the above Financial Regulations, gives its consent and approval for the Clerk to make prompt payments where there is a contractual commitment and report such payments to the next meeting of the Council.

9. SERVICE LEVEL AGREEMENT REPORTING:

- 1. WREXHAM AND DISTRICT CITIZENS ADVICE BUREAUX:** Members considered and discussed the Q4 2025/26 SLA report that had been received and circulated and welcomed the detailed financial benefits stated in the report and the inclusion of a case study. The Clerk had been informed by Ms Moreton that due to the potential re-purposing of Acton Community Resource Centre, the CAB were looking for an alternative location.

RESOLVED – To receive and note the Q4 SLA Report on the Acton Outreach Service provided at the Acton Community Resource Centre.

- 2. COMMUNITY AGENT:** The Council received the Community Agent’s report highlighting April 2026 outcomes.

RESOLVED – that the report be received and noted.

PRESS AND PUBLIC

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

The Clerk shared a letter she had received from the Rainbow Foundation regarding the termination of the Community Agent funding in Wrexham. This meant that the current Acton Community Agent role would cease in July 2026. The Clerk had obtained approximate costs for funding the Community Agent role from Rainbow Foundation, if the Community Council were minded to do so. Members considered possible solutions.

RESOLVED – that the future of the Community Agent role in Acton be added as an item to the Staffing Committee Meeting Agenda, due to take place on 10 June 2026.

PRESS AND PUBLIC

RESOLVED - That the Press and Public be readmitted for the remainder of the meeting.

10. KEY ACTON ISSUES

THE GROVES SCHOOL: Councillor Jarvis informed Members that Coleg Cambria were negotiating to take over the site and had the necessary funding to make improvements. The Clerk requested that the Community Council be included in the information sharing. The present position be noted.

11. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

- 1. EVENTS AT ACTON PARK:**
- 2. PROGRESSION OF ANNUAL PRIORITIES:**
- 3. PREPARATION 2026 ANNUAL REPORT (Minute 141.iii) March 2026 refers)**

RESOLVED – that discussion of these items had taken place during the meeting under other Agenda Items.

12. REPORT FROM CLERK

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

Organisation	Details
1. One Voice Wales	1. Senedd Legacy Report: email dated 20 April 2026 requesting Clerks to circulate the Senedd Legacy Report. 2. Finance and Governance Self-Assessment Toolkit: email dated 20 April 2026. Audit Wales have requested that this Toolkit be circulated to all Clerks. 3. One Voice Wales E-bulletin Issue 22: email dated 17 April 2026 containing their latest e-bulletin. 4. Cost of Living Crisis Project – Information and Resources: email dated 16 April 2026 containing their latest information. 5. Launch of the One Voice Wales Civility and Respect Pledge: email dated 14 April 2026 containing information, encouraging all Councils to complete and sign the Pledge and send a copy of the signed version for OVW to retain a central register of those councils who have made this important commitment. 6. National Conference and Awards Ceremony 2026: email dated 10 April 2026 inviting Members and Clerks to this event on the 1 July 2026. Anyone wishing to attend should notify the Clerk.

	<p>7. Cost of Living Crisis Project – Our Upcoming Online Events: email dated 22 April 2026 with details of their latest online events.</p> <p>8. Minutes of the Area Committee: email dated 24 April 2026 with the Minutes of the Wrexham and Flintshire Area Committee meeting.</p> <p>9. Register Now – Upcoming Online Events Cost of Living Crisis Team: email dated 30 April 2026 with details of their latest online events.</p> <p>10. The Voice – Issue 2: email dated 29 April with the second edition of this newsletter.</p> <p>11. One Voice Wales E-bulletin Issue 23: email dated 1 May 2026 containing their latest e-bulletin.</p> <p>12. Reminder Training Dates – May – June 2026: email dated 6 May 2026 with details of the training being run by One Voice Wales.</p> <p>13. Webinar – Biodiversity Team: email dated 8 May 2026 with details of 5 Biodiversity Webinars running in June 2026.</p> <p>14. Cost of Living Crisis Project – Information and Resources: email dated 11 May 2026 with their latest newsletter.</p> <p>15. Upcoming Digital Skills Training from CloudyIT: email dated 8 May 2026 with details of their digital training courses.</p> <p>16. One Voice Wales Funding Newsletter May 2026: email dated 8 May 2026 with their with their newsletter. <i>Above information noted</i></p>
2. Play Wales	April 2026 e-bulletin: email dated 16 April 2026 containing their latest e-bulletin. <i>Information noted</i>
3. Llais	IMPACT – Llais Monthly Newsletter: email dated 27 April 2026 containing their latest newsletter for April 2026. <i>Information noted</i>
4. Wales Council for Voluntary Action	Landfill Disposals Tax Communities Scheme: Email dated 27 April 2026 with details of this scheme, now open for applications. <i>Information noted</i>
5. AVOW	Members Mailout April 2026: email dated 30 April 2026 with the latest newsletter from AVOW. <i>Information noted</i>
6. Wrexham CBC	Wrexham Town and Community Council Forum 30 April 2026: email dated 30 April 2026 with a presentation from this meeting. <i>Information noted</i>
7. Play Wales	New issue of Play for Wales: email dated 5 May 2026 containing their latest newsletter. <i>Information noted</i>

13. PAYMENT OF ACCOUNTS

The Clerk reported on payments and bank charges made since 20 April 2026, and requested payment authorisation for outstanding debtor or other cheque, BACS, bills and debit card payments, as set out in the schedule below:

RESOLVED –

- i) to approve the making of payments for May 2026 as set out in the schedule below as reported to the meeting;**
- ii) To note the receipt of a VAT refund of £6,525.19 for 2025/26.**

U10.B6.5.26 Carole Roberts	Salary and office expenses for May 2026 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)
U11.B7.5.26 Michelle Williams	Salary for May 2026 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)

U12.B 8.5.26 Clwyd Pension Fund	Pension payments for May 2026 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
U13.B 9.5.26 HMRC	Payroll payments for May 2026 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
U14.B10.5.26 Wrexham County Borough Council	Creditor 25/6 outstanding: Repainting perimeter Fence Aran Road Play area S19 Local Government (Miscellaneous Provisions)Act 1976	£4,680.00 (Vat=£780.00)
U15 B 11.5.226 Rialtas Business Solutions Ltd	Year End 2026 Close Down of Accounts Alpha I&E S112 Local Government Act 1972 (as amended)	£1,176.00 (VAT=£196.00)
U16.B12.5.26 Viking Office Ltd	Cleaning Equipment for Little Acton Community Centre Section 112 Local Government Act 1972 (as amended)	£210.80 (Vat= £35.14)
U17 B13.5.26 Vision ICT Ltd	SSL Certificate for Council's Website to June 2027 Local Government Democracy Wales Act 2013	£60.00 (VAT=£10.00)
U18.DD.4.5.26 BT com	Internet/Phone Provision Little Acton Community Centre to 31/5/26 S112 Local Government Act 1972 (as amended)	£93.54 (Vat= £15.59)
U19 DC2.5.26 Tesco Stores Ltd	Phone Top Up/ Stationery S112 Local Government Act 1972 (as amended)	£26.65 (VAT= £1.94)
U20.B:14.5.26 Viking Office Ltd	Cleaning Equipment for Little Acton Community Centre/ Printer Ink Section 112 Local Government Act 1972 (as amended)	£236.93 (Vat= £39.50)
U21.B : 15.5.26 K2 Explorer Scout Group	Youth Committee Grant S19 Local Government (Miscellaneous Provisions)Act 1976	£750.00 (VAT=£0.00)
U22.B: 16.5.26 1st Acton Rainbows	Youth Committee Grant S19 Local Government (Miscellaneous Provisions)Act 1976	£750.00 (VAT=£0.00)
U23.B: 17.5.26 Borras Park Rangers FC U12	Youth Committee Grant S19 Local Government (Miscellaneous Provisions)Act 1976	£500.00 (VAT=£0.00)
U24.B: 18.5.26 Wrexham Amateur Boxing Club	Youth Committee Grant S19 Local Government (Miscellaneous Provisions)Act 1976	£900.00 (VAT=£0.00)
H25.DD.4.5.26 British Gas	LACC Off Peak Electricity supply costs 8/4/26 - 7/5/26 S112 Local Government Act 1972 (as amended)	£206.97 (VAT= £34.49)
H26.DD.6.5.26 British Gas	LACC Electricity supply costs 01/04/26 -07/05/26 E S112 Local Government Act 1972 (as amended)	£227.18 (VAT= £37.86)
U27. B 19.5.26 ICO	Annual Data {Protection Fee Data Protection Act 2018	£52.00 (VAT=£0.00)
H28.B20.5.26 Wrexham County Borough Council	NNDR Little Acton Community Centre 25/4/26+10/5/26 S112 Local Government Act 1972 (as amended)	£317.30 (VAT=£0.00)
U29 B21.5.26 JDH Business Services Ltd	Internal Audit Fees for 2025/26 Accounts and Audit Regulations	£630.00 (VAT=£105.00)
U30.B22.5.26 Zurich Insurance Company Ltd	Insurance Renewal from 1 June 2026 – YLL-2720431173 S112 Local Government Act 1972 (as amended)	£1,239.41 (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. ENQ/2026/0099: Permitted development works at the Telecommunicatins Base Station, Holt Road, Wrexham LL13 9DY	No observations
2. P/2026/0245: Single storey side and rear extension at 8 Conningsby Court, Wrexham LL13 9QW	No observations
3. P/2026/0236: Single storey rear extension and erection of replacement garage at 30 Richmond Road, Wrexham LL12 8AB	No observations
4. P/2026/0243: Single and two storey rear extensions, extension to existing single storey garage and new dormer to side of property at 34 Monmouth Road, Wrexham LL12 7TP	No observations
5. P/2026/0227: Erection of pergola incorporating PV Panels as a roof covering to rear at 30 Tapley Avenue, Wrexham LL12 7UY	No observations
6. P/2026/0265: Erection of replacement porch and single storey front extension at 21 Richmond Road, Wrexham LL12 8AA	No observations

15. EXCLUSION OF THE PRESS AND PUBLIC

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

16. LITTLE ACTON COMMUNITY CENTRE

The Clerk provided an update on the quotations received by 18 May 2026 from the invited Contractors for the schemes in respect of:

1. Replacement Windows/Doors at the Centre, and
2. Roofing Works for the Centre

Members noted that three Contractors had been invited to submit a quotation and only two responses had been received for each Scheme of Works. The Chair, the Clerk and a small group of Councillors had convened on Tuesday 19 May 2026 to look at the quotes and score and evaluate them. These evaluations and scoring matrix were shared all Members of the Council. Members discussed the quotes and the evaluations.

RESOLVED – that

- i) the works be awarded to the following contractors:**
 1. Paul Williams Windows – Replacement Windows/Doors
 2. D Ferrari Roofing Ltd – Roofing Works
- ii) The Clerk proceed to contact the successful Contractors and place orders.**
- iii) The Clerk write on behalf of the Community Council to the unsuccessful companies to inform them of the Council's decision.**

17. FRAMEWORK ABSENCE FOR PUMP TRACK PROJECTS

The Clerk had circulated an email from Carla Hinde, Wrexham CBC, prior to the meeting regarding the provision of a Pump Track in Acton Park. Wrexham CBC Officer, Nicky Ellis had identified an area of Acton Park which would be suitable for the installation of a Pump Track.

However, there isn't a recognised Procurement Framework for Pump Track Projects so quotes would need to be obtained separately. The cost for a reputable company to come out, survey the site, provide drawings and costings is £750.00. Members considered whether to proceed with supporting Wrexham CBC with a Pump Track for Acton Park.

RESOLVED – that

- i) The Clerk contact Clark & Kent Contractors to arrange a site visit with them, Wrexham CBC and the Chair to look at the potential location in Acton Park.***
- ii) The Clerk pay the costs of £750 for the site survey and drawings***
- iii) the most suitable surface for the Pump Track would be asphalt.***

Councillor Kevin Roberts Chair

Signed as a correct record this 17TH June 2026

Presiding Chair

INTRODUCTION

2025/26 REPORT: Each financial year the Council is required under the Accounts and Audit (Wales) Regulations 2014, issued under the Public Audit (Wales) Act 2004 to:

1. prepare accounting statements for the Annual Return;
2. prepare a supporting governance statement by completing the relevant sections of the Annual Return. This is an assessment by the Council that it has conducted its business in accordance with the law and proper standards; has safeguarded and properly accounted for public money; used its resources economically, efficiently and effectively. The governance statement should enable the Council to respond yes to any assertion on the Annual Return; and
3. enable interested parties and local electors to exercise their rights with regard to the annual accounts under the Public Audit (Wales) Act 2004.

The Council considered and approved a Statement of the Accounts for the year ended 31 March 2025 in April 2025 (Minute 161.8 refers) This information was included in the Annual Return which summarises the financial results of the Council. The Audit Manager for Audit Wales has concluded his basic Audit of the Council's Accounts for the year ended 31 March 2025 and has confirmed an unqualified opinion with no further matters he wishes to draw to the Council's attention. The final signed copy of the Audited accounts to 31 March 2025 has been published on the Council's website.

The Clerk to the Council submitted the annual accounts for the year ended 31 March 2026 to the Annual Council meeting on 20 May 2026 which were received and accepted

PURPOSE OF REPORT

To enable Members to consider the 2025/26 supporting statements and Annual Risk assessment that the Community Council is required to prepare in accordance with, and in the form specified in, any Annual Return required by proper practices in relation to accounts.

DECISIONS REQUIRED

- i) To consider, and if appropriate approve the Supporting Statement and the Annual Risk Assessment required under the Accounts and Audit (Wales) Regulations 2014 and proper practices as set out in Appendix 1 of the Report ;
- ii) That consideration of the report as contained in Appendix 2 be accepted as the formal Risk Assessments for 2025/26;
- iii) That in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes;
- iv) That the arrangements highlighted in Appendix 2 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls.
- v) To assert that the Community Council has awarded two contracts during 2025/26 and evidence required to support the Annual Governance Statement on part 2 of the Annual return for 2025/26 was provided to the Council's Internal Auditor.

INFORMATION

1. Small bodies such as this Community Council have a legal responsibility to put in place proper arrangements to ensure the proper conduct of their financial affairs, and to monitor the adequacy and effectiveness of those arrangements in practice.
2. The Community Council must ensure it has proper governance practices in that it must approve a budget prepared in accordance with the Local Government finance Act 1992. Following approval, the Council must ensure that the precept issued to the billing authority is for the net budget requirements determined as part of the budget approval. The Council must ensure that it monitors its financial position against the approved budget periodically through the financial year. Such consideration should not be less than quarterly.
3. The Community Council is responsible for putting in and ensuring there is a sound system of internal control. Members are jointly and individually responsible for putting proper governance arrangements in place to safeguard public funds. The internal controls provide assurance that the Council maintains proper accounting records and control systems and maintains an adequate system of internal audit of those accounting records and control systems. The Community Council meets its responsibilities by focusing on control areas that are relevant to it, for example:-
 - the adoption of up to date Standing orders and financial regulations, /procedures;
 - controls being in place for all cash and income received,
 - Expenditure control to ensure only necessary and authorised purchases are made and all payments are reported to a Council meeting;
 - Payroll control and to ensure the Council is not exposed to additional liabilities from breaches of statutory regulations
 - Safeguarding of Assets and Investments held by the Council from loss or damage and to ensure their proper use within the community and maintaining an Asset Register
 - Safeguarding of Investments and setting of an Investment Policy
 - Bank Accounts – controls to ensure that the amount of money held at any given time can be identified and is secure
4. The Council must ensure that it considers the statutory powers it relies on when making decisions. As a public body the Council is expected to conduct its activities lawfully. There are three aspects it needs to consider to ensure it acts in a lawful manner namely,
 - does the Council have the power to act?
 - Has the Council acted reasonably and
 - has the Council exercised its discretion to act fairly?

The 2019 Practitioners Guide states that all Councils are required to ensure they are aware of, and have regard to, the legal power they exercise when deciding on any action, including decisions to spend public money. Councils usually act within their powers (intra-vires) in day to day operations. However for new or innovative functions Councils need to ensure they have fully considered the statutory power that will allow them to undertake the function. Where there is uncertainty over the vires available or where the decision will result in significant sum of money being spent or where there is some controversy over the proposed activities Councils should seek legal advice before making decisions. The Council has not met all of the eligibility criteria and therefore has not resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021.
5. The Council meets some of its responsibilities by preparing, publishing, and providing the Auditor with the accounts prepared for the financial year, together with such additional information, Governance Statements and explanations as is necessary to provide sufficient evidence that it has maintained adequate systems of internal control and internal audit throughout the financial year.

6. The Council's appointed Internal Auditor, JDH Business Services, undertook the Internal Audit on 20 May 2026 and his report and recommendations were considered earlier in this (June 2026) Meeting of the Council. In accordance with the requirements of Regulation 15(1) of the Accounts and Audit (Wales) Regulations 2014 (as amended) the Clerk as the Responsible Financial Officer of the Council signed and dated the statement of accounts, and certified that it properly presented the Council's receipts and payments for the year. Additionally members approved the statement of the S137 amount at the May 2026 meeting. In accordance with the requirements of Regulation 15(2) of the Accounts and Audit (Wales) Regulations 2014 (as amended) and following the certification by the Responsible Financial Officer, the Council must **approve** the accounts and the Regulations require that this must be completed **by 30 June each year**. This requirement was met by 18 June 2026 for the 2025/26 accounts.
7. In respect of the Annual Accounts for 2025/26, the Auditor General for Wales has appointed 14 September 2026 as the date from which electors can exercise their rights under sections 30 and 31 of the Public Audit (Wales) Act 2004 to ask questions or make objections to the accounts to the Auditor General. The relevant Public Notices advertising Local Government Electors' right to inspect and ask the Auditor questions about the accounts have been and will be placed on public display within the relevant timeframes.
8. The Annual Return for 2025/26 and accompanying information will include explanations of significant variances on the Accounting statements, an Annual Governance statement with assertions for Part 1. In respect of Part 2 the Annual Governance Statement, the Community Council will provide the required information before 30 September 2026 together with more detailed explanations as requested by the External Auditor when undertaking his basic Audit.
9. The Annual Return for 2025/26 has been submitted for consideration, approval and certification by the Council at its 17 June 2026 meeting which is before the 30 June 2026 statutory deadline. The Council at its June 2026 meeting will also consider a copy of the Annual Internal Audit report.
9. The Summary of receipts and payments for the year ended 31 March 2026 was considered by the Council at its May 2026 meeting together with the detailed receipts and payments by Budget headings (Minute 8.2 refers) A copy of the Asset Register was submitted to the Internal Auditor. A copy of this document was considered by the Council at its May 2026 meeting for the year ended 31 March 2026. Attached at Appendix 1 is the supporting statement for the accounts for the year ended 31 March 2026 and the formal Risk Assessment for 2026 is attached at Appendix 2.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026
SUPPORTING STATEMENT

BORROWINGS

At the close of business on 31 March 2026 there were no outstanding loans

LEASES

At 31 March 2026 there were no leases in operation

GRANTS

The Council secured the following Grants during 2025/26:-

1. Low Carbon Communities Grant - £1,000 – full grant spent on Warm Spaces contribution to energy costs at Little Acton Community Centre and purchase of low energy light bulbs.
2. Play Development Team - £3,000 contribution to purchase of accessible equipment to replace older worn out equipment at Aran Road Wrexham

INTEREST ON INVESTMENTS

The Council approves its Annual Investment Strategy as part of its budget and Precept setting process in December or January each year taking account of the current economic situation and slight increase in interest rates. The last review was in December 2025

DEBTS OUTSTANDING

At 31 March 2026, an anticipated refund of £6,525.19 was due in respect of VAT paid during 2025/26 from HM Revenue and Customs. The claim for this refund was submitted once the final year end closure of the accounts was completed on 24 April 2026 and payment was received on 11 May 2026. This amount is shown as a debtor on the Annual return. The claim for 2024/25 for £3,600.03 was made and the payment received. This is shown in the accounting statements to 31 March 2026 as income. In respect of 2026/27 claims may be made once the minimum level for reclaiming VAT is reached or at the end of the financial year.

TENANCIES

At 31 March 2026, no tenancies have been entered into either as a tenant or a landlord

GENERAL ADMINISTRATION

The Council's salary costs (Clerk and Administrative Assistant), Local Government Pension Fund costs, office expenses and Real Time PAYE Payments (RTI) and returns to HMRC and Clwyd Pension Fund are administered through a three year Service Level to 31 March 2027 with Shropshire Council who undertakes a Payroll Bureau role on behalf of the Community Council.

The Service Level Agreement has an administration charge and also ensures the Council's payments through the Payroll system to meet HMRC requirements. In accordance with the provisions of Section 151 of the Local Government (Wales) Measure 2011, and the requirement of the Democracy and Boundary Commission Cymru (DBCC, the Council ensures it publishes by 30 September following the end of the year to which the payments relate, a return in respect of the remuneration received by its members and co-opted members.

The Community Council has a limited budget provision of £3,400 for Members Remuneration/ Expenses in accordance with some of the recommendations of the Democracy and Boundary Commission Cymru. In 2024/25 the sum paid was £1,612 in respect of £156 expenses and £52 towards the cost of office consumables. In 2025/26 it was £2,896.00 (net) to include one senior Role payment.

The Chair's Charity Account was replenished by £2,000 during 2025/26 .

PENSIONS

The Pensions Act 2011 and Workplace Pensions Regulations require that all eligible employees **must** be enrolled in a pension scheme by the Council's staging date which was 1 July 2016. This duty was met by joining the Clwyd Local Government Pension Scheme on 1 April 2016 and the Council has since met the re-registration requirement every three years.

The 2025 Actuaries Review of the Council's Pension Fund mitigated the Council's Pension liabilities from 2026/27 until the next three year review in 2028. The review in 2025 decreased the employers' contribution rate from 25.8% to 25.3% and no deficit recovery amounts were due as the Pension valuation balance sheet funding level is 101.9% and shows a surplus of £1,400.

LEGAL/TRANSLATION

The Council incurred a spend of £1,365. for the Land Registry Fee and Legal Costs for the 25 year Lease of Little Acton Community Centre.

ANNUAL SUBSCRIPTIONS

These payments reflect the Clerk's Membership of the Society of Local Council Clerks, the Council's membership of One Voice Wales and Avow.

INSURANCES

The Community Council as part of its Risk Management process conducts market testing and a review of its Insurance cover arrangements. The three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services runs from 1 June 2025 and ends on 31 May 2028.

The Council last conducted market testing of sector three specific insurance companies in April and May 2024 (Minute 8.9) refers) together with a review of the level of cover to be provided and other options available to the Council. The Council reviews and updates its level of Insurance cover as set out in the Policy renewal Documents each year to ensure it is adequate to meet the Council's current requirements.

The review of insurance cover includes several types of inherent risks including the protection of physical assets, the risk of damage to a third party property or individuals, the risk of consequential loss of income or the need to provide essential services following critical damage, the loss of cash through theft or dishonesty (fidelity guarantee), legal liability as a consequence of asset ownership (public liability), employers' liability insurance and any other new risks.

A separate stand-alone Cyber Security Insurance policy has been taken out and renewed annually with Gallaghers since 1 September 2019. The level of Insurance cover as set out in the Policy Documents is confirmed as being adequate to meet the Council's requirements.

ELECTIONS

The last Full Council Elections were held in May 2022 and any subsequent casual Councillor vacancies have been filled through Co-option; and there has been no call to spend against this budget. Historically the Council added any underspend on this budget to an Earmarked balance to smooth out the costs that may be incurred if all six wards are contested at the next full Council elections. The earmarked provision was last reviewed in December 2022 and was reduced to £15,000. This reserve is reviewed annually to ensure future Election costs can continue to be smoothed out. The next full Council elections will be held in May 2027.

AUDIT FEES

The actual cost of Internal and External Audit work is charged to the Council rather than a scale of fees dependent on the level of the Council's precept. However due to 2023/24 being a triennial external audit, a larger bill of £825 was received after 31 March 2025 and paid in April 2025. It was recorded as an outstanding creditor payment in the 2024/25 accounts. Similarly the External Audit of the Council's 2024/25 accounts was completed on 25 September 2025 but the invoice is still awaited and an estimated creditor payment of £700 has been included in the 2025/26 accounts.

S137 PAYMENTS

The Council's Budget Allocations for Donations and other expenditure under s137 have been 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 in 2025/26 per person of the Community Councils' population was permissible. The total number of Acton Community electors at 1 January 2025 was 10,343. This enabled the Community Council to incur expenditure (£114,807.30 in 2025/26), which in its

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.

The total amount spent by Acton Community Council during 2025/26 in using its S137 powers was **£33,634.96** which is well within the permitted limit. This expenditure is summarized in the receipts and payments schedule as:

2025/26

Total Donations under S137 Powers for 2025/26	£12,500.00
Total other additional spending during 2025/26	£ 5,923.37
SLA costs for School Crossing Patrols in the Acton Community	£15,211.59
Total	£33,634.96

Expenditure under Section 137(4) of the Local Government Act 1972 must **benefit people in the area on activities or projects not specifically covered or authorised by other powers. This figure is reviewed annually and notified to the Council in January each year.** The Community Council has also used its Section 137 Powers **during 2025/26** to fund purchase of new defibrillators and consumables and to ensure there is continued provision of the four School Crossing Patrols in the Acton Community as the specific powers in respect of this provision lie with the Principal Authority.

CONFERENCE FEES

During 2025/26, the Clerk and Admin Assistant attended the Joint Welsh Conference remotely and the Clerk attended the 2025 Practitioner's Conference. This Budget provision is for the Clerk and Councillors to attend Conferences.

ADVERTISING AND PUBLICITY

No statutory expenditure was required under this provision in 2025/26.

TRAINING

The Council has a Statutory Training plan in place to meet the training requirements of the Clerk, Admin Assistant and Councillors. In 2025/26 several of the Community Councillors and the officers of the Council have attended the One Voice Wales training courses that were provided remotely together with other ad hoc training from other providers.

WEBSITE - DESIGN ETC.

This budget provides for the Community Council's costs associated with its website to ensure compliance with sections 55-57 of the Local Government (Democracy) (Wales) Act 2013. The Vision ICT package provided to Acton Community Council is a real time daily data backup option that includes disaster recovery and business continuity. The Community Council pays for its .gov.uk domain registration fee and SSL costs from this budget. The Council has ensured compliance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. However the gap between standard websites and the WCAG 2.2 AAA targets and Bilingual Standards are becoming vital for Welsh community councils and this may need to be reviewed in the future.

ACTON COMMUNITY RESOURCE CENTRE –REVENUE CONTRIBUTIONS

This budget heading provided revenue running costs of the Acton Community Resource Centre as set out in a ten year Service Level Agreement entered into from April 2013. It provided an annual Revenue funding commitment of up to £30,000 to the Acton Community Resource Centre as set out in the Service Level Agreement that ended in March 2023. The Council decided not to renew the Service Level Agreement and the final £30,000 payment was made in 2022/23. This heading should now be considered for deletion once the present issues regarding retention of the Centre are resolved.

YOUNG PERSONS PROJECTS

This budget provides for :-

1. Service Level Agreement with the Caia Park Partnership to operate a Youth Work Project to provide Open Youth Clubs for 8-13 and 13-18 year olds at the Acton Community Resource Centre.

2. Service Level Agreement with Wrexham CBC Play Development Team for a Play-work project to encourage and support children to play out earlier and more often at the Green Little Acton and a school holiday Play Project based on the Redrow estate.
3. A sum of £5,000 allocated to the Youth Committee to make grants in accordance with the agreed criteria to youth groups based in the Acton Community area.

The Community Council's Youth Committee meets on a quarterly basis to develop the Young Persons Projects and to monitor closely the performance reports submitted in accordance with the Service Level Agreements. It also considers Grant applications from Youth Organisation and has the power to spend in the making of such grants.

There is an earmarked reserve of £5,908.49 (set aside in 2016/17) to be used as a contribution towards the costs of the Youth Provision Project and to provide for any equipment, storage, Information Technology or other costs associated with the Project (Minute 119.3.i).² February 2017, Minute 141 March 2017 and Minute 155vi April 2018 refers). There is also an earmarked reserve of £1,185 set aside for Play Development.

SEASONAL RANGER – ACTON PARK

This budget provided funding for a permanent full time Park Ranger at Acton Park. The Community Council's three year Service Level Agreement with Wrexham County Borough Council ended on 31 March 2026 and annually, paid the actual costs retrospectively for this post. Over the years of operation, this seasonal post engaged with Park users and proved to be effective and popular. A sum of £1,900 in the SLA provided for the events the Ranger organises each year. Vat was charged for this service. In accordance with the Service Level Agreement, the Council received quarterly detailed report on the Activities, events and other work carried out by the Seasonal Ranger. The Community Council has not renewed the Seasonal Ranger SLA. However from 2026/27 it has allocated £10,000 within this budget to support and fund five events in Acton Park per annum up to a maximum amount of £2,000 per event.

COMMUNITY ADVICE SERVICE

This budget provision meets the Service Level Agreement requirements with the Wrexham Citizens Advice Bureaux to provide an outreach worker within the Acton Community. The £8,064 cost of this Service also reflects additional costs that are incurred by the Service provider for room hire at the Acton Community Resource Centre. The 3 year Service Level Agreement is effective until 31 March 2029. The Council receives quarterly performance reports and monitors the operation of the Service Level Agreement.

MAESYDRE POWER HOUSE

This budget provision is made to provide for the cost of insurance, general repairs, maintenance and repainting works to the fabric of the building and a three to five year revaluation of the building. An initial detailed surveyor report was obtained from Legat Owen during 2011/12 and subsequently this information has been re-valued by the same Company several times via a table top review and most recently via a new survey in December 2025. The insurance valuation reflects the total rebuild costs excluding VAT and during 2025/26 it was £127,072.05 and has increased to £210,000 for 2026/27 following the December 2025 survey.

A full Condition Survey of the Building was carried out in 2019/20 and works were identified in the Survey as necessary to ensure the building stays wind and water tight (Minute 156 May 2020 refers). The building underwent extensive repairs and repainting in the summer of 2023.

The annual budget provides for earmarking of an apportionment of the budget to meet expected peaks in expenditure including repair works, legal, surveyors or other professional costs that may be incurred in drawing up a scheme of works to undertake repairs to the roof and external paintwork and associated scaffold costs. The earmarked reserve for repairs etc to the Powerhouse currently stands at £3,364 and this is reviewed annually.

ACTON PLAY PROVISION

The three Play grounds in the Acton Community are owned by Wrexham County Borough Council. To prevent their removal as part of cost saving exercises, this budget was created in 2014. . The Community

Council's Service Level Agreement with Wrexham County Borough Council safeguards Community Facilities in the Acton Community; provides funding to ensure the Children's Playgrounds at Aran Road, Ffordd Llewelyn and at Acton Park are retained; and ensures they receive regular inspections and maintenance. The Community Council instructs Wrexham County Borough Council under the terms of the SLA to carry out the necessary repairs, replacement of swing chains etc. and painting to remedy any items highlighted in the annual inspection reports or as a result of vandalism damage.

The 2025/26 budget was £17,175 which provides for the SLA costs and sets aside residue budget, after repairs/replacement to play equipment, to build up a fund to smooth out the future costs of replacing damaged, aging and upgrading obsolete play equipment at the Play areas subject to the SLA.

In 2025/26 there was a planned overspend on this budget, as the spring play equipment at Aran Road had reached the end of its useful life and two pieces of replacement /accessible equipment were purchased with support of a £3,000.00 contribution from the Play Development Team at Wrexham CBC. The net cost was £7,571.60. In addition, the older equipment and fencing to the perimeter of the Aran Road Playground were painted at a cost of £3,900 to extend the life of this equipment.

The earmarked reserve for replacement equipment and a new Junior Play area in Acton Park currently stands at £96,169.58. However the Council has contractually committed to contributing £100,000 in 2026/27 for the full cost of the new Junior play area planned for the summer of 2026 in Acton Park. The Council has been successful in obtaining a £ 44,117.64 grant from the Pride In Place Initiative Fund and this will be offset against the £100,000 cost of the new play area; leaving a sum of £55,882.36 to be used from the earmarked reserve.

SCHOOL CROSSING PATROLS

This budget provision was created in 2014 and uses powers under Section 137(1) Local Government Act 1972 (as amended). It reflects the Community Council entering into a Service Level Agreement with Wrexham County Borough Council to ensure continuing provision of up to four School Crossing patrols at Dean Road, Barkers Lane, Box Lane and Borrass Park Infants and Junior Schools which have been identified in Traffic and Pedestrian Surveys as needing safe crossing points. Over the years there has been difficulty in recruiting to these posts. The current vacant posts have resulted in substantial savings to the cost of the Crossing patrols. During 2025/26 the total spend was £15,212 and there was a budget saving of £10,588.

LITTLE ACTON COMMUNITY CENTRE

The Community Council has made this provision to enable the Council to fund the full running costs of the Little Acton Community Centre and ensure it remains open for use by the Acton Community residents.

The Council agreed to enter into a 25 year Lease Agreement with Wrexham County Borough Council from 1 April 2020 to take over responsibility for the Little Acton Community Centre. Delays due to covid and due legal process, meant the Agreement was not signed until November 2025. The Clerk liaised with Zurich the Council's Insurers and has ensured that adequate cover is in place for the building since the lease was signed off. For 2026/27 the cover is £ 320,000.

A small Task & Finish Group has been meeting and reporting to the Council during the transfer process. The Council incurred legal costs in finalising the Lease between the Council's solicitor Macloskeys and Wrexham CBC. Until the Lease was signed, the Community Council continued to meet the running costs of the Centre. The Budget for 2025/26 was £15,210.

The Council is now receiving hiring income from a user group of the Community Centre, the Council will need to review its policy, room hire costs and vat implications. Arrangements are being put in place for an electronic calendar and room booking/invoicing module to the Council's finance software package,

The Earmarked reserve for equipment and refurbishing the Little Acton Community currently stands at £41,125.89. Electrical, Roofing and replacement doors and window contractors will carry out refurbishment work during Q1 of 2026/27.

COMMUNITY STREETSCENE

This budget provides for the expenditure on environmental projects and the purchase of street scene equipment such as bins, noticeboards or the provision of skips for Environmental clean up days.

CRIME PREVENTION PROJECTS

The Council agreed in September 2019 to enter into a Service Level Agreement with Wrexham County Borough Council to provide and install a CCTV camera in the sunken gardens at Maesydre off Park Avenue Wrexham linked to the Main Police Control Room following consultation by the Acton Police Officers (Minute 120.3 January 2020 refers). . The CCTV became operational part way through 2020/21 and the Camera was last moved during 2023/24 to its current position on Penymaes Avenue.

COMMUNITY INITIATIVES FUND

This provision enables the Council to fund various in-year or one off initiatives that occur during the year subject to there being a relevant statutory provision for such expenditure. During 2025/26 the Council spent £5,665 from this budget to include a Gazebo for Park events and the purchase of new defibrillators and consumable for placement in the Acton Community.

EXTERNAL GRANT EXPENDITURE

In 2025/26 the Council was successful in obtaining grant funding of £1,000 from the Low Carbon Communities Fund from Wrexham CBC. It has used the funding to offset the cost of heating little Acton Community Centre for the Warm spaces winter initiative and to purchase energy saving light bulbs .

Contribution of £3,000 from Wrexham CBC Play Development Team was taken off the cost of installing new equipment at Aran Road Play area.

AGENCY WORK

During the year the Council undertook no Agency Work.

CONTINGENCY LIABILITIES

There are no contingency liabilities for which provision has not been made in the accounts.

GENERAL FUND BALANCE

The full details of the Council's balances to 31 March 2026 were reported to the Annual Meeting in May 2026 with the Q4 Accounts to 31 March 2026. The balances were reviewed on 21 January 2026 (Minute 115.1 refers) as part of the Budget and precept setting process. The current level of un-year marked General Reserve Fund Balances is within the scale required under accounting good practice. The Council agreed to making General Reserve balances during 2025/26 and 2026/27 such provision will in subsequent years be considered and increased if deemed appropriate from within the Community Council's precepting requirements to ensure good practice is maintained.

End of supporting statements to the Accounts for 2025/26.

Carole Roberts, Clerk to the Council

9 June 2026

**REPORT OF RESPONSIBLE FINANCIAL OFFICER
FORMAL RISK ASSESSMENT – June 2026**

Introduction

1. The Community Council is required under the Accounts and Audit (Wales) Regulations 2014 (as amended) to facilitate arrangements for the management of risk and carry out a formal Risk Assessment annually which should be recorded in its minutes. The Assessment should identify the key risks that the Community Council is facing, evaluate the consequences of an identified risk taking place and decide on the appropriate action the Community Council should take to reduce or control the risk and improve the Council's stewardship of public funds and provides positive and continuing assurance to taxpayers. . The latter is addressed partly by review of insurance, including fidelity, public liability and property. It has been past practice for the Council to consider a report prepared by the Clerk and Responsible Financial Officer to meet the requirements of the recommendation. The report is appended below.
2. The 2019 Practitioners Guide that has previously been referred to by the Internal Auditor has sections setting out aspects of risk assessment including cause, mitigations, likelihood and significance or impact. The statutory risk assessment can be managed through a combination of effective internal controls and specific actions to address the risks identified. Internal Audit can provide assurance on the effectiveness of the arrangements in place. The three main types of decision that the Council can take in relation to managing risk, having considered the controls which they need to have in place, can be broken down into three parts, namely; areas where there may be scope to use Insurance to Manage Risk; areas where there may be scope to work with third parties to help manage risk and areas where there may be a need to self-manage risk.

Attached at Appendix 2 is a table setting out in greater detail a commentary and assessment on the following areas: -

Areas where there may be scope to use Insurance to Manage Risk;

To include Buildings, Insurance Cover & Business interruption event or loss for a cyber event causing unplanned system outage or network interruption, Website compliance/security, up to date register of assets is prepared annually

Areas where there may be scope to work with others (third parties) to help manage the risk

There is little the Community Council need to assess in relation to this section as they have no amenities, war memorials or equipment that requires security or maintenance. No services are provided under any agency or partnership agreements. There is no borrowing or lending. The Council has no Loans from the Public Works Loans Board

Areas where there may be a need to Self-manage Risk

Ensure appropriate use of legal powers to spend, contain any risks in respect of payroll, provide ongoing training to keep abreast of innovation and changes within the Sector; annual reviews of priorities, spending powers, current budget headings, and Earmarked Reserves to inform the budget setting process. All Council meetings are held on a hybrid basis. All agenda, meeting Notes, Minutes and Public Notices in relation to the availability of Annual Accounts for Inspection are published on the Council's notice board and website: www.actoncommunitycouncil.gov.uk. and comply with the requirements of Sections 55-57 of the Local Government (Democracy) (Wales) Act 2013.

In relation to internal controls, Financial records are subject to both independent internal and external audit scrutiny. All expenditure is approved by the Council beforehand wherever possible or where appropriate by the Clerk in consultation with the Chair using agreed delegated powers,

RECOMMENDATIONS

- i) ***that consideration of this report and its recommendations as contained in Appendix 2 be accepted as the formal Risk Assessment for 2026***

- ii) that in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes;**
- iii) The arrangements highlighted in in Appendix 2 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls and Scheme of Delegation and Business Continuity arrangements.**

Carole Roberts, Clerk to the Council and Responsible Financial Officer

ACTON COMMUNITY COUNCIL

RISK ASSESSMENT 2026 - 2027

Appendix 2



Definition of Risk Management - Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Community Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

The approach taken for risk management is as follows:-

- Identify the areas to be reviewed
- Identify what the risks may be
- Evaluate the management and control of risk and record findings
- Review, assess and revise as necessary

	Low	Medium	High	
Severity	Yellow	Red	Red	High
	Green	Yellow	Red	Medium
	Green	Green	Yellow	Low
	Likelihood			

LIKELIHOOD		SEVERITY	
LOW	Unlikely to occur within the next ten years	LOW	Limited inconvenience, no impact on reserves, no legal challenge
MEDIUM	Likely to occur within the next ten years	MEDIUM	Some public censure or small impact on reserves (<10%), no legal challenge
HIGH	Likely to occur within the next two years	HIGH	Impact on reserves of > 10% or legal challenge or severe public censure

FINANCIAL AND MANAGEMENT

Subject	Risk Identified	H/M/L	Management /control of risk	Review/assess/revise
Business Continuity	Council not being able to continue business due to non-availability of Clerk (proper Officer & Responsible Finance Officer) to organise meetings and oversee council business	M	Files and records are kept at the clerk's home. In the event of the Clerk not being able to attend the meeting these could be emailed to the Administration Assistant or collected by her from the Clerk. Minutes would be taken by the Administration Assistant. For longer term absences cover arrangements would need to be implemented and there is provision in the Budget to employ a Locum Clerk. Succession planning is also underway	Assess arrangements annually or as a situation arises
Insurance	Adequacy of cover Cost Compliance	L M M	Annual review of policy undertaken prior to renewal to include Premises cover for Maesydre Power House and Little Acton Community Centre; All risks; Money; Public Liability; Libel & Slander; Fidelity Guarantee ; Legal Expenses; Employer and employee liability is essential	Review cover annually

		L	Ensure compliance processes are in place	Review compliance annually
Data Protection Act	Policy	L	Council is registered with the Information Commissioners Office.	Ensure Annual renewal of registration.
Freedom of Information Act	Policy Responding to requests	L L	The Council has a model publication scheme for local councils in place adopted in 2019	No requests received under FOI.
Meeting location	Adequacy - Health and Safety	L	Meetings are held on the 2 nd and 3 rd Wednesdays of the month at Little Acton Community Centre. Following electrical remedial works Health and Safety is considered adequate.	Existing procedure adequate. Fire/ Health & Safety survey to be carried out shortly
Council Records Paper	Loss through Theft, Fire and Damage	L	Papers current and archives are securely stored at the Clerk's home address, the Administrative Assistant's home address and a store room in Little Acton Community Centre.	Damage or theft unlikely. Signed minutes to be bound and submitted for archiving. Provision is considered adequate.
Councils electronic Records	Loss through damage, fire or corruption of Computer	L	The Clerk and the Administration Assistant both have Microsoft 365 and all documents are stored on their OneDrive Accounts in The Cloud.	Existing procedure is adequate.
Microsoft 365	Loss of access to cloud storage and documents	L	Cloud storage provided by One drive and also backed up to their own cloud solution by Microsoft 365 Provider, Cloudy IT.	Existing procedure is adequate
Precept	Adequacy of precept	M	Sound budgetary management arrangements are in place and reserves are maintained to fund any extraordinary items not covered by the precept.	Finance committee is being established to meet in July 2026. Budget monitoring is reported quarterly at Council meetings.
Bank Reconciliation	Bank Account discrepancies	L	Council's financial regulations set out the requirements for Banking and cheque reconciliations.	A monthly bank reconciliation is undertaken. Existing procedure is adequate.
Financial Control and Records	Inadequate checks	L	Monthly reconciliations. There is now limited use of cheques, but two signatories required for each cheque and they initial cheque stubs. There are four signatories with HSBC bank account and six signatories with Unity Trust Bank Accounts. The Clerk and 2 signatories are required to authorise all financial transactions. Debit card for use by the Clerk up to a maximum single transaction of £500 – expenditure reported to next Council meeting and recorded in Minutes The Clerk uses an Accounting Software Package (Rialtas)	Existing procedure is adequate
VAT	Reclaiming/Charging	L	The Council has procedures for promptly claiming VAT at the close down of each financial year or sooner if there is a large one off to claim	Existing procedure is adequate

		M	The Council is keeping its income from the Little Acton Community Centre Room hire charges under review. If the level of income exceeds the permitted amount the Council will register for VAT	Review each quarter as part of Budget monitoring
Annual return	Not submitted within the time limit	L	Annual return completed and signed by the Council before 30 June annually; submitted to the internal auditor for completion. Checked and sent on to the external auditor.	Existing procedure is adequate
		M	To be reviewed if Clerk is away from post during March – May	
Website	Loss of Website Provider/Host or sale of business to another. Business interruption event or loss for a cyber event that causes any unplanned system outage or network interruption	L	Website and emails are provided by Vision ICT. They have their data back ups and storage.	Existing procedure is adequate
Emails	SSL certification of Website Loss of Email function	L	Council has stand alone insurance cover in place Renewed every two years Following a recent email outage over 5 days, their email provision has migrated to a new stable platform. There was no loss of data.	
Payroll	Salary paid incorrectly. Unpaid Tax to HMRC LGPS payments not recorded on Clwyd Pension I-Connect portal each month Members Remuneration	L	Payroll services outsourced to Shropshire County Council and all taxation liabilities are calculated by them. Clerk processes payments based on the pay slips and Realtime HMRC reporting and Clwyd Pension returns carried out by Payroll provider.	Existing procedure is adequate
		L	All payments made through Payroll to ensure any tax liabilities are met	
Procurement	Suppliers unable to fulfil procurement obligations		Use of procurement procedures to reduce costs e.g. quotations and tenders. The Community Council understands that it must ensure that all suppliers are of a sound financial footing. All Procurement follows the Council's Financial Regulations. The Council is committed to also ensuring that supplies will be purchased via reputable suppliers and will endeavour to ensure that payments are made in staged amounts should it be required. Companies House records are used to check all Suppliers filing history and legal status.	Existing procedure is adequate
External Grants	Timely submission of applications Separate Accounting of receipt and expenditure for each grant	M	Where possible Council approves grant bids Accounting software is capable of separate recording of receipt and payments	Annual Review as part of Internal Audit

	UK's international Subsidy Control commitments -		Recording of details of any grant funding or loan funding received in the last 10 years	
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LIABILITY

Legal Powers	Illegal activity or payments	L	All activities and payments made within the powers available to the Community Council, resolved and clearly minuted. Each committee has a clear terms of reference. The Finance Committee and the Staffing Committee can only make recommendations to Full Council. The Youth Committee only has Power to Act with regard to their small grant initiative up to its budget of £5,000.	Existing procedure is adequate. Powers are minuted.
	Committees making decisions.	L		
Minutes, Agendas and standing documents.	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved, confirmed as a correct record and signed off by the presiding Chair at the next meeting. Minutes and agendas are displayed according to legal requirements Business conducted at the council is managed by the Chair at the meeting.	Existing procedure is adequate. Undertake training of chair if needed. Ensure councillors adhere to the code of conduct and Standing Orders.
	Non compliance with statutory requirements.	L		
Legal liability	Legality of activities	M	Clerk clarifies the legal position and takes advice when needed. Council receives and agrees minutes at monthly meetings. Retention of documents policy in place.	Existing procedure is adequate.
	Proper and timely reporting via minutes	L		
	Proper document control	L		
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting and document on the register for member's interest. Register of interests forms should be reviewed annually.	Existing procedure is adequate, Councillors are reminded of this duty at the start of every meeting and all declarations are published on the Council's website. Members to let Clerk know of any changes.
		M		

ASSETS

Assets	Loss or damage/risk/damage to third parties or to property.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by Community and County Borough council	Existing procedure is adequate
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			employees within the scope of their job/ Service Level Agreement.	
Maintenance	Poor performance of assets or amenities. Loss of income or performance. Risk to third parties.	L L L	All assets owned by the Community Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are authorised in accordance with Community Council procedures. All assets are reviewed, updated and insured annually.	Existing procedure is adequate

Acton Community Council - Risk Assessment Schedule for 2026

ITEM	FREQUENCY OF REVIEW/INSPECTION	LAST REVIEWED	COMMENTS
Community Council Insurance including Public and employers liability, personal accident	Annually	May 2026	Renewal on 1 June 2026
Play Areas and Equipment	Monthly & Annual Inspection	Ongoing	SLA with Wrexham CBC stipulates this requirement Annual Park Safety Inspection 2025/26 completed
Financial Matters	Quarterly		New Finance Committee created following May 2026 annual meeting. First meeting planned for 8 July 2026.
Banking arrangements	Annually	May 2026	In Year 2 of a 3 year SLA
Insurance providers	Annually	May 2026	
VAT return completed	Annually	April 2026	
Budget agreed, monitored and reported	Monthly/Quarterly	January 2026	
Precept requested	Annually	January 2026	
Payment approval procedure	Annually	May 2026	
Internal Audit	Annually	May 2026	
External Audit	Annually	July 2025	
Internal check/statement of financial procedures	Annually	May 2026	
Service Level Agreements, monitoring /reporting	Quarterly/Annual review	April 2026	
Administration			
Asset register available/updated	On-going	May 2026	Planned for Review during Q2 by Clerk
Financial regulations reviewed	Annually	June/July 2026	
Standing orders reviewed	Annually	May 2026	
Other Policies	Annual	May 2026	
Employers responsibilities		November 2025/ February 2026	
Performance reviews	Annually		Interim appraisals due Q2 2026
Contract of employment in place	On-going		Issued on Employee appointment
Members responsibilities			
Code of conduct adopted	On-going	February 2026	No declarations made
Register of interests completed and updated	On-going		
Register of gifts and hospitality up to date	On-going		
Declarations of interests minuted	On-going		
Training Plan/Members Training	Each term of Office	June 2022	Training progress Reviewed Annually
Annual Plan	Annually	May 2025	Preparation of 2026 Annual Plan well advanced

**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2025/2026**

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	No internal control issues identified. The council has maintained a robust set of books and records for the financial year.		
Follow up of 2024/25 internal audit recommendations			
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>	No evidence seen that this occurred in 2025/26
Follow up of 2023/24 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

Accounting statement 2025-26 for:

Name of body:

ACTON COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	210,908	235,938	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	225,890	258,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	4614	5,959	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	51,364	54,909	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	154,111	177,806	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	235,938	267,182	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	3,600	6,525	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	235,896	269,096	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	3,559	8,439	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	235,938	267,182	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	146,855	152,866	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

	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.	✓		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.	✓		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 [insert name of website].	✓		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.	✓		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.	✓		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 and preparation and approval of the annual accounts • 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. 	✓		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	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. 	✓		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.	✓		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.	✓		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	N/A		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 2025-26 was £11.10 per elector.

In 2025-26, the Council made payments totalling **£33,634.96** under section 137. These payments are included within ‘Other payments’ in the Accounting Statement.

2.

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 ✓	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----	----------	-----------------------------------------------------------------------------------------------------

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 2026.	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 2026.

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 20/05/2026.] * 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:	<i>TDM Birman Sewer Ltd</i>
Date:	20/05/2026

* Please include an explanation for any 'No' answers

INTRODUCTION

The Council at its annual meeting appointed a new Finance Committee as follows

MEMBERSHIP

- vi. the Chair and Vice Chair of the Council, Councillors Kevin Roberts (ex officio) and Ralph Hardy (both ex officio) together with Councillors Carl Downes, Salli Edwards, Andy Gallanders, Corin Jarvis and Morgan Peters.*
- vii. the Committee meet every quarter on the second Wednesday of the month, dates to be determined.*
- viii. the Clerk proceed to draw up a Terms of Reference.*
- ix. All Members of the Committee complete the One Voice Wales Finance Training Modules.*
- x. A Chair and Vice Chair be appointed at the first meeting.*

The Committee will meet once every quarter and report its deliberations, findings and recommendations to the full Council.

In accordance with resolution iii) above the following terms of Reference are proposed having regard to the volume of business the Committee will be capable of dealing with: -

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

Following the resignation of Councillor Becca Martin and the issuing of the Notice of Vacancy in the office of Community Councillor dated 21 May 2026, the Returning officer has advised that he has not received a request to fill the vacancy by election. The Community Council must now arrange to fill the vacancy by co-option.

Section 116 of the Measure introduced a requirement of public notice where vacancies in Community Council Membership are to be filled by co-option. Section 117 refers to having regard to Guidance about giving notice of co-option by Welsh Ministers.

It is RECOMMENDED that the Council authorise the Clerk to take the necessary steps to fill this vacancy in the Acton Park Ward and arrange to issue the appropriate Public Notice and place it in accordance with Section 116 & 117 of the Local Government (Wales) Measure 2011.

2. SERVICE LEVEL AGREEMENT REPORTING - COMMUNITY AGENT: Rhian Jones the Acton Community Agent has prepared the attached monitoring report for up to the end of May 2026. (see Appendix 1)

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:**
- 2. BORRAS PARK CP SCHOOL, WREXHAM :**
- 3. ACTON PARK SCHOOL**

It is **RECOMMENDED** that the Council considers nominating member(s) of the Council to any Governor vacancies at these schools

Report updated 9/6/26 – Mrs C Roberts , Clerk to the Council

Community Agent – update to Community Council
Community Council Area: Acton, Borrás, Little Acton, Rhosnesni and Maes Y Dre
Month: May 2026

Number of new client referrals this month	May 2026– 1 client
Services signposted to <i>(List)</i>	Telecare Social activities in the area Citizens Advice
Number of groups attended <i>(List)</i>	Craft Group Little Acton weekly Coffee Morning 2 per month at Acton Resource Centre Wellbeing sessions with Groundwork Little Acton x 2 Knitting Group Little Acton
Any feedback from citizens re ideas for future activities or support needs	Groundwork sessions finished and they have all enjoyed the sessions and would like more of them later in the year

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 £12,500 has been set aside in the estimates of Income and Expenditure for the year ended 31 March 2027 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 £11.60 per person of the Community Councils' population is permissible for 2026/27. The total number of Acton Community electors at 1 January 2026 is 10,259. 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 £119,004.40 in 2026/27), 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, and the Power of Wellbeing can no longer be used by the Council.
5. Attached at Appendix 1 and Appendix 2 for information is a summary of the Financial Assistance Grants awarded during 2024/25 and 2025/26.
6. To ensure a fair and equal distribution of the £12,500 budget, it has been usual practice to apportion it equally between the quarterly meetings. This equates to £3,125 per quarter for 2026/27.

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. KWDF Dance Academy	They are seeking financial support to take the children to dance in front of an international audience at Disneyland, Paris. They are seeking Tier 1 support £200 - £500	
2. Llangollen Musical Eisteddfod	Any financial support will be put towards their general financial security and used for their daytime cultural activities. They are seeking Tier 3 support £25 - £50	
3. Wrexham Allotment and Leisure Gardeners Association (WALGA)	Financial assistance towards the running cost of the WALGA Annual Flower, Vegetable and local produce open show. They are seeking Tier 3 support £25 - £50	
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 2026 meeting.

ACTON COMMUNITY COUNCIL**APPENDIX 1****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	£300.00

	hopefully involve more volunteers. This Charity renovates 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
<p>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</p>		
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

SUMMARY OF S137 EXPENDITURE DURING THE 2025/26 FINANCIAL YEAR:-

1. Financial Assistance Grants

Organisation	Details	Decision
1. Dance Empire	Grant to assist with the purchase of costumes and equipment for Students' first ever summer showcase.	£500.00
2. Wrexham Dragons Netball Club	Grant to help upskill volunteer coaches by sending them on umpiring and coaching courses.	£500.00
3. St Giles Church Wrexham Flowerfest 25	Donation 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.	£500.00
4. Northern Steel Netball	Financial support to help cover costs such as court hire, equipment and coaching programs	£200.00
5. Nightingale House Hospice	Grant of £500.00 towards the purchase of 20 x 4 wheeled walkers at a cost of £149.00 per walker	£500.00
6. 1 st Acton Rainbows	Grant to continue to provide new experiences for this group of girls both locally and further afield and to enjoy joint activities with other Rainbows, Brownies and Guides from within Wrexham Division and the wider Clwyd County	£750.00
7. Acton Park Community Angling Club	Grant to continue to improve the water quality and oxygen levels in Acton Park lake; seeking financial assistance to purchase further pumps/batteries for the aerator in the middle of the lake.	£500.00
8. Wrexham Concert Band	Grant to support the continuing work of Wrexham Concert Band, City of Wrexham Brass Band and associated Youth Bands.	£500.00
9. Wrexham Walking Football Club	Support through this grant will enable them to pay for insurance and purchase much-needed equipment such as footballs and portable goals.	£500.00
10. Gate Hangs High Bowling Club	Grant for the fees to employ a professional lawn contractor to advise and assist in aerating, scarifying, spiking, seeding and fertilising the green to a standard enabling the Club to remain in Wrexham leagues. Club will also spend on machinery, seed, top dressing and fertilisers to keep the Green in good condition over winter and prepare it for season 2026.	£500.00
11. Eisteddfod yr Urdd Ynys Mon 2026	Financial assistance to aid the running of the local regional, and national rounds of the competitions. The grant will help children and young people of Acton to connect with the Welsh language and enjoy the experience of performing and competing at local and regional levels and enjoy a day at the festival site.	£200.00
12. The Venture	Funding support to maintain services, in particular the main open access adventure playground and its associated services.	£250.00
13. MS Wrexham CIC	Funding to help support people living with Multiple Sclerosis (MS) in the Wrexham area, including the Acton community. This grant will help cover the cost of accessible transport, such as taxis or Chariots, and go towards venue hire and refreshments.	£500.00
14. Wrexham City Radio	Donation to add to the equipment offering in their two	£250.00

(formerly Wrexham Premier Radio)	Studios and a podcasting suite. They would like to add further additions to their outside broadcast equipment.	
15. Marie Curie Daffodil Appeal 2026	Grant to support Marie Curie's Hospice at Home nursing service in Acton and the surrounding area (the Hospice at Home team and Companion service)	£1,000.00
16. Acton Park Community Angling Club	Due to ongoing cost pressures, financial assistance with operating costs this year, particularly an increase in the licence cost by nearly 30% together with timber and feed costs increasing by 10-15%.	£1,000.00
17. Wrexham Sounds	Financial Assistance to deliver three, one-hour 'Music and Moments' workshops for older residents aged 60+ living in the Acton ward. The total cost of delivering these sessions is £180 per workshop (£540 total). This community programme brings older people together through relaxed, inclusive music activities that support wellbeing and reduce loneliness.	£540.00
18. 1 st Acton Rainbows	Financial Assistance in 2026 to provide new challenges and experiences for the girls to participate in as a group with their peers, rather than with their families. The grant enables provision of a really full and fun programme for all the girls without asking their families for more money.	£1,000.00
19. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials.	£2810.00
Total Financial assistance using S137 Powers for 2025/26		£12,500.00
2. Other additional spending using Section 137 Powers		
20. Defib Store	2x Zoll CPR-D Padz; 1x Zoll Pedi-Padz; 1 x Zoll AED Plus batteries	£459.60
21. Poppy Shop	Purchase of 60 Large Lamp post Poppies	£242.25
22. Poppy Shop	Purchase of 40 Large Lamp post Poppies	£190.00
23. Poppy Shop	20x Replacement Street Lamp Poppies	£100.00
24. Defib Store	2x Cabinets and Zoll AED Plus Semi Automatic Defibrillators and 2x Pedi Pads	£3,139.68
25. Defib Store	1x Zoll AED Plus Semi Automatic Defibrillator+ Yellow Lockable Cabinet for Memorial Hall, Wrexham	£1,575.84
Total other spending using S137 Powers during 2025/26		£5,923.37
3. Service Level Agreement spending using Section 137 Powers during 2025/26:-		
26. Wrexham County Borough Council	Q1 SLA Costs for 2025/26 School Crossing Patrols x3	£4,803.66
27. Wrexham County Borough Council	Q2 SLA Costs for 2025/26 School Crossing Patrols x3	£4,003.05
28. Wrexham County Borough Council	Q3 SLA Costs for 2025/26 School Crossing Patrols x3	£3,202.44
29. Wrexham County Borough Council	Q4 SLA Costs for 2025/26 School Crossing Patrols x2	£3,202.44
Total Service Level Agreement Spending using S137 powers for 2025/26		£15,211.59

Note:

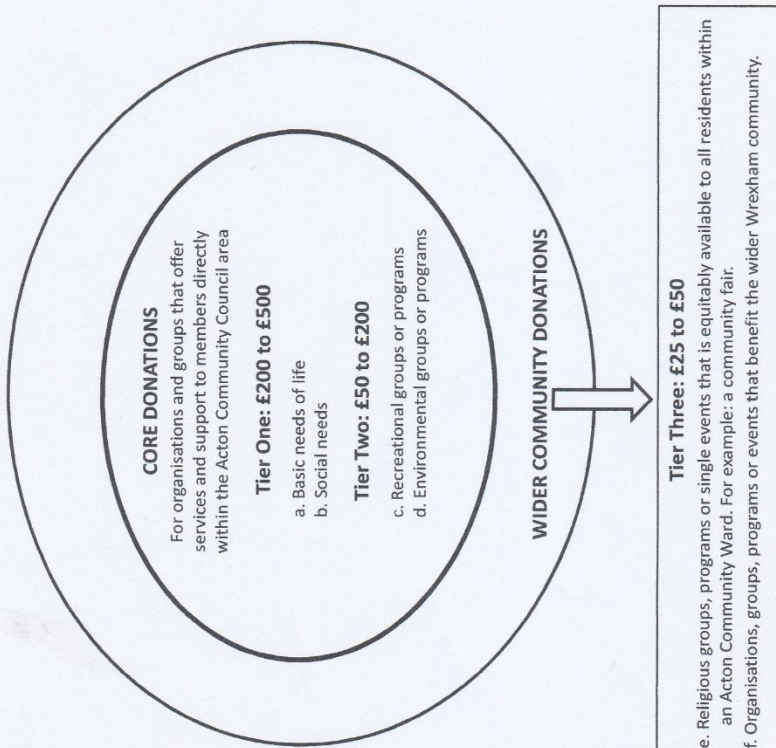
The Council notes the limit permitted by Section 137(4) (a) of the Local Government Act 1972. For Parish

and Town Councils in England and Wales, an amount of £11.10 per person of the Community Councils' population was permissible for 2025/26. The total number of Acton Community electors at 1 January 2025 was 10,343. These powers enable the Community Council to incur expenditure of 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 Council has not resolved to declare itself to be a Competent Council, therefore there is nothing to be included for such spending under Section 137 Powers and limits during 2025/26.

Total Spending using Section 137 Powers in 2025/26 = £33,634.96

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: KWDF DANCE ACADEMY

1. NAME AND ADDRESS FOR CORRESPONDENCE:

...Kimberley Solari 6 Thornleight Drive Gresford Wrexham LL128YQ.

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

to take kwdf academy dance school to perform at disneyland paris in front of an international audience as we have been invited for 15 dancers to perform there. We are needing a deposit upfront to secure their booking so they don't miss this opportunity. My dance school is focused on keeping kids off the street and to have a goal and dream, in life and as their teacher I am hoping to change lives and make memories with them as some parents can't afford to do this for their children with the cost of living and this is amazing for a Wrexham school based at St John's Hall Acton to achieve this for the Wrexham town

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 a dance school in Wrexham looking for a sponsor to help with us achieve our dream goals for the children at kwdf academy to dance in front of an international audience at Disney Land Paris. With their return we will be having uniforms and would have logos of sponsors on if you can help. We are looking for donations to fund our upfront payment of £3000 so every little helps. We were hoping that we could meet our sponsors for photos with the children to also advertise yourself and what you have done for us in return. We are a small dance school in Wrexham but we have already hit so many championships and doing our town proud. We have won Wrexham dance schools awards and the teachers work many events for free to give the kids the experiences they deserve and not what maybe parents can afford. Hope to hear from you soon. Thankyou Kim

4. CAN ANYONE JOIN? NO WHO CAN BENEFIT? Wrexham dance school based in St John's Acton

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? 15 dancers from 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?

we hold events for the Wrexham Acton community bingo, summer fairs, Christmas wonderlands all free events for public.

8. TELL US ABOUT THE SIZE OF YOUR ORGANISATION:

A. HOW MANY STAFF DO YOU EMPLOY?0

B. ARE THEY QUALIFIED & HAVE THEY RECEIVED APPROPRIATE TRAINING AND, IF APPROPRIATE THE NECESSARY SECURITY CHECKS? 2 chaperone Wrexham council dance parents

9. IS THE WORK OF YOUR ORGANISATION SUPERVISED BY AN OFFICIAL BODY? YES/ NO

IF YES, PLEASE STATE SUPERVISING BODY: kwdf academy

APPLICATION NO.2 – JUNE 2026

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

NAME OF ORGANISATION: Llangollen International Musical Eisteddfod

1. NAME AND ADDRESS FOR CORRESPONDENCE: Hayley Miller, Eisteddfod Office, Royal International Pavilion, Abbey Road, Llangollen, LL20 8SW

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

THIS GRANT WILL HELP CONTRIBUTE TOWARDS OUR GENERAL FINANCIAL SECURITY ENABLING US TO PROMOTE PEACE AND GOODWILL THROUGH THE HOLDING OF OUR INTERNATIONAL EISTEDDFOD. THE GRANT WILL BE USED TOWARDS THE COSTS OF OUR DAYTIME CULTURAL ACTIVITIES.

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?

LLANGOLLEN INTERNATIONAL MUSICAL EISTEDDFOD WAS ESTABLISHED IN 1947 TO PROMOTE PEACE AND GOODWILL BETWEEN NATIONS, AND EDUCATION AND KNOWLEDGE IN THE ARTS THROUGH THE DELIVERY OF THE ANNUAL EISTEDDFOD. THE EISTEDDFOD PROMOTES PEACE AND TOLERANCE BETWEEN PEOPLES THROUGH THE EXCHANGE OF MUSIC AND DANCE, IN AN ATMOSPHERE OF HARMONY AND FRIENDSHIP.

THE EISTEDDFOD TAKES PLACE IN LLANGOLLEN DURING THE FIRST WEEK OF JULY AND OFFERS A DIVERSE MIX OF MUSIC AND DANCE ACTIVITIES WITH CHOIRS, DANCE GROUPS AND WORLD-CLASS CELEBRITY PERFORMERS, IN A CELEBRATION OF CULTURAL DIVERSITY. WE ALSO RUN COMMUNITY PROJECTS THROUGHOUT THE YEAR AND AN OUTREACH PROGRAMME VISITING SCHOOLS, NURSING HOMES AND RUNNING FREE EVENTS IN LLANGOLLEN TOWN TO INCREASE ENGAGEMENT WITH THE EVENT.

THE EISTEDDFOD TAKES GREAT PRIDE IN PROVIDING A WARM WELCOME FOR BOTH ITS PARTICIPANTS AND ITS VISITORS (TOTALLING AROUND 35,000). THE FESTIVAL EMPLOYS A SMALL PROFESSIONAL STAFF IN KEY AREAS OF ITS OPERATION AND ACHIEVES ITS SUCCESS WITH SUPPORT FROM A VOLUNTEER FORCE OF APPROXIMATELY 800, LED BY A BOARD OF TRUSTEES PROVIDING SKILLS AND EXPERIENCE OVER MANY DISCIPLINES. WE ALSO PROVIDE OPPORTUNITIES FOR LOCAL SIXTH FORM STUDENTS, PLACEMENTS FOR STUDENTS IN TOURISM FROM GLYNDWR UNIVERSITY AND VISITING STUDENTS FROM THE EU THROUGH THE ECTARC SCHEME. THE EISTEDDFOD IS ENHANCED FURTHER BY ITS COMMITTED, HIGH-PROFILE PRESIDENT, TERRY WAITE CBE AND BY ITS PATRON HRH THE PRINCE OF WALES.

WE ARE NOT ABLE TO CONFIRM EXACTLY HOW MANY BENEFICIARIES ARE FROM YOUR AREA, BUT OUR VOLUNTEERS AND THE AUDIENCES FOR OUR EVENT COME FROM ACROSS ALL OF WALES. WE BELIEVE THAT OUR EVENT IS OF NATIONAL SIGNIFICANCE, AND OF GENERAL BENEFIT TO ALL OF WALES, DUE TO THE UNIQUE CULTURAL EXPERIENCE THAT IT PROVIDES AND THE WAY THAT IT PROMOTES WALES TO THE REST OF THE WORLD.

4. CAN ANYONE JOIN? YES WHO CAN BENEFIT? HOLDING THE ANNUAL EVENT HELPS TO PROMOTE PEACE AND UNDERSTANDING OF DIFFERENT CULTURES ACROSS THE WORLD, SO ALL WHO ATTEND CAN BENEFIT

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

6. IS YOUR ORGANISATION A REGISTERED CHARITY? YES/

IF YES PLEASE GIVE THE REGISTERED CHARITY No:504620

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? .4 PEOPLE EQUIVALENT TO 2.3 FULL TIME

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

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

IF YES, PLEASE STATE SUPERVISING BODY:CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM: Llangollen Musical Eisteddfod

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:
.....£71,776.....

B. DEPOSIT ACCOUNTS:
.....£527,973.....

C. OTHER INVESTMENTS:

12. HOW MUCH WAS YOUR ORGANISATION’S PROFIT LAST YEAR?£35,086.....
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 3: £25-£50**

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 OR PROVIDE BACS DETAILS INCLUDING ACCOUNT NAME, SORT CODE AND ACCOUNT NUMBER:
.....BACS DETAILS: LIME LTD 51034030 40.30.15

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

.....
.....
.....

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: ...Hayley Miller..... DATE: ...8/4/26

POSITION IN ORGANISATION:Finance & Operations Manager

CONTACT TELEPHONE NUMBER:01978 862009

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: WALGA**

1. NAME AND ADDRESS FOR CORRESPONDENCE:

Hazel Allen, Annual Show Secretary - hazel.allen@actonmail.com
21 Acton Rd, Rhosddu, Wrexham LL11 2NA

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

Assistance with running cost of the WALGA Annual flower, Vegetable and Home Produce open show.

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?

The aim of WALGA is to assist members in pursuit of gardening activities. To co-operate with local authorities & gardening groups & organisations. Have a working relationship with WCBC. Assist new gardeners and allotmenters with appropriate advice and encouragement during their early months. To create a community spirit by running a shop for members supplying a variety of necessary resources, coffee mornings and an annual show for people to showcase their gardening skills and encourage friendly competition for best produce etc providing a fun social gathering for families & older Wrexham. We have monthly committee meetings in Tesco. WALGA has been established for

4. CAN ANYONE JOIN? YES/ NO WHO CAN BENEFIT? Anyone in Wrexham

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? We have 145 members however, our show is open to non-members also.

6. IS YOUR ORGANISATION A REGISTERED CHARITY? YES/ 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? none. All volunteers.

B. 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/ NO

IF YES, PLEASE STATE SUPERVISING BODY: our Association governance is by General meetings with day to day management delegated to an executive Committee, all members of which are members of the Association.

APPLICATION FOR FINANCIAL ASSISTANCE FROM: WALGA

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: Attached

B. DEPOSIT ACCOUNTS:

C. OTHER INVESTMENTS:

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

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 / TIER 2: £50-£200 / **TIER 3: £25-£50**

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 OR PROVIDE BACS DETAILS INCLUDING ACCOUNT NAME, SORT CODE AND ACCOUNT NUMBER:

wrexham Allotment & Leisure Gardeners Association
Sort code 40-47-26 Acc. no. -61604481

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

Annual show schedule attached for reference.

We have always been grateful for your support which, along with the other three Wrexham Town Community Councils, has represented a major contribution to our costs.

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED: NAME DATE: 12-5-26

POSITION IN ORGANISATION: Show Secretary

CONTACT TELEPHONE NUMBER: 07986699125

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)

Organisation	Details	Notes
CORRESPONDENCE		
1. One Voice Wales	<p>1. June 2026 – What Could your Council Do?: email dated 28 May 2026 with details of an event being held on 17 June 2026.</p> <p>2. Practice Development Notes: email dated 28 May 2025 containing links to the latest Practice Development Notes.</p> <p>3. Webinar – Biodiversity Team: email dated 26 May with details of webinars about the 5 pillars of nature recovery.</p> <p>4. One Voice Wales e-bulletin Issue 25: email dated 5 June 2026 with the latest newsletter from One Voice Wales.</p> <p>5. Training Dates – June – September 2026: email dated 9 June 2026 with the latest training dates from One Voice Wales.</p>	
2. Wrexham CBC	<p>1. June 2026 In Sweet Harmony: Wrexham’s Music Scene Comes Together to Back UK City of Culture 2029 Bid: email dated 28 May 2026 with information on the City of Culture 2029 Bid.</p> <p>2. Call Out for Official Wreccsam 2029 Ambassadors!: email dated 27 May 2026 calling out for Ambassadors to support the Bid.</p> <p>3. Acton Community Resource Centre - Update and invite to engagement event: email dated 9 June 2026 inviting users of the Resource Centre to an engagement event in 25 June 2026 between 3pm and 6pm at the Resource Centre.</p> <p>4. Mayor’s Civic Visit to St. Giles Church on Sunday 12 July 2026: email dated 10 June 2026 inviting two Councillors to represent the Community Council at this Service on Sunday 12 July 2026.</p> <p style="text-align: right;">MEMBER’S INSTRUCTIONS ARE REQUESTED</p>	
3. AVOW	Members Mailout May 2026: email dated 27 May 2026 with the latest Newsletter from AVOW.	
4. Llais	IMPACT – Llais monthly Newsletter: email dated 27 May 2026 with their latest newsletter.	
5. Planning Aid Wales	<p>1. Upcoming Training from Planning Aid Wales: email dated 1 June 2026 containing details of their latest training.</p> <p>2. Upcoming Training from Planning Aid Wales: email dated 8 June 2026 containing details of their latest training.</p>	
6. Rainbow Foundation	Celebrating Life Without Limits: A Week for Ageing Well in Wrexham with the Rainbow Foundation: email dated 5 June 2026 with details of events being held during this week.	
7. Wales NHS	It’s National Blood Donor Week: email dated 9 June 2026 with information about National Blood Donor Week 8 – 14 June 2026.	
8. Nightingale House Hospice	Nightingale House Hospice – Report on Financial Assistance: email dated 2 June 2026 with a report and thanks from Helen Glaze at Nightingale House Hospice.	

Staffing Committee Minutes – 10 June 2026 (TO FOLLOW)