

15 June 2022

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held remotely via Zoom in accordance with Local Government and Elections (Wales) Act 2021, on **TUESDAY 21 JUNE 2022 at 6.30pm**. The business to be transacted is as set out in the agenda below.

Please note that the Meeting and those participating will be recorded. To join the meeting please use this hyperlink:

<https://us02web.zoom.us/j/86757662642?pwd=NE1kL0t2VHB1NUJ2SnRBQ05hTXFnZz09>

Or use the Meeting ID: 867 5766 2642 AND Passcode: 200514

Yours Sincerely

Carole Roberts

Clerk 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.

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

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

- 3. PUBLIC QUESTIONS:** In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda to which they wish to speak) to the Clerk to the Community Council's office by noon on 18 April 2022, may, subject to stating their name and address before the meeting, speak at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.
- 4. CONFIRMATION OF MINUTES:** To confirm the Minutes of the Annual Meeting of the Council held remotely on 17 May 2022 (Copy attached)
- 5. INFORMATION FROM THE MINUTES:**
- 6. COMMUNITY POLICING MATTERS:** To receive the Monthly Policing and Operations Report from the Acton Community Police Officers. (Copy attached)

Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or
E-Mail: clerk@actoncommunitycouncil.gov.uk with any apologies or requests for further information.
You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

- 7. PLAY DEVELOPMENT /SUFFICIENCY SURVEY:** Further to Minute 126.II) February 2022:, the Play Development Team representatives from Wrexham CBC will be in attendance at the meeting to present the attached report on the 2022 Play Sufficiency Assessment being carried out in accordance with the Play Sufficiency Assessment (Wales) Regulations 2012 and to invite the Council's response on the attached letter with a proposal for it to consider funding additional Staffed Play Provision in 2022/23 (details attached)
- 8. PROCEDURAL MATTERS**
- 1. COMMUNITY COUNCIL ELECTIONS, UNCONTESTED SEATS AND VACANCIES:** Co-Option of Members onto the Council to fill the Vacancies following the Local Government Elections held on 5 May 2022. Clerk to report on applications received by the deadline and to invite applicants present at the remote meeting to give a short presentation before proceeding to fill the three ward vacancies for Acton Park, Maesydre and Rhosnesni wards.
 - 2. ADOPTION OF MODEL CHARTER AGREEMENT:** To consider the draft agreement as circulated to Members on 25 May 2022. The Charter has been prepared in accordance with Section 131 Local Government (Wales) Measure 2011 and will be confirmed after taking any comments into account at the next Town and Community Council Forum to be held in July 2022.
 - 3. SERVICE LEVEL AGREEMENT REPORT FROM ACTON PARK RANGER:** To receive and consider the attached report for the period 1 October 2021 to 31 March 2022 and details of planned events from Hannah Farrell, Park Ranger for Acton Park (Please note a Copy has previously circulated to Members)
 - 4. SERVICE LEVEL AGREEMENT REPORTING ON 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)
 - 5. SERVICE LEVEL AGREEMENT REPORTING – SCHOOL CROSSING PATROLS:** To note that the Barkers Lane School Crossing Patrol vacancy was filled on 6 June 2022 and the Dean Road School Crossing Patrol position has been vacant since 27 May 2022
- 9. KEY ACTON ISSUES:** Wrexham CBC Members to report verbally on new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)
- 10. AUDIT OF ACCOUNTS 2021/22:** Details attached.
1. To receive details of the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2022.
 2. To receive and approve the Annual Return and accounting statements set out in sections 1 and 2 for the year ended 31 March 2022
 3. To give approval for the Chairman to sign the Annual Return on the Council's behalf before 30 June 2022 to comply with the Accounts and Audit (Wales) Regulations 2014 (as amended)
- 11. CONSULTATION: WREXHAM LOCAL DEVELOPMENT PLAN 2013 – 2028 CONSULTATION ON SCHEDULE OF MATTERS ARISING CHANGES:** To consider whether to make any comments following the notification on 20 May 2022 of this Consultation inviting comments by 6 July 2022 on the emerging changes as set out in the accompanying "Schedule of Matters arising Changes document (KPD26)" that has been circulated to members separately
- 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 BACS.
- 15. PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on application(s) within the Acton Community area made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address & Proposed Development	Decision
1. Planning Application P/2022/0463 - Dilys o/Valid From 06/05/2022 51, Cardigan Road, Wrexham, LL12 7TS - single storey rear extension	
2. Planning Application P/2022/0472 - Dilys o/Valid From 12/05/2022 83, Park Avenue, Wrexham, LL12 7AW - two storey rear extension and single storey side and front extension	
3. Planning Application P/2022/0474 - Dilys o/Valid From 16/05/2022 110, Park Avenue, Wrexham, LL12 7AN - single storey rear extension and construction of dormer windows to rear and side	
4. Planning Application P/2022/0483 - Dilys o/Valid From 20/05/2022 30, Park Avenue, Wrexham, LL12 7AH - works to trees protected by tree preservation order wmbc 21	

**the plans and documents for these applications can be viewed online [by clicking here](#) and selecting the Community of Gwauntyrfyn/Acton for the search. The Clerk requests an extension of the 21 day consultation period where appropriate*

16. EXCLUSION OF PRESS AND PUBLIC:

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

- 17. STAFFING COMMITTEE:** To receive and consider the Confidential Minutes and recommendations of the remote Staffing Committee meeting adjourned on 7 June 2022 and reconvened on 16 June 2022. (Copy to be circulated separately)

Minutes of the Annual Meeting of Acton Community Council held remotely via Zoom on Tuesday 17 May 2022

Present:

Councillor	W Baldwin	Councillor	P Lloyd
"	Mrs C Bettley	"	Ms B Martin
"	R Davies *	"	A Moss
"	Mrs A Evans	"	Kevin Roberts
"	A Gallanders	"	T Ryan
"	R Hardy	"	D Wallice
"	Ms C Jarvis		
	3 Vacancies		

* Absent

Also Present:

Councillor Mike Davies, Wrexham CBC
Mrs Carole Roberts, Clerk 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 2022/23 Municipal Year.

(As the meeting was being held remotely, the re-elected Chair undertook to sign his acceptance of Office for the 2022/23 Municipal Year at the earliest opportunity in the presence of the Clerk to the Council.)

2 APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor R Hardy be appointed Vice Chair of the Council for the 2022/23 Municipal Year.

3 THANKS

Councillor Roberts upon being re-elected as Chair thanked the Clerk for the last twelve months of hard work and also thanked Councillor R Hardy for his support as Vice Chair and Councillor Mrs C Bettley for her work as Chair of the Staffing Committee.

4 APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor Roger Davies.

5 DECLARATION OF INTERESTS

Councillor Caroline Bettley, indicated she was a Trustee of the Board for the Wrexham & Citizens Advice Bureaux and may have to withdraw from the meeting during any discussion and consideration of the report included at Agenda Item 11.2. She would declare a formal interest at that stage of the proceedings. There were no other declarations of interest made at this stage of the meeting.

6 PUBLIC QUESTIONS:

It was noted that the Clerk to the Council had not received Notice of any public questions as set out in Standing Order No. 3e.

7 CONFIRMATION OF MINUTES

The Minutes from 19 April 2022 remote Council meeting were received.

RESOLVED – that the Minutes of the Remote Council meeting held on 19 April 2022 be received and confirmed as a correct record.

8 INFORMATION FROM MINUTES

- 1. MINUTE 157.1 PEDI PADS FOR BARKERS LANE DEFIBRILLATOR:** It was noted the children's Pads had now been installed
- 2. MINUTE 157.4 DAMAGE TO SEESAW AT ACTON PARK:** It was noted that the Clerk in Consultation with the Chair, Councillor Kevin Roberts had given authorisation for works costing £2,907.00 to commence on 6 May 2022. The repairs involve ground works and the potential for a temporary closure of the Play area whilst the safety surface is dug out and the tyre stoppers and surface is replaced.

RESOLVED – to endorse the action taken by the Clerk in Consultation with Chair to authorise the works to go ahead

- 3. MINUTE 157.5 URGENT MATTERS -** Set out below are the actions taken by the Clerk in consultation with the Chair on urgent items that could not be held over until this meeting:
 - i) **Ffordd Garmonydd Play area:** Wrexham CBC officers were authorised to repair damage to Bow top Fencing at a cost of £460.84 and to obtain a quote to repair the Slow Closing Gate Mechanism. The Clerk had also requested Police officers to increase patrols in this area.
 - ii) **Internal Audit of Annual Accounts:** The relevant supporting papers were signed off by the Clerk & Chair. They will be collected from the Internal Auditor on 26 May 2022. The Internal Auditors report and Action Plan will be reported to 21 June 2022 Council meeting.

RESOLVED – to endorse the urgent action taken by the Clerk in consultation with the Chair.

- 4. Minute 159.2.e): Wales Regional Training Seminar:** Noted that the Clerk has now reserved a place to attend on 22 June 2022.
- 5. Minute 159.2.f): Acton Park Primary School – Play provision for older children:** The Clerk advised that consent was still awaited from the School to share the pupils' letters with the Wrexham CBC Play Development Team. Present position noted.
- 6. Minute 162..iii) Payment of Accounts:** The Clerk confirmed no urgent payments had been made and the risk had been averted as three of the four signatories had been re-elected onto the Council.
- 7. Minute 164: Long Service Gift Councillor Geoff Lowe:** The Clerk reported that in consultation with the Chair, she had purchased Bellis gift vouchers totalling £50 from the Chair's Charity Account.

RESOLVED – to endorse the action taken by the clerk in consultation with the Chair

9. COMMUNITY AND OTHER POLICING MATTERS

The Monthly Policing and Operations report provided by the PCSOs on Crime issues and Trends in each of the five Acton Community Wards was received and considered. The Report contained other news and reiterated PCSO activities and further encouragement to members of the public to complete the Safer Streets Survey: www.police.uk/streetsafe;

There were no Police Officers present and the following questions were raised by members to be forwarded to the Acton Sector Team for response:

1. Recent incidence of stone throwing to the rear boundaries of properties on the Redrow estate backing onto Bryn Estyn Lane. Some residents have provided information to the
2. Penymaes Avenue Foot Patrols: some Residents have previously raised concerns about the gathering at and around the school bus layby here. Have the Officers been able to observe or resolve anything?
3. Ffordd Garmonydd Play area: There has been low level but costly damage to the play area here and officers were asked to visit the open space as part of their regular patrols.
4. Motorbikes being used illegally at Acton Park and Frances Avenue: Is there anything to report on this Operation?
5. A request for a list of the current Acton Sector Policing team and their contact telephone numbers

RESOLVED that the Monthly Policing and Operations report be received and noted.

10 PROCEDURAL MATTERS

The Clerk's report on various procedural matters was considered as follows:

1) DECLARATION OF ACCEPTANCE OF OFFICE: It was noted that Members must sign their declaration within the statutory two month period, (Local Government Act 1972 S83) or at this time the office becomes vacant, and a Notice of Vacancy will be required to be submitted to the Returning Officer. The Clerk advised that she had met with all members of the Council and witnessed them signing their declarations.

RESOLVED - to note all Declarations of Acceptance of Office had been signed before the expiration of the statutory two month period.

2) COMMUNITY COUNCIL VACANCIES FOLLOWING THE LOCAL GOVERNMENT ELECTIONS HELD ON 5 MAY 2022- CO-OPTION OF MEMBERS ONTO THE COUNCIL: Recent advice from the Returning Officer confirmed that provided the number of newly elected members of the Council constitutes a quorum for the meeting, they may co-opt any similarly qualified persons to fill the unfilled vacancies within 35 days of the date of the elections. Members noted that the Clerk had advertised the appropriate Statutory Notices on the Council's website and Notice Board for the following three vacancies to be filled by co-option at 21 June 2022 meeting in the following wards:

Acton Central – 1 vacancy

Maesydre – 1 vacancy

Rhosnesni – 1 Vacancy

RESOLVED - that

***i)the action taken by the Clerk to advertise the three post-election Ward vacancies be endorsed ; and
ii)the deadline for expressions of interest for the three ward vacancies as set out above be confirmed as being noon on 20 June 2022 and any applications so received be considered at the next meeting of the Council which is within the 35 days permitted after the date of the Election.***

3) MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2020/21

RESOLVED – that the Schedules as now submitted setting out the record of Members' attendance at Council meetings during the 2021/22 Municipal year be received and noted.

4) DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2021: Under Section 151 of the Local Government (Wales) Measure 2011, as a relevant authority the Council must notify the Independent Remuneration Panel for Wales of the remuneration received by its members and co-opted members during 2021/22 and arrange for publication of this information within the authority area. This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate.

Further to Minute 144 March 2022 Members were advised of provision in Determination 44 of the Panel's final report for 2022/23 mandating a basic payment of £150 as a contribution to costs and expenses for members of all community and town councils. It was noted a Consultation is expected to take place shortly reviewing the situation with HMRC regarding such payments being classed as taxable income.

RESOLVED - that in order to comply with the requirements of the Local Government (Wales) Measure 2011, the Council make its formal Declaration for the year ended 31 March 2022 and the schedule as set out in Appendix 2 to the Report be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2021/22 and the Schedule should be published on the Council's website and a copy be provided to the Independent Remuneration Panel for Wales.

5) DAY AND TIME OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: Members considered a schedule setting out the timetable for the Council's monthly meetings for 2022/23 which generally will be held on the third Tuesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee and Youth Committee will meet on a quarterly basis and all meetings of the Community Council where possible will be held on a Tuesday evening.

RESOLVED – that

- i) the Meeting Schedule for the 2022/23 Municipal Year as set out in Appendix 3 be accepted and the Council will meet on the third Tuesday of each month; the Staffing Committee will meet on the first Tuesday of each quarter and the Youth Committee will meet on the last Tuesday of each quarter as set out in the schedule; and*
- ii) the Council continue to hold meetings remotely via Zoom until equipment and arrangements can be put in place for hybrid meetings to be held at the Acton Community Resource Centre or Little Acton Community Centre in accordance with the Local Government and Elections (Wales) Act 2021.*

6) BANKING MANDATE FOR PAYMENTS: The Council reviewed its mandate and the current list of persons authorised to sign all cheques and other authorisations for payment on behalf of the Council. It was noted the current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd and Geoff Lowe. As Councillor Lowe had stood down at the last Council elections, the Mandate should be refreshed. The Mandate requires that any two of the four signatories can sign cheques.

RESOLVED – that

i).the Clerk to the Council now makes the necessary arrangements for the decision below to be notified and implemented:

“i)The Council requests that its four Bank accounts be continued with HSBC Bank plc (the Bank) and the Bank is authorised to:

a) pay all cheques and other instructions for payment signed on behalf of the Council by the Clerk to the Council (Mrs Carole Roberts) and any two of the following four persons:

- 1. Mr W E Baldwin*
- 2. Mr R Hardy*
- 3. Mr P Lloyd*
- 4. Mr K Roberts*

(the signatories) whether any account of the Council is in debit or credit

b) deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of the Clerk to the Council (Mrs Carole Roberts) ; and

c) accept the Clerk to the Council (Mrs Carole Roberts) as fully empowered to act on behalf of the Council in any other transaction with the Bank.

d) accept The Clerk to the Council (Mrs Carole Roberts) as fully empowered on behalf of the Council to enter into at any time(s) any agreements(s) for or relating to electronic and/or telephone banking services of any kind whatsoever (“Services”), and to delegate (including the power to sub delegate) the operation of the Services as set out in the terms and conditions governing the Services and the Council acknowledges that the Bank shall be entitled to act upon all instructions received in respect of the Services until notified otherwise in writing by the Council.

ii) the Council agrees that any debt incurred to the Bank under this authority shall in the absence of a written agreement with the Bank to the contrary be repayable on demand;

iii) the Clerk to the Council (the Proper Officer) is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council and that the Bank may rely on such lists.

iv) these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Community Council and a copy, certified by the Chair of the Council and the Proper Officer is received by the Bank”

ii). In accordance with Financial Regulations 6.8 to confirm the Council considers it appropriate for payment for certain items (principally salaries) to be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. This approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years; and

iii). In accordance with Financial Regulations 6.9 to confirm the Council considers it appropriate for payment for certain items to be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. This approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

7) INSURANCE PROVIDER AND COVER FROM 1 JUNE 2022: The Council's three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services commenced on 1 June 2021. The Clerk advised that the renewal notice confirmed that Insurance cover for year 2 of the 3 year agreement includes extra items for Defibrillators and will cost a total of £1,234.97.

RESOLVED - to confirm the level of Insurance cover as set out in the Policy renewal Documents be confirmed as being adequate to meet the Council's requirements and the Zurich Municipal Insurance policy be renewed for a one year period to 31 May 2023 and the premium as now reported be paid.

8) REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER KEY POLICIES – It was noted that the Council at its 3 November 2020 and 20 April 2021 and May 2021 Council meetings had reviewed and adopted its Standing Orders, Financial Regulations and three other policies prepared by the National Association of Local Councils and One Voice Wales Model Documents as at November 2019

RESOLVED - that the following key Policies together with the Standing Orders and Financial Regulations as set out below be re-affirmed:-

ADOPTED JANUARY 2019:

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

ADOPTED APRIL 2021

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

9) APPOINTMENT OF COMMITTEES: The Council considered the appointment of its Committees. The 2021/22 memberships and terms of reference were noted.

RESOLVED - that for the 2022/23 Municipal year the Council appoint or as otherwise stated, the following Committees and Task and Finish Groups with the memberships and terms of reference as set out below:-

i) ACTON COMMUNITY RESOURCE CENTRE COMMITTEE:

The Council expects to carry out a considerable amount of work to review the £30k pa Service Level Agreement that ends on 31 March 2023. Reference was made to a letter received from Lynn Williams on behalf of Wrexham CBC requesting a meeting with Community Council to discuss the Community Council's intention. Members were minded to have several Special meetings of the Council to commence a discussion about funding priorities and the Contractual options for entering into another SLA. The initial timetable to be:

1. **Special Meeting 5 July 2022:** to meet and discuss funding priorities and the options for entering into another SLA using the Community Council's own legal advisor and to provide any questions identified to Wrexham CBC officers. Clerk to circulate existing confidential information relating to the Service level Agreement to all members of the Council;
2. **Monthly Meeting 19 July 2022:** to include an item on this monthly agenda to meet with Wrexham CBC officials to enable them to respond to the questions given on 5 July 2022
3. **Monthly Meeting 20 September 2022:** to consider progressing this matter
4. Once the Council has agreed a clear direction, there shall be a reserved option to appoint a Committee to consider the merits of an SLA for the Acton Community Resource Centre, finalise the content of a refreshed SLA and make its recommendation back to the Council to enable the Council's legal advisor to draw up an agreement..

RESOLVED – that this Committee shall not be re-appointed for 2022/23

ii). PLANNING COMMITTEE: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (ex-officio) together with Councillors Anne Evans, Corin Jarvis, Philip Lloyd, Andrew Moss and Tim Ryan.

Terms of Reference:

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

iii) STAFFING COMMITTEE: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (ex-officio) together with Councillors Mrs Caroline Bettley, Anne Evans, Becca Martin and Andrew Moss.

(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.)

In view of the new Membership, the Clerk was asked to circulate copies of the August 2021 Job Evaluation and review of the Administrative Function Report together with the draft documents for the new Administrative Assistant Post to the Staffing Committee members in advance of 7 June 2022 Committee Meeting.

Terms of Reference:

1. To deal with matters relating to the role of the Clerk or any other staff that may subsequently be appointed and **make recommendations to the Council**. The Committee to have regard to the advice notes prepared by the Society of Local Council Clerks in respect of:
 - (a). The Clerk's Job Description
 - (b). The Model Contract of Employment
 - (c). Performance Monitoring, Appraisal and Rewards for its Employee Staff(s)
 - (d). Job Evaluation. The duties and requirements the Council requires from its Employed Staff(s)
 - (e). Terms and Conditions of its Employed Staff(s)
 - (f). Disciplinary Procedures
 - (g). Grievance Procedures
 - (h) Dignity at Work / Bullying and Harassment

2. **APPOINTMENT OF ADMINISTRATION ASSISTANT** – The Interview Panel shall consist of Councillors Caroline Bettley, Anne Evans and Andrew Moss together with the Clerk to the Council;
3. The Committee shall have the power to proceed to advertise the Administrative Assistant vacancy.

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.

Note: The Annual Review of the Clerk's performance and development will be undertaken by the Chair of the Staffing Committee and previous year's Chair to provide continuity.

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

Terms of Reference:

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee and to its own adopted policies. 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.

v) YOUTH COMMITTEE: Chair of the Council Councillor Kevin Roberts (ex officio) together with Councillors Caroline Bettley, Roger Davies, Anne Evans, Andy Gallanders, Corin Jarvis, and Phil Lloyd.

Terms of Reference:

1. To **keep under** review and develop **emerging** options to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;
2. To receive and monitor from existing and any future Service providers, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;
3. To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide Youth Work Projects for 8-18 year olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.
4. To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.
5. To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 Borrass Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its "Play Pledge"; and
6. In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment (WCBC) namely :-
 - i- To develop a program of community activities, events and projects to be carried out in partnership with Wrexham CBC, the Acton Park Seasonal Park Ranger and established Community Groups such as the Friends of Acton Park; and
 - ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.
7. The scope of the Service Level Agreement with the Caia Park Partnership can be extended to encompass emergency Detached Youth Work in response to any further Covid 19 Measures 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.

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

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

TERMS OF REFERENCE:

1. To investigate, collate information and Report its findings back to the Community Council before the extended funding commitment ends post 31 March 2020 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 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 Consultation work that has been delayed due to the Coronavirus Pandemic and examine options for the funding of improvements necessary to ensure the longer term viability of the Community Centre.

3. the Group meet at the Little Acton Community Centre as soon permitted after the Covid Restrictions are relaxed 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 in due course.

vii) TASK AND FINISH GROUP –ACTON PARK – Not to re-appoint this Group as the task work has been concluded

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

All members of the Council to be given the opportunity to visit all of the three play areas belonging to Wrexham CBC that are funded by the Community Council.

MEMBERSHIP: Chair of the Council, Councillors Kevin Roberts (ex-officio) together with Councillors Andy Gallanders, Phil Lloyd, Becca Martin, Andrew Moss and Tim Ryan., 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 to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements.

2. To consult other inclusive high specification play areas in adjoining Community Areas for their advice.

3. To prepare a report for consideration by the Council in due course on the outcomes of its work and options for fully upgrading the three Acton Community Play areas.

10) APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEES.

The Council reviewed and considered the appointment of the Community Council's representatives for the Little Acton Community Centre and the Acton Community Resource Centre.

RESOLVED - that the Council's representatives at these Centres be confirmed as follows:-

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

11) COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES:

It was noted that the Clerk had received an update from Wrexham County Borough Council on the additional Community Governors for Alexandra CP, Acton Park CP, Barkers Lane CP, Borrass Park CP and Rhosnesni High Schools. There were currently no vacancies to fill. The present position was noted

12) STANDARDS COMMITTEE – NOMINATION OF COMMUNITY COUNCILLOR REPRESENTATIVE

The Council considered an invitation from Wrexham County Borough Council to nominate a representative to sit on the Standards Committee by 24 June 2022.

RESOLVED - that Councillor Kevin Roberts' name be put forward for nomination as a Community Councillor Representative on the Standards Committee and he complete and submit the necessary application form within the required timeframe.

13) NEW LEGISLATIVE REQUIREMENTS UNDER THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021:

The Clerk reported that there were Statutory implications arising from this new legislation. A Welsh Government Consultation had concluded last year but the Final Guidance was yet to be released. The key areas were Annual Reports, Training Plans and General Power of Competence. The present position was noted.

11 KEY ACTON ISSUES

The Wrexham CBC Members reported verbally on any New or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton. Namely:-

- The Village Green Application for the Dean Road Playing Field was being heard in an open meeting at Crown Buildings
- A pre-planning Consultation had commenced in respect of rproposals to build 450 house off Cefn Road
- Difficulty with the Recruitment of Doctors continued to have an adverse impact within the Acton Community GP practices

The Members were thanked for their updates.

12 SERVICE LEVEL AGREEMENT REPORTING:

RESOLVED - to receive and note the following Reports:-

- 1. ACTON COMMUNITY RESOURCE CENTRE:** A report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 9 May 2022
- 2. CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** A Report with the outputs and outcomes for the Service for the year ended 31 March 2022.

13 COMMUNITY ENGAGEMENT

Councillor K Roberts gave an update on various matters including an invitation received for all members to attend the Acton Brownies Diamond Jubilee Event on 24 May 2022; information about any other Jubilee Events in the Acton area, and a request for suggestions for Christmas events that

can be held in Acton Park (to be organised by the Park Ranger). The Chair indicated he was prepared to use his Charity Account for any local groups that required financial help with their Jubilee events.

RESOLVED – that the update be noted and the Clerk arrange to circulate to all members a copy of the Community Engagement questionnaire summaries that had been carried out by former Councillor Elinor Doherty in 2021 and 2022.

14 CONSULTATIONS

It was noted no Consultations had been received.

15 REPORT FROM CLERK

Information and general correspondence that had been received and was available for members at the meeting was reported and dealt with as follows:

Organisation	Details and action taken
1.One Voice Wales	1 New Councillor Induction Training: Emails dated 10 & 13 May 2022 concerning a series of Induction, Code of Conduct and core Module training sessions being held remotely at a cost of £35 per person. RESOLVED - that any Councillor who is available and wishes to attend the training notify the Clerk who will make the necessary bookings for them. 2. Call out for Good Practice/examples in response to global warming and climate change: Email dated 17 May 2022 from Welsh Government seeking information as part of their Net Zero Wales plan. Information noted
2.Shane Hughes North Wales Senior Project Office Keep Wales Tidy	Local Places for Nature – 2022 Applications: Email dated 4 May 2022 providing information about this opportunity to obtain free Starter and Development Packages. Priority will be given to projects in urban, deprived area with little or no access to nature Information noted
3.Planning Aid Wales	Latest news and Information: Email dated 17 May 2022 notifying of various training sessions including Induction to the Planning System in Wales, the Value of Place Plans & availability of Online training plans RESOLVED - that any Councillor who is available and wishes to attend the training notify the Clerk who will make the necessary bookings for them.
4.Play Wales	The Play Satisfaction Survey: A guide to using it locally: Email dated 11 May circulating a newsletter with links to this Guide Information noted
7.Road Safety Team Wrexham CBC	School Crossing Patrol for Barkers Lane School: Email dated 11 May 2022 confirming the appointment of someone for this post Information noted

16 PAYMENT OF ACCOUNTS

Members noted no payments had been received and also received details of payments that required authorisation and Bank Charges To 3 April 2022 £7.40 Current Ac ; £5.00 Chairs Charity Account.

Resolved – that the following payments be approved: -

Voucher/Payment Ref & Payee	Details	Amount
8. BACS ref 4.5.22 Carole Roberts	Clerks Salary and office expenses for May 2022 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)
9. BACS ref 5.5.22 Clwyd Pension Fund	Pension payments for May 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
10. BACS ref 6.5.22 HMRC	Payroll payments for May 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)

11. Cheque No 202211 Wrexham County Borough Council	Q4 Service Level Agreement costs for 2021/22 for Little Acton Community Centre Section 19 Local Government (Miscellaneous Provisions) Act 1976	£1,026.11 (VAT=£0)
12. Cheque No 202212 Zurich Municipal	Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/22 to 31/5/23 (Year 2 of 3 year agreement) Section 112 & S140 Local Government Act 1972 (as amended)	£1,234.97 (VAT=£0)
13. Cheque No 202213 Vision ICT Ltd	Hosted Email Account Section 58 Local Government (Democracy)(Wales) Act 2013	£21.60 (Vat= £3.60)
14. Cheque No 202214 Vision ICT Ltd	SSI Certificate setup July 2022 to June 2023 Section 58 Local Government (Democracy)(Wales) Act 2013	£60.00 (Vat= £ 10.00)
15. Cheque No 202215 Wrexham County Borough Council	Q4 Service Level Agreement costs for 2021/22 for School Crossing Patrols Section 137 Local Government Act 1972 (as amended)	£3,637.50 (Vat= £0.00)
16. Cheque No 202216 Carole Roberts	Clerks Expenses for May 2022 Section 112 Local Government Act 1972 (as amended)	£184.08 (Vat= £21.92)
17. Cheque No 202117 Information Commissioner	Data Protection Renewal Fee 28 June 2021 Data Protection Act 2018	£40.00 (NIL VAT)
Chairs Charity Account		
CCA1-22/23 Cheque No 100036 – Carole Roberts	Reimbursement : purchase of Gift Voucher for former Councillor Geoff Lowe in recognition of his 32 year Service to the Acton Community S15 Local Government Act 1972 (as amended)	£50.00

17 PLANNING MATTERS AND APPLICATIONS

The Council considered whether to make any comments on the following Planning Applications for development in the Community Council's area that have been received since the last meeting or 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 set out below:-

Case Number/ Address / Proposed Development	Decision
1. Planning Application P/2022/0313 - Dilys o/Valid From 11/04/2022 : 39, Elm Grove, Acton, Wrexham, LL12 7NR / discharge of condition 4 (parking) of planning permission p/2021/1039	No Observations
2. Planning Application P/2022/0398 - Dilys o/Valid From 25/04/2022 33, Monmouth Road, Wrexham, LL12 7TP / first floor side extension	No Observations
3. Planning Application P/2022/0399 - Dilys o/Valid From 26/04/2022 : 206, Herbert Jennings Avenue, Acton, Wrexham, LL12 7YD / conversion of garage to additional living accommodation (partly in retrospect)	No Observations
4. Planning Application P/2022/0413 - Dilys o/Valid From 13/05/2022 16, Ffordd Llywelyn, Wrexham, LL12 8JW - single storey side and rear extensions	No Observations

18 URGENT ITEM : PROPOSALS FOR NEW HOMES ON LAND EAST OF CEFN ROAD, WREXHAM

The Chairman considered that this item of business should be dealt with as a matter of urgency as it would be unnecessarily delayed if held over to the next meeting. It was noted that the Clerk had received

notification of this Consultation electronically late this afternoon from the Haworth Group and the closing date for receipt of comments was before the next Council meeting.

Members were reminded of the formal response the Council had submitted in June 2018 as part of the Local Development Plan Consultation. In particular Q8 KS22 dealt with land to the east of Cefn Road and North and South of Bryn Estyn Lane and the Council had set out its reasons for objecting to the inclusion of this land. Additionally in Topic, Criteria and Area Based Policies, Q53 the Council had welcomed the improvements planned for Cefn Road and the Greyhound Roundabout. The Council had also included a detailed commentary on Policies R1,R2, R4,R7. In respect of Policy CF1, Protection of existing open spaces sport and recreations and Policy CF2 Open Space and Sport Recreation facilities, the Council had welcomed the aims of the Policies given the open space deficit in its Community area and retention of existing well used open spaces and recreation grounds is paramount in tandem with these Policies.

It was noted that in the intervening four year period, the Council's stance had remained the same but its views and position must be updated in any response to the current Consultation to include reference to there having been no formal consultation or planned improvements to the Cefn Road and Greyhound roundabout; the deterioration of bus services in the area and any capacity to divert existing routes; the existing local facilities of shops, schools and GP surgeries have been at full capacity for several years. GP services in particular have deteriorated, exacerbated by difficulties in recruiting GPs. There should be provision made for new Shops, Schools and GP Surgeries before this or any other development commences.

The Environment (Wales) Act 2016 places a duty on Councils in respect of the Biodiversity and Resilience of Ecosystems and robust plans should be in place to preserve and increase the ecology and biodiversity at this site. Climate change and Biodiversity must be a high priority when considering any new development and proposals. The Council is also concerned that proposals for a 20% allocation of affordable homes may be diluted; they must translate to affordable appropriate housing on the final build. The Well-Being of Future Generations (Wales) Act 2015 has set wellbeing goals and ways of working to ensure sustainable development principles. The developer must be able to evidence any proposals will meet those needs and expand the health and wellbeing for future generations.

RESOLVED - that the Clerk to the Council prepare a draft response containing the matters now put forward for circulation to Members and the final response with any further comments from members be submitted by the 15 June 2022 Consultation Deadline.

19 EXCLUSION OF PRESS AND PUBLIC

RESOLVED - 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.

20 ACTON COMMUNITY RESOURCE CENTRE - WCBC MANAGEMENT

Further to Minute 157.8.ii) April 2022, Councillor R Hardy gave an update. Members noted that earlier in the meeting the Council had agreed a series of Council meetings to consider future funding for the Resource Centre (Minute 10.9).i refers) together with an SLA Report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 9 May 2022 (Minute 12 refers). Councillor Hardy had also obtained a quotation for Office Space at the Resource Centre. It was noted the Council's representatives on the Management Committee had raised the matters referred to at the April 2022 Meeting.

RESOLVED that the Clerk compile a composite document with the background information now referred to including a copy of the existing Service Level Agreement that ends on 31 March 2023 together with the documents supplied by Councillor Hardy to form the basis for the first Meeting's discussion about the Community Council's options for supporting the Acton Community Resource Centre and circulate the final document to all Members well in advance of the Special Council meeting to be held on 5 July 2022.

Councillor Kevin Roberts
Chair

Signed as a correct record this 21st day of June 2022

Presiding Chair

ACTON AREA UPDATE

08/05/22 to 12/06/22

OFFICERS

Sgt 1689 Kelly Lewis

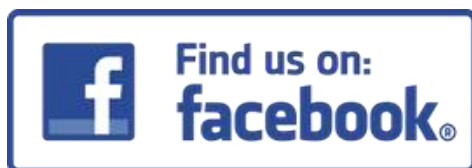
PC154 Graham Bailey

PCSO 3970 Tom Jones

PCSO 3420 Tim Edwards

CONTACT DETAILS

Email: ActonSectorWrexham@northwales.police.uk



HGC Trêf Wrecsam / NWP Wrexham Town

INCIDENT UPDATE

ACTON

Arson x 1
Criminal Damage x 3
Theft x 4
Theft from motor vehicle x 1
Public Order x 2
Common Assault x 2

LITTLE ACTON

Common assault x 1

RHOSNESNI

Common assault x 1
Criminal damage x 3
Public order x 1

MAESYDRE

Arson x 1
Common Assault x 6
Criminal damage x 6
Public Order x 2
Shoplifting x 1
Theft from motor vehicle x 2
Theft x 3
Theft of pedal cycle x 2

BORRAS

Public order x 1

OTHER NEWS / PCSO ACTIVITIES

As identified above, it is the time of year where arsons tend to crop up. Whilst both of these fires were very small it is still something we are mindful of and have stepped up patrols in the affected areas at the times they occurred.

The play and youth support team are currently completing Wrexham's play sufficiency assessment 2022. As per the Welsh Government statutory duty placed on local authorities this is due to be completed every three years with the previous assessment completed in 2019. This assessment provides the local authority with their key priorities for improving play within the county over the coming three years.

Overall Satisfaction

Satisfaction surveys are integral to understanding children's sufficiency with their play opportunities. The online survey asked children a series of questions about their time, space and permission for play before asking them to rate their overall satisfaction with their opportunities for play by choosing one of the following options:

- It's great and couldn't be made much better
- It's good but could be made even better
- It's OK but needs to be made a bit better
- It's not good and needs to be made better
- It's rubbish and needs to be made much better

In 2021 71.1% of children rated their satisfaction with their opportunities for play as "good" or "great", 20.6% rated it as "ok but in need of improvement" and 8.3% rated it "not good" or "rubbish" This compares with 78.4%, 16.7% and 4.8% in 2018, suggesting a 7.3% decrease in the number of children who report experiencing play sufficiency.

Survey Year	No. of responses	Overall satisfaction rating					
		% Great	% Good	% Great or Good	% OK	% Not Good	% Rubbish
2021	1277	38.1	33.0	71.1	20.6	4.4	3.9
2018	1248	41.7	36.8	78.4	16.7	2.7	2.1
2015	1066	36.2	36.8	73	19	4.8	3.2
2012	90	34.4	33.3	67.7	24.4	6.6	1.1

As the table above demonstrates there has been a significant drop in the satisfaction levels of children in Wrexham of 7.3% additionally there has been an increase in children reporting that their opportunities to play is 'not good' (increase:1.7%) and 'Rubbish' (increase 1.8%).

What is clear from the results is that the COVID pandemic has had a negative impact on children's satisfaction with their opportunities to play. 86.2% of all children surveyed reported that Covid-19 (and the WG restrictions) has had an impact on how they usually play.

Play Sufficiency in Acton

The 2021 child satisfaction survey results has enabled us to focus on specific communities to explore and identify factors that promote or constrain conditions for play. Please see Acton results below –

Acton - PSA Data	%/num	overall
Number of responses:	120	
Satisfaction:	69.20%	71.1
Time:	67.10%	72.0
Space:	76.30%	78.9
Permission:	59.20%	67.3
Covid:	57.10%	56.8
Average number of spaces:	3	4

The percentages show that children's satisfaction with Time, Space and Permission are all below the average for the county within Acton. Furthermore the permission indicator above is less than 10% of the average therefore suggesting this is a key area in improving opportunities for children in the area.

Local PSA Recommendations

As you will be aware 5 recommendations were suggested as part of the local PSA conducted in 2018, as below:

- 1) Organise regular temporary street closures for play
- 2) Develop a program of community events
- 3) Agree access to school grounds
- 4) Remove 'no ball games' signs
- 5) Develop a master plan for Acton Park

The subsequent local assessment and wider research suggests that these recommendations are still relevant to the community. Following a two year period of COVID-19 which has affected all service areas and operation, the play and youth team are now running back up to pre pandemic capacity. With this in mind it may be an appropriate time to consider community based provision. Experience within the team has shown us that where there is year round community play provision attitudes of adults towards children's play becomes more tolerant and ultimately more permissive. Please see accompanying letter with provision details and costs.

Pennaeth Addysg/Head of Education

Karen Evans

Stryt y Lampint, Wrexham LL11 1AR

Lambpit Street, Wrexham LL11 1AR

Ffôn/Tel: 01978 292000

www.wrexham.gov.uk www.wrexham.gov.uk



Ein Cyf/Our Ref:

Dyddiad/Date

14 June 2022

Gofynner am/Ask for

Rhif Union/Direct Dial

01978 298361

E-bost/E-mail

jay.davies@wrexham.gov.uk

Dear Councillors

Funding for Staffed Play Provision in 2022-2023

2022-2023 play provision costs

We will be continuing to offer play sessions of two hours. Our own experiences and those from other playwork providers suggests that this would be sufficient, with children still getting regular doses of playing and parents still having the opportunity for some regular respite.

We are also recommending that where possible we shift towards the delivery of regular year round play provision, rather than focussing only on school holidays as has previously been the case. Our research indicates this approach would best support children's play and in our experience this leads to children attending more regularly, which in turn supports the development of stronger relationships between staff, children and their families.

With this in mind the cost to Community Councils of funding **one playwork session per week for 48 weeks** of the year (excluding one week at Christmas and one other week) are as follows:

<i>1 x Senior Playworker (NJC G05 point 8)</i>	<i>3.5 hours per week x 52 weeks</i>	<i>£2,486.16</i>
<i>2 x Playworker (NJC G04 point 5)</i>	<i>3 hours per week x 52 weeks</i>	<i>£3,919.52</i>
<i>Recommended Project Costs</i>	<i>including van running costs</i>	<i>£1434.67</i>
<i>Total</i>		<i>£7,890.95</i>

However, despite the benefits of shifting to a year round approach, we recognise that the above costs may be prohibitive for some community councils. We therefore remain committed to delivering also staffed play provision on a sessional basis during school holidays. The expected cost per session for school holiday provision in 2021/22 is £137 per session, resulting in the following:

- Cost for a 5 sessions per week throughout Easter, Whit, Summer & October school holidays (total of 45 sessions excluding bank holidays & national playday) = £6,165.
- Cost for a 3 sessions per week throughout Easter, Whit, Summer & October school holidays (total of 25 sessions excluding bank holidays & national playday) = £3,425.
- Cost for a 2 sessions per week throughout Easter, Whit, Summer & October school holidays (total of 20 sessions excluding bank holidays & national playday) = £2,740.

As usual, we are happy to negotiate how many sessions individual community councils may want on a case by case basis. Please contact the team to discuss the 'package' you may require.

Due to the time required to plan and prepare for the delivery of quality provision (including the recruitment, checking and training of staff) please can community councils make us aware of their intentions for the forthcoming financial year as soon as possible.

Historically we have approached community councils on an annual basis, however we would like you to consider committing to a multiple year SLA of 2 or 3 years. A multiple year SLA would also 'lock in' the costs quoted in this letter beyond year 1. We would still provide you with an annual report and

would be happy to amend the service each financial year, to ensure the provision met the current demand. This move would enable us to provide longer contracts to staff, which should help with staff retention. It would make publicity easier and increase cost effectiveness, as we would not have to re-call and amend publicity annually as we have had to do in the past.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Stacey', with a stylized flourish at the end.

Gareth Stacey

WCBC Assistant Team Lead – Play and Youth

Acton Park

Seasonal Report

01/10/21 - 31/03/22

Seasonal Ranger:

Hannah Farnell



**Park
Maintenance**

**Community
Engagement**

Surveying

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Environment Department

JOB DESCRIPTION

POST: Seasonal Ranger, Acton Park

JOB PURPOSE: To support the provision of countryside recreational and environmental educational opportunities in the Parks, for visitors and the local community.

Principal Accountabilities:

- | | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| a) | Assist in the operation, maintenance and development of the Parks and the associated visitor centre facilities (including general site and visitor supervision, practical estate maintenance work and animal husbandry), to ensure that they are accessible and safe for visitors. | Evidenced on pages 6-9.
See "Park Maintenance" |
| b) | Plan, organise, deliver and monitor the Parks, Countryside and Rights of Way Service events and environmental education programmes(including leading groups, writing events programmes, producing interpretative displays and developing learning materials which support the National Curriculum, eg school resource packs), to increase public knowledge and understanding of the countryside and related issues. | |
| c) | Work with the local community to develop and lead volunteers programmes, to assist in the care and management of the parks and rights of way network, eg Junior Rangers (under 16 years old), adult volunteers and other work placements. | Evidenced on pages 10, 11 & 13.
See "Events" and "Friends Voluntary Group" |
| d) | Support the promotion of the park facilities, through the development, production and monitoring of marketing and promotional literature, exhibitions and group talks, in order to maximise awareness of the Parks, Countryside and Rights of Way services and facilities. | Evidenced on page 14.
See "Social Media" |
| e) | Supervise information assistants, seasonal and temporary staff, volunteers, placements and contractors, in compliance with relevant personnel policy and procedures. | Evidenced on pages 10, 11 & 13.
See "Events" and "Friends Voluntary Group" |
| f) | To undertake any other relevant duties as directed by the Senior Parks and Countryside Officer. | |

Report Summary

A seasonal ranger's work is often specific to the summer months but as evident in this report, **extending this role over the winter has been beneficial to the park and community**. Maintenance on paths is an ongoing, year-round task, whilst volunteers and schools have been grateful for the opportunity to be outside, working and learning in this beautiful location even in the colder weather.

Park Maintenance

Paths have been scraped and blown to clear them of compacted mud build up and leaves.

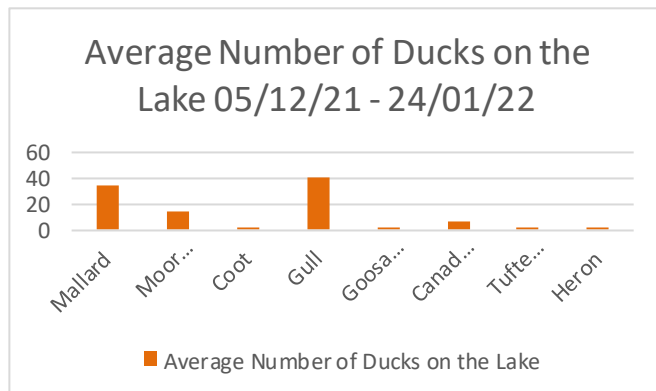
Woodchip from fallen trees at the park has been repurposed by spreading over muddied paths.

An orchard has been planted with the help of volunteers, the Friends group and two local primary schools.

Orienteering course installation has been completed.

Events

Three events have been held over the winter period with over 250 people attending the Christmas event.



Proposed work

Path maintenance is an ongoing job across the park whilst spring growth will need trimming back. Several benches would benefit from re-painting and two new benches are ready to be installed. More signage would benefit the park: labelling the orchard and noting who planted it, providing duck feeding information and tree species name plaques for noteworthy trees in the park. Up to four events will be held in the summer period, alongside school groups and volunteering sessions. Junior rangers sessions could also be

Completed Works

Volunteering

The Friends group has continued to meet over the winter and sessions may evolve to include just social gatherings for those who are no longer able to complete physical work.

Schools

Three schools have attended park sessions with the ranger over the winter period with a total of four sessions overall.

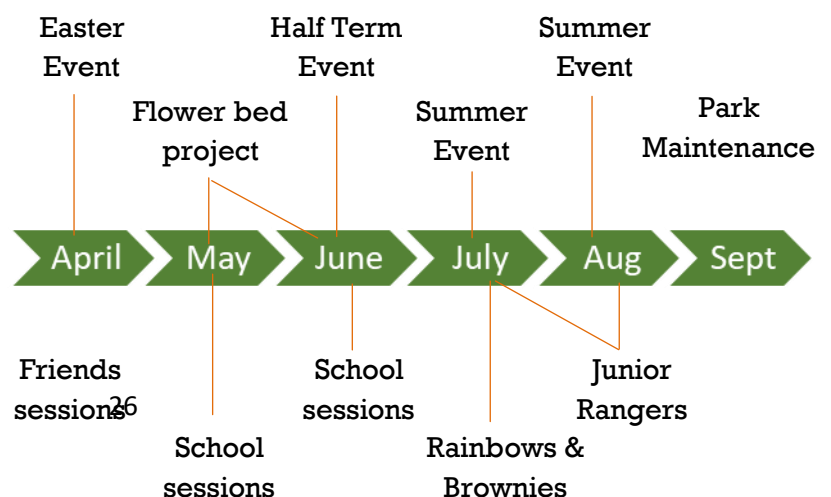
Social Media

Education Facebook posts on the park's ecology and wildlife have continued through the winter and continues to prove successful in the advertising of events.

Duck Survey

Water bird species were recorded over the winter with a total of **eight species** present. A high of **156 individual birds** were present on the lake at any one time. Generalist species were more abundant which is to be expected, goosanders (active fish hunters) were present for months and coot population numbers are far lower than moorhens, for which there is no clear

Future Highlights



Overview

Throughout the winter period, park maintenance has focused on hedge cutting and path clearing. Across the park's path network, soil continues to creep onto the tarmac and compact, narrowing the walkway. Many paths have been scraped and maintained which includes the blowing of leaves to prevent them rotting and adding to the issue. A small orchard has been planted in the former wild flower area (there is not enough sunlight in this area for wildflowers to succeed so few came through last year). The orchard consists of 20 fruit trees varying in species: apple, pear, plum and damson and were planted with the help of volunteers, the Friends group and local schools (Acton Park Primary school and Borrass Park Primary School). Woodchip from fallen trees in the park has been laid over muddied paths and to define a path through the young orchard. The orienteering course has been finished with the installation of the start/finish posts. There is always work to be done to keep paths clear which will continue into the summer months. Two benches will be installed in the spring and existing benches painted. There are signs that could be installed in the park to inform visitors on the orchard, ancient tree species and feeding the ducks.

The Friends group have continued to meet over the winter, providing valued help to maintain the park, completing various tasks from weeding, to path scrapping. They have also welcomed some new volunteers who are keen to get involved and improve areas of the park. The session may evolve to include a separate social gathering where those who can no longer do the physical work can still meet and benefit from the social interaction.

To date three events have taken place over the winter period: Halloween "*The Spooky Woods*", Christmas "*The Naughty Elf Trail*" and The Animal Trail during February half term, which have all been a huge success. The Easter event is coming up on 17th April and an orienteering event is in planning with Deeside Orienteering Club. Further event dates are planned to coincide with school holidays.

There have been several ranger-led educational sessions at the park and both Acton Park Primary and Borrass Park Primary have planted orchard trees. Unfortunately some classes have been postponed (due to staff with Covid) which have been re-arranged for the coming weeks. Up to 6 sessions will be planned for the remaining school year encapsulating other aspect of park life.

Social media posts on Facebook have continued, regularly highlighting ecological changes to the park through the winter to engage and educate readers about this wonderful resource- even in the cold weather! This online platform also allows for the advertising of events and spreading the word about school visits and works completed.

Completed Seasonal Work

Park maintenance

Hedge Cutting and Path Clearing

Path maintenance has been continuous, scraping off compacted mud on the worse affected areas to widen them and use of the leaf blower to remove fallen leaves as they rot down and add to the issue. There has been particular leaf build up at the far end of the park (near Borrás shops) and around the rose garden which has been cleared and continues to be maintained. Hedge cutting has also been undertaken regularly ensuring all paths are clear of hedge/tree growth as well as cut fully back to prepare for spring growth.



Trees

The storms experienced in December 2021 unfortunately left considerable damage to several trees including the complete loss of a cherry plum tree near the main fishing pegs, however the woodchip from these trees has been repurposed on muddied paths round the park.

A new orchard has been planted in the former wild flower area to utilise the space and create a different zone for people to walk through when they visit the park. There are 20 fruit trees of varying species: apple, pear, plum and damson, planted with the help of volunteers, the Friends group, Acton Park Primary School and Borrass Park Primary School. It is hoped that plaques can be made and installed near the orchard to inform people on the tree species and who planted them.



Before



After



Before



After



Before



After



Orchard
Planting



Orchard
Planting



Orchard
Cleared

Site Checks

Daily site checks have been undertaken and the removal of several fallen trees organised.

Surveying

Surveys were conducted to establish the number of species of ducks on Acton Lake over the winter period. Data were gathered between 5th December 2021 and 24th January 2022 on a once-weekly basis. See the graph on page 9 for an overview of the data.

Conclusions

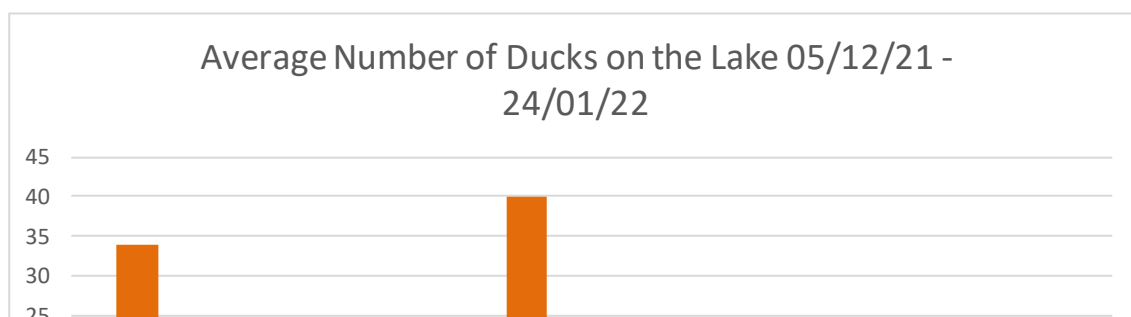
The highest total of birds counted on the lake was 156 individuals in one sighting. Eight different species of water birds were observed throughout the surveying period. Mallards, moorhens and common gulls are year-round residents whilst the lake also saw the appearance of tufted ducks, goosanders and a heron during the winter season.

Species information

High numbers of mallards and common gulls are to be expected as these species do well in most environments and are generalist eaters, meaning they don't have a specialised diet and will eat most food types available to them. Many locals enjoy feeding the ducks which offers an additional food source for these birds. It is therefore expected that there are higher numbers of generalists like Mallards and common gulls at Acton Lake. Both species are very common and are widespread globally.

Moorhens also appear to do well on the lake, however the closely related coot doesn't share the same population numbers. They are both part of the Rallidae family which could suggest they compete over resources however they have different diets. Moorhens feed on snails, insects, berries and small fish whilst coots dive for waterweed and algae suggesting competition for food doesn't impact population numbers at Acton Lake. Other resources may be limited at Acton lake for rails, such as nesting sights, of which the current moorhen population may dominate, preventing coots to become established at the lake. Both species have stable populations across Europe and are common.

Goosanders have long, serrated bills for catching fish. They are one of few ducks that actively hunt their food, even teaming up to drive fish in the desired direction. It has been wonderful to see a small group, around 4 birds, inhabit the lake for several months this winter. Unlike the mallard, the goosander doesn't partake in offerings for the public such as bread morsels, but instead will remain untamed and dive for fish. As a fishing lake, it has likely been a good location for them to inhabit with a good food source.



Community Engagement

Events/ Schools / Volunteering/ Facebook

Events

“No matter the weather!” would be the motto for this winter’s events! The Halloween and Christmas events saw huge turnouts despite the bad weather.

Halloween Event “The Spooky Woods”

Date: 31/10/21

Details: A trail lead through the “spooky woods” which was decorated with Halloween props. There were also games available: witch hat ring toss and knock ‘em down buckets. Despite the rain and sideways wind the turnout was great! A ‘colour your own’ Halloween mask activity was planned, however, the rain prevented most from being able to do this.

People attended: over 150



Christmas Event: “Naughty Elf Trail”

Date: 19/12/21

Details: There was a marked trail around the park with images of elves hidden along the way for people to find. Acton Park Primary school got involved and made Christmas decorations from wood cookies (small slices of wood) that were hung in labelled class groups along the trail. Children were able to make their own Christmas tree decorations for free with wood cookies available to colour in. There were also games: Santa hat ring toss and pin the nose on Rudolf. A toy drive was held and the response was overwhelming with donations over-flowing three wheelbarrows! There was a photo booth, which consisted of a decorated stock trailer with: backdrop, fairy lights and a pop up elf. Hot drinks were also provided by the bowling club which was very popular and free mince pies were on offer.

People attended: over 250



Animal Trail

Date: 27/02/22

Details: A marked trail led people round the park with different animals hidden along the way. Children were given handouts which had a question for each animal they found. Whilst fun, this event was also designed to be educational, focusing on animals you are likely to find in places like Acton Park. Each species had a list of facts about lifespan, diet and a fun fact. It was a cool day but turnout was still good. Donations for North Clwyd Animal Rescue were collected, a wheelbarrow was filled and NCAR were very grateful.

People attended: 122



School Sessions

Acton Park Primary, Borrass Park Primary and Wats Dyke Primary have all attended the park for ranger-led educational sessions this season. They have studied the different tree species at the park as well as planted several of the new orchard trees, which was thoroughly enjoyed by the children. Many of the children have been back to the orchard to check on “their” tree, providing an excellent connection to the park encouraging a caring attitude for nature and shared spaces.

Acton Park Primary have make bug houses and studied the common birds in the park and the ranger has attended the school to answer the childrens’ questions on being a ranger. The school is keen to continue working closely with the ranger and attend further sessions at the park.

Unfortunately some classes have been postponed due to staff becoming ill with Covid but sessions are re-arranged for the coming weeks. In total 4 sessions have been held this winter with 6 booked in for April and interested in more sessions throughout the spring.



Wat's
Dyke



History
Trail



Bird
feeder



Acton
Primary

Friends Voluntary Group

The Friends of Acton park voluntary group have continued throughout the winter, providing much appreciated support with park tidying and maintenance. Several new

volunteers have joined the group and are keen to make improvements to the park. The original members from when the group was established in 2008 have now reached a point where they are unable to help with physical tasks, so it has been discussed that they may still attend the session but in a social capacity, as this is what many people enjoyed about attending. The option to just meet socially, removes the obligation to assist with gardening and therefore still provides the opportunity for older people in the area to benefit by meeting up, helping to elevate isolation and loneliness in the community.



Orienteering

The instillation of the orienteering course has been finished and an event is being planned with the Deeside Orienteering Club. A date is still to be confirmed; it will likely be hosted in the summer.

Social Media

Engaging and educational information continues to be posted on the Acton Community Council's Facebook page, covering a range of topics relating to the park such as: wildlife and plant life in the park, progress pictures including ranger work, voluntary work completed by the Friends group and event advertising. This has been an excellent tool for: educating the public on changes to the park's ecology during the winter months, offering updates on maintenance works that are completed by both ranger and volunteers, as well as advertising park events. Acton Park's naughty elf posts at Christmas time added a seasonal and fun twist to educational messages about the park.



Projected work

Park Maintenance

Hedge Cutting and Path Clearing

As spring growth shoots through regular trimming will be required to keep paths clear. There are still several paths requiring scrapping to remove the soil that has compacted onto the tarmac narrowing them. Without any barrier to prevent the soil sliding onto the paths, this will be an ongoing maintenance task across many areas of the path network.

Bench installation

There are two benches to be installed which can be completed before the start of summer to ensure they are available during the hotter weather.

Bench Painting

Several benches around the park are in need of re-painting. An excellent spring task in preparation for the summer months when they are in greater use. This task would also lend well for volunteers to help complete.

Park Signage

The Friends voluntary group have 2 notice boards that are in poor condition and need replacing.

Two members of the community have requested whether it is possible to get a duck feeding information board position where most people come to feed the ducks. People regularly still feed bread which is not good for ducks so a sign where the main foot traffic is would be beneficial to educate people with what foods are better to feed.

It would be aesthetically pleasing and informative to have a plaque made for the new orchard area, establishing what tree species have been planted and who by. It would offer recognition to those that came to help as well as information for park visitors.

There are many interesting and ancient tree species at Acton Park which could have permanent name plaques installed for visitors to identify and learn about them.

Community Engagement

Events

Events are proving very successful and increasingly popular and should continue to be well attended as we head into the warmer months. Future events will coincide with school holidays.

Proposed dates are:

- Sunday 17th April (confirmed Easter Event)
- Sunday 5th June (TBC. During half term)
- Sunday 24th July (TBC. Summer holidays)
- Sunday 28th August (TBC. Summer holidays)

Proposed event Ideas:

- Orienteering course launch: Now the Orienteering course is installed, a launch event would help raise awareness of the course and provide an outdoor activity for kids on the weekend and Deeside Orienteering Club are keen to be involved. Requests have been made from locals and brownies/scouts for a copy of the map, proving its popularity already.
- Dog show
- Pirate treasure trail
- Park run
- Nature trail
- Rubbings trail: taking rubbings of molds placed round the park.

Bowling club

The bowling club is interested in hosting another open day, which the duty ranger can help advertise to boost interest and membership numbers for the club which have fallen this year due to Covid and older players.

School sessions

There is lots of interest in more educational school sessions at the park from local schools. The ranger can plan new sessions that can be hosted up to summer holidays between April and July; a further 6 sessions can be held in this time.

Alongside educational sessions, the ranger is keen to host a project in the park that can be completed by students. Acton Park Primary are interested in the 'flower bed project' which will involving weeding, clearing and re-planting flowers in a flower bed at the park.

The local Rainbows and Brownies are also keen to attend a ranger-led session at the park which has been arranged for July.

Friends Voluntary Group

There is potential for the Friends group to develop into two groups, those who use the time for completing practical work at the park and others who would like to just come and socialise. With an aging original Friends group whose members are no longer able to work physically, still having the option to socialise with others is valuable and should be encouraged. With warmer weather on the way, it is hoped more volunteers will join the current group to work on the park, whilst a specific social session is established to provide company for those who can no longer work physically but enjoyed attending the session for its social benefits.

Junior Rangers Summer Sessions

Over the summer the ranger could design and implement junior ranger sessions for children and their parents to attend. The sessions would include teaching the children about the flora and fauna in the park and getting them to complete tasks and play games, giving them a “ranger” experience.

Junior ranger sessions has been successfully attended at Ty Mawr Park in the past and could offer a guided activity session for parents looking for ways to keep kids entertained over the holidays.



Ranger Projects

Mapping

Currently there are no definitive maps of Acton Park's features. Maps could be created to log the placement of bins, notice boards etc. as well as more in-depth ecology maps to record the tree species in the park, for example. There are also rocks with bronze poems on spread out across the park, of which a map could be created and made accessible to the public for them to explore the trail.

Orienteering Path

One of the orienteering markers is near the edge of the park and only accessible from one direction. The path leading towards the marker that is currently inaccessible could be opened up and small tree branches used to mark out the edges of the path.

Collaborative Projects

Edging on Paths

Some paths in the park would greatly benefit from some edging to prevent mud washing down onto the path and compacting which causes the path to become narrower and slippery in the wet. Installing edging at the worst affected areas would also reduce the labour that is needed regularly to scrape the paths; scraping is intensive work and not always suitable for Friends volunteers nor for long periods through the day. The mud is currently so compacted that the street sweeper vehicle will not remove it hence the recommendation for path edging as a solution.

Designated off-lead dog area

The fenced area which used to surround the old playground is regularly used by locals as an off-lead dog exercise area; whilst this area isn't designed for this use, the concept of building a specialised off-lead dog area may benefit the local community. The duty ranger would be able to offer advice to such a project due to prior experience as a dog trainer/behaviourist.

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**INTERNAL AUDIT REPORT
ACTON COMMUNITY COUNCIL
2021/2022**

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

Internal Control	Internal Audit Testing
Books of account have been properly kept throughout the year	<ul style="list-style-type: none"> • Ensure the cashbook is maintained and up-to-date and arithmetically correct • Document and assess the adequacy of the prime books of record (and where relevant computer software) used to record council income and expenditure transactions
<p>Standing Orders & Financial Regulations have been adopted and applied</p> <p>The Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for</p>	<ul style="list-style-type: none"> • Ensure the Council has formerly adopted Standing Orders & Financial Regulations • Ensure a Responsible Financial Officer has been appointed • Through sample testing ensure contracts above the tendering threshold established in the Financial Regulations/Standing Orders been competitively purchased • Through sample testing ensure payments in the cashbook are supported by invoices, authorised in the minutes, have cleared the bank statements and are not ultra vires • Ensure VAT on payments been identified, recorded and reclaimed • Ensure Section 137 expenditure is separately recorded and within statutory limits • Where material services are received from independent or public sector provider(s) ensure an appropriate Service Level Agreement is in place • Having regard to the size of the council, review policy and procedure documents
Adequate arrangements are in place to manage all identified risks	<ul style="list-style-type: none"> • Review the minutes and identify and query with the council any unusual financial activity • Ensure the minutes record the Council carrying out and approving an annual risk assessment • Ensure key categories of insurance are in place and that fidelity cover is adequate • Having regard to the size of the Council, review whether internal financial controls are documented and regularly reviewed

Internal Control	Internal Audit Testing
	<ul style="list-style-type: none"> Review whether the Council assessed the significant risks to achieving its objectives relative to its management of its finances and has risk management and risk mitigation procedures in place
The annual precept request is the result of a proper budgetary process; budget progress is regularly monitored and the council's reserves are appropriate	<ul style="list-style-type: none"> Ensure the Council has prepared an annual budget in support of its precept request Verify whether actual expenditure against the budget is regularly reported to the Council Review budgetary control information and year end variance analysis. Follow up any significant unexplained variances from the budget Review the Council reserves policy if one has been adopted. Review the analysis of reserves between earmarked and general reserves. Ensure earmarked reserves are appropriate. Review whether general reserves may be excessive or insufficient having regard to the levels of council net operating expenditure
Income procedures ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for	<ul style="list-style-type: none"> Ensure through review of records that income is properly recorded and promptly banked Through sample testing of each income stream verify that the correct price has been charged, income has been received, recorded accurately and where relevant that VAT has been accounted for Ensure security controls over cash and near cash adequate and effective and that insurance cover is held
For those councils that maintain a petty cash system – Petty Cash Procedures ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for	<ul style="list-style-type: none"> Through sample testing ensure petty cash expenditure is recorded and supported by VAT invoices/receipts Ensure petty cash expenditure is reported to Council meetings Review regularity of petty cash reimbursement Ensure VAT is reclaimed on petty cash expenditure
Wages and salaries to employees have been paid in accordance with Council approvals and PAYE and NI requirements have been properly applied	<ul style="list-style-type: none"> Ensure all employees have contracts of employment with clear terms and conditions Ensure wages and salaries paid agree with those approved by the Council Through sample testing ensure other payments to employees are reasonable and agreed by the Council Verify that PAYE and NIC has been properly operated by the Council as an employer

Internal Control	Internal Audit Testing
Asset and investments registers are accurate	<ul style="list-style-type: none"> • Ensure the Council maintains a register of all material fixed assets owned or in its care • Ensure the assets and investments registers are up-to-date • Review asset valuation policies for different asset categories • Agree any capital expenditure identified through sample testing of payments to the fixed asset register
Bank Reconciliation procedures ensure the accuracy and timeliness of periodic and year-end bank account reconciliation(s)	<ul style="list-style-type: none"> • Ensure there is a bank reconciliation for each account and that bank reconciliations carried out regularly and in a timely fashion having regard to the council size • Substantively test the year end bank reconciliation and agree to underlying evidence including the cash book and bank statements
Year End Procedures ensure the accuracy and completeness of the financial statements	<ul style="list-style-type: none"> • Agree brought forward balances • Ensure Annual Return is balanced and cast correctly • Ensure year end accounts are prepared on the correct basis for the council size (ie Receipts and Payments or Income and Expenditure accounts) • Agree audit trail from the annual return accounts to underlying financial records including the cash book • Where appropriate ensure debtors and creditors have been properly recorded • Where relevant review year end journals
Where the Council is Sole Trustee of a Charity the Council has procedures in place to meet its responsibilities as a sole trustee	<p>Where the council acts as a sole trustee of a charity ensure that</p> <ul style="list-style-type: none"> • the charity transactions have been excluded from the annual return accounts • returns required by the Charities Commission have been submitted within deadlines

Internal Control	Internal Audit Testing
Recommendations for Improvement are implemented on a timely basis	<ul style="list-style-type: none"> • Ensure the Council has acted on previous audit recommendations and update the internal audit action plan accordingly

Conclusion

On the basis of the internal audit work carried out, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

DATE: 25/05/2022

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>Asset Register is not accurate:</p> <ul style="list-style-type: none"> - The register value has been incorrectly totalled - Picnic benches purchased have not been included on the register 	<p><i>The fixed asset register total should be corrected.</i></p> <p><i>The amended total is £134,316.86</i></p> <p><i>If the benches totalling £3,132.70 are owned by the Council they should be added to the asset register.</i></p> <p><i>The revised total value will be £137,449.56</i></p> <p><i>The annual return for fixed assets will need to be amended to reflect the correct total.</i></p>	<p>The Clerk has informed us that WCBC own the picnic benches.</p>
Follow up of 2020/21 internal audit recommendations			
1	<p>The risk assessment does not address the risks of supplier (procurement) fraud.</p>	<p><i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i></p>	<p>Implemented</p>

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2022

Accounting statements 2021-22 for:

Name of body:

ACTON COMMUNITY COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2021 (£)	31 March 2022 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	250,137	283,933	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	169,000	169,000	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	3,618	2,318	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	28,828	34,813	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
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	109,994	149,596	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	283,933	270,842	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	283,933	270,842	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	283,933	270,842	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	127,644	138,895	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).
14. Trust funds disclosure note	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Yes <input type="radio"/> </div> <div style="text-align: center;"> No <input type="radio"/> </div> <div style="text-align: center;"> N/A <input checked="" type="radio"/> </div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Yes <input type="radio"/> </div> <div style="text-align: center;"> No <input type="radio"/> </div> <div style="text-align: center;"> N/A <input checked="" type="radio"/> </div> </div>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2022, that:

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

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

Additional disclosure notes*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.

In 2021-22, the Council made payments totalling **£ 33,935.65** under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Board/Committee approval and certification

The Council/Committee 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/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.

RFO signature: *Carole Roberts*

Name: **CAROLE ROBERTS**

Date: **11 MAY 2022**

Approval by the Council/Board/Committee

I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:

Minute ref:

Chair of meeting signature:

Name:

Date:

Annual internal audit report to:

Name of body:

ACTION COMMUNITY COUNCIL

The Council/Board/Committee'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 2022.

The internal audit has been carried out in accordance with the Council/Board/Committee'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/Board/Committee.

	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text NO PETTY CASH
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text * SUBJECT TO ISSUE ① IN INTERNAL AUDIT REPORT

	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text

For any risk areas identified by the Council/Board/Committee (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. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

* 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/Board/Committee are included in my detailed report to the Council/Board/Committee dated 25/05/2022.] * 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 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit:

JDH Business Services Ltd

Date: 25/05/2022

APPLICATIONS FOR FINANCIAL ASSISTANCE

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 four 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 single application 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 £3,500 has been set aside in the estimates of Income and Expenditure for the year ended 31 March 2023 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 £8.82 per person of the Community Councils' population is permissible for 2022/23. The total number of Acton Community electors at 1 January 2022 is 10,404. 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 £91,763.28 in 2022/23), 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 powers cannot be used to give a Grant or Financial Assistance to any one individual person. The Council during 2020/21 and 2021/22 made use of the General Power of Wellbeing to give grants to the Wrexham Foodbank (£2,000), the Friends of Dean Road Playing Field (£1,000) and 9 Acre Field Group (£1,000+ £1,400) and towards the Purchase of Defibrillators . This expenditure using the General Power of Wellbeing counted towards the permissive limit for 2020/21 and 2021/22 under Section 137(4) (a). 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 2020/21 and 2021/22. Members should note that during these two financial

years due to the Coronavirus Pandemic and Lockdowns, the Council relaxed its Tier Limits and awarded grants considerably above the guidelines set out in the existing Policy and overspent its budget in order to support local Acton Community Clubs and Organisations.

6. To ensure a fair and equal distribution of the budget, it has been usual practice to apportion it equally between the quarterly meetings. This equates to £875.00 per quarter for 2022/23.
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 one 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 will be available at the meeting. Members are requested to determine the following application for financial assistance:-

Organisation	Details	Decision
1. Purple Orchids	Financial support towards running costs and room hire in particular	
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 2022 meeting.

SUMMARY OF FINANCIAL ASSISTANCE GIVEN DURING THE 2020/21 FINANCIAL YEAR:-

Name	Detail	Amount
1. Wrexham Amateur Boxing Club	Financial support towards running costs of the Club	£200.00
2. Wrexham Futsal Club	Financial support towards running costs of the Club	£200.00
3. Wales Air Ambulance	Financial assistance towards costs of becoming a 24 hour service for the people of Acton, Wrexham and Wales	£225.00
4. Family Friends	Financial support towards the costs of continuing to provide support to disadvantaged families and their children in the Acton Community	£900.00
5. Wrexham Allotment & Leisure Gardeners Association	Donation to sponsor a group of classes at the Annual Flower and Vegetable Show	£100.00
6. Friends of Wrexham Museum	Donation towards the cost of printing and binding 50 copies of a book commemorating the lives of 586 men and 4 women from Wrexham who lost their lives in the Great War	£400.00
7. Royal British Legion Poppy Appeal	Contribution to 202 Poppy Appeal	£100.00
8. Vivid Floral Design	2020 Poppy Wreath - £70.00	£58.33 net
9. Family Friends	Financial support towards continuing to support vulnerable families in Wrexham	£1,000.00
10. Borrass Park Rangers Junior Football Club	Financial support towards the cost of replacement Goal Posts	£400.00
11. Nightingale House Hospice	Financial assistance towards costs of supporting patients and families	£2,000.00
12. Hope House Children's Hospice	Financial support towards the costs of keeping vital services operating	£2,000.00
13. Cunliffe Bowling Club	Financial assistance to support a shortfall in funding for operational costs and bills	£400.00
14. Home Start County Borough Wrexham	Financial Assistance towards ongoing and increased support to meet demand from disadvantaged and vulnerable families who reside within the Acton Community	£1,00.00
15. Gate Hangs High Bowling Club	Financial assistance to support a shortfall in funding for operational costs and bills	£400.00
16. Acton Park Community Angling Club	Financial assistance towards the cost of purchasing equipment to continue improving the water quality and oxygen content within the lake at Acton Park	£400.00
17. St Johns Church Community Meal	Financial assistance towards the cost of providing afternoon tea boxes to those who have been unable to attend the Church due to shielding or concerns about the Pandemic	£1,000.00
18. Cerebral Palsy Cymru (formerly Bobath Wales)	Financial Assistance to provide extra Therapists to treat children with Cerebral Palsy who reside in Wales	£300.00
19. 1 st Acton Brownies	Emergency Grant payment to ensure Group's continued viability during Covid 19 Pandemic Lockdown	£1,000.00
20. Welsh Air Ambulance Trust	Financial support towards running costs of four helicopters	£100.00
21. Urdd Gobaith Cymru	Financial support towards the cost of organising the Eisteddfod	£250.00

22. 1 st Acton Rainbows	Financial assistance towards costs of membership fees and badge activities	£1,000.00
23. Advance Brighter Futures	Financial support towards the cost of operating as a Mental Health Charity	£400.00
24. St Margaret's Church & Community Hall	Financial assistance to support a shortfall in funding for operational costs and bills	£200.00
25. Vic Studios Wrexham	Financial assistance towards the cost of purchasing equipment for new premises and to continue to deliver online services during the current lockdown	£100.00
26. Macmillan Cancer Support	Financial assistance towards the cost of local services and support to people who are affected by cancer	£400.00
Budget Spending under S137 powers for 2020/21 =		£14,533.33 (net)

Power of Wellbeing Expenditure to be included within spending under Section 137 Powers and limits during 2020/21

27. Wrexham Foodbank	Donation Covid 19 Parcels	£2,000.00
28. Friends of Dean Road Playing Field	Financial Support towards professional costs to be incurred opposing Glyndwr University's proposals to build on the Dean Road Playing Field	£1,000.00
29. 9 Acre Field Residents Association	Financial Support towards professional costs to be incurred opposing proposals to build on the 9 Acre Field, Westminster Drive Wrexham	£1,000.00
General Reserve Spending under s137 powers for 2020/21		£4,000.00

Add additional spending Under Section 137 Powers during 2020/21:-

30. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community	£ 11,607.42
Total Additional Spending under S137 powers for 2020/21		£11,607.42

Total Spending using Section 137 Powers in 2020/21 = £ 30,140.75

APPENDIX 2

SUMMARY OF FINANCIAL ASSISTANCE GIVEN DURING THE 2021/22 FINANCIAL YEAR:-

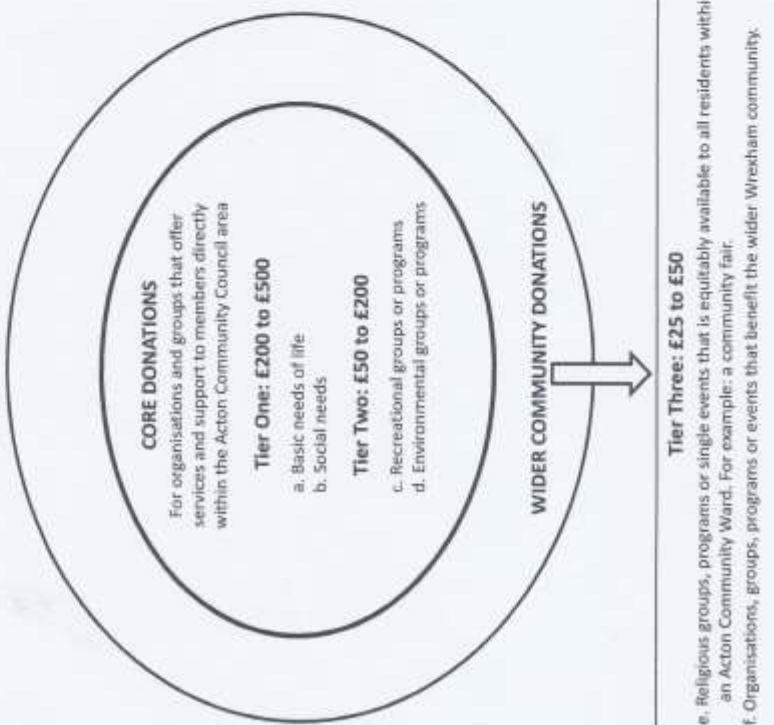
Organisation	Details	Decision
1. Wrexham Futsal Club	S137: Financial support towards purchase of balls and goals for its two teams (U7 & U9)	£ 400.00
2. Wrexham Community Broadcasting CIC	S137: Financial support towards the cost of starting up the former Calon FM Community Radio Station	£ 300.00
3. Borrass Park Albion Youth Football Club	S137: Financial support towards the cost of purchasing new collapsible mini goals & plastic line markers	£ 400.00
4. K2 Explorer Scout Unit	S137 Financial support towards replacement and purchase of Water Safety equipment for Kayaking and Canoeing	£ 500.00
5. Acton Park Community Angling Club	S137 Financial support towards the purchase of equipment to improve water quality and oxygen content in the lake at Acton park	£ 400.00
6. Royal British Legion	Donation to Annual Poppy Appeal for 2021	£ 100.00
7. Vivid Floral Design	Purchase of Poppy Wreath for November 2021 Remembrance Service	£ 70.00
8. Offa Community Council	Donation towards costs of Christmas Light Switch on	£ 150.00
10. Borrass Park Rangers Junior Football Club	S137 Financial support towards purchase of equipment for a new under 6 football team	£ 200.00
11. 1 st Acton Brownies	S137 Financial support towards purchase of equipment	£1,000.00
12. Cunliffe Bowling Club	S137 Financial support towards purchase of new match jacks & equipment for maintaining the site	£ 300.00
13. Family Friends	S137 Financial support to enable continued support for vulnerable families in Wrexham	£ 400.00
14. Hope House Children's Hospices	S137 Financial support towards the costs of providing vital nursing care	£ 400.00
15. Eisteddfod yr Urdd (Urdd Gobaith Cymru)	S137 Financial support towards the costs of staging this event	£ 200.00
16. Nightingale House Hospice	S137 Financial support to enable continued support for patients with life limiting illness and their families within the Acton area	£ 500.00
17. Home Start Wrexham	S137 Financial support to enable peer assistance to be given to families in need of additional help	£ 500.00
18. Advance Brighter Futures	S137 Financial support requested for essential maintenance to this mental health charity's building	£ 500.00
19. Wrexham Allotment & Leisure Gardeners Association	S137 Financial support/ sponsorship towards the cost of staging the Annual Flower, Vegetable & Home Produce Show on 13 August 2022	£ 200.00
20. Wrexham Futsal Club Grassroots sector	Financial support towards the purchase of a defibrillator for shared use of U8 & U10 Teams	£ 200.00
21. 1 st Acton Rainbows	S137 Financial support towards annual membership and programme costs for the Unit	£ 500.00

Organisation	Details	Decision
22. Borrass Park Albion Youth Football Club	S137 Financial support to enable setting up & equip a new U7 team for the summer	£ 400.00
23. Wales Air Ambulance Charitable Trust	S137 Financial support towards the annual costs of keeping 4 Air Ambulance Helicopters & rapid response vehicles	£ 200.00
24. Llangollen International Musical Eisteddfod	S137 Financial support towards the costs of staging this year's event	£ 200.00
25. Offa Community Council	Donation towards cost of RWF Memorial statue at Hightown Barracks	£ 500.00
TOTALS for S137 Spending in 2021/22		£ 8,520.00
Power of Wellbeing Expenditure to be included within spending under Section 137 Powers and limits during 2021/22		
26. AWYR Las – Keep the Beats	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing a Community Defibrillator for the Fairways play park area <i>Addendum to Minutes: Subsequently it was confirmed by the applicant that a sum of £1,355.00 was required to complete the purchase of the defibrillator</i>	To provide funding up to the full cost of purchasing and installing the defibrillator £1,355.00
27. 9 Acre Campaign Group	SS1-5 Power of Wellbeing: assistance towards the cost of obtaining professional advice from Traffic and Planning consultants to oppose proposals to build on the 9 Acre Field, Westminster	£ 1,400.00
28. Acton Community Resource Centre	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing a Community Defibrillator for this public building	£ 1,485.84*
29. Defib Store Ltd	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing 4x Community Defibrillator Cabinets	£ 6,224.40*
30. Tomos Hughes	SS1-5 Power of Wellbeing: assistance towards the cost of purchasing 4x Zoll Aed Pads	£353.24*
31. Mike Pryde Electrical Services	1. SS1-5 Power of Wellbeing: assistance towards the cost of electrical installation of Defibrillator at the Maesydre Power House 2. SS1-5 Power of Wellbeing: assistance towards the cost of electrical installation of Defibrillator at the Cunliffe Arms	£180.00* £222.00*
32. Barkers Lane Community School	Paediatric Pads for Barkers Lane Defibrillator SS1-5 Local Government Act 2000	£102.00 (Vat =£17.00)
TOTALS for General Reserve Spending (under SS1-5 Local Government Act 2000) =£ 11,322.48		
28. Wrexham County Borough Council	SLA costs for School Crossing Patrols in the Acton Community	£ 14,306.17
Total Additional Spending under S137 powers for 2021/22		£ 14,093.17

Total Spending using Section 137 Powers in 2021/22 = £ 33,935.65

Acton Community Council Guidelines for S137 Grants/ Donations

(Advised 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: **Purple Orchids**

1. NAME AND ADDRESS FOR CORRESPONDENCE:

Mrs Barbara Tasker 94 Oak Drive Acton Wrexham LL12 7NH

2. REASON FOR APPLYING FOR FINANCIAL ASSISTANCE?

The group has become smaller since the pandemic and we are struggling to pay for room hire whilst we work towards increasing numbers

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?

Established July 2017 Purple Orchids Group

Encourage adults specifically over the age of 50, but including adults under the age of 50 who are socially excluded or cared for, to meet in an informal, friendly, mentally stimulating group to participate in various agreed activities and provide a nutritious balanced lunch with the emphasis on self-help.

Craft Classes, Quizzes, Demonstrations, Subject talks.

Acton Art Group – (ADDITIONAL TO Purple Orchids)

Encourage adults specifically over the age of 50, but including adults under the age of 50 who are socially excluded or cared for, to meet in an informal, friendly, mentally stimulating group to participate in Art, drawing and Craft with an emphasis on mindfulness and wellbeing. Includes occasional Tuition, Demonstrations and Subject talks we would like to pay for 3 months room hire (£360.00) and promotional materials (£100.00)

4. CAN ANYONE JOIN? YES/~~NO~~ WHO CAN BENEFIT? Anyone but due to times and days it is to encourage older socially isolated people

5. HOW MANY RESIDENTS FROM THE ACTON COMMUNITY COUNCIL AREA ARE MEMBERS OF OR BENEFIT FROM YOUR ORGANISATION? Majority of the 30 people who regularly attend live in Acton Community Council Areas but numbers will vary at any session due to personal circumstances.

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? 0

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? YES/ NO

IF YES, PLEASE STATE SUPERVISING BODY: ...

CONTINUED OVERLEAF/

APPLICATION FOR FINANCIAL ASSISTANCE FROM: PURPLE ORCHIDS

10. PLEASE SUPPLY COPIES OF YOUR ACCOUNTS FOR THE LAST TWO YEARS [ENCLOSED?

NO can be supplied at a later date, treasurer is ill at the moment]

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

A. PETTY CASH AND CURRENT ACCOUNTS: 0

B. DEPOSIT ACCOUNTS: £ 500 approx

C. OTHER INVESTMENTS: 0

12. HOW MUCH WAS YOUR ORGANISATION'S PROFIT LAST YEAR? £0

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:

Purple Orchids Community Account

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

THE PURPOSE OF THE GROUP IS TO MEET IN A FRIENDLY SAFE ENVIRONMENT TO EXPLORE NEW AVENUES AND REVISIT OLD ONES.

TO HELP INDIVIDUALS FEEL EMPOWERED AND PART OF A USEFUL COMMUNITY.

TO PROVIDE A SUPPORT NETWORK TO GIVE GROUP SUPPORT AND ADVICE ON ORGANISATION WHO CAN HELP INDIVIDUALS WHO ARE IN A CARER ROLE.

TO COMBAT ISOLATION.

TO ENJOY LIFE AND SOCIAL ACTIVITIES.

TO BE INVOLVED IN THE DECISION MAKING PROCESS ON WHAT ACTIVITIES THE GROUP WILL ENGAGE IN.

TO BE CREATIVE.

TO BE MENTALLY STIMULATED.

TO ENCOURAGE PARTICIPATION IN OTHER GROUPS THAT HAVE SIMILAR AIMS WITHIN THE BUILDING AND THE LOCAL AND WIDER COMMUNITIES.

Membership

(a) Membership of the Group shall be open to any person over 50 (or any individual who is under 50 but covered in section 2; including adults under the age of 50 who are socially excluded or cared for) or any organisation living or located in the North Wales, Borderlands and Cheshire area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief

(c) Every individual member and each organisation shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

(e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT

SIGNED:Barbara Tasker.....

DATE: ...17.05.2022..

POSITION IN ORGANISATION:Group Activity Organiser.....

CONTACT TELEPHONE NUMBER:01978 363004

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	Organisation	Details	Comments
1.	Shane Hughes Keep Wales Tidy	FREE garden packs from Local Places for Nature: Email dated 16 May 2022 notifying of this initiative	
2.	Sally Ellinson Wrexham Food Bank	Invitation: dated 18 May 2022 to all members of the Council to attend a gathering to share information about what the Foodbank are doing, to receive views, and to discuss how we can work together even better going forward. The event has been confirmed as 30 June 2022 at 7pm	
3.	Sarah Atherton MP	Funding to Address Climate Change in Local Communities in Wales: Email dated 24 May 2022 circulated to all members of the Council advising that the English Briefing session is being held on 25 May 2022 at 1:30pm	
4.	One Voice Wales	1.Age Friendly Communities in Partnership Webinar 29-06-22: Email dated 18 May 2022 informing of place availability for this event 2.News Bulletin: Email dated 18 May 2022 circulating the latest newsletter 3.Community Ownership Fund announcement of further funding: Email dated 20 May 2022 circulating this information 4.Cyber Resilience Centre For Wales: Email dated 24 May 2022 circulating this information 5.REMOTE TRAINING SESSIONS BEING HELD IN JUNE 2022: Email dated 27 May 2022 circulated to all members of One Voice Wales	
5.	AVOW	AVOW Training June to November 2022: Email dated 27 May 2022 circulating this information	
6.	Planning Aid Wales	The Value of Place Plans Monday 20th June 2022 4.30 to 6pm Glyndwr University, Wrexham LL11 2AW: Email dated 27 May 2022 advising of place availability for this event	
7.	Wrexham County Borough Council	1. Performance Evaluation Inspection: Information for staff and Partners: Email dated 30 May 2022 enclosing information leaflets and inviting the Council to contribute to the Survey 2.Wrexham Public Services Board-Asesiad o les/ An assessment of well-being: Email dated 1 June 2022 circulating a hyperlink to this information for future reference: https://www.wrexhampsb.org/well-being-assessment/	
8.	North and Mid Wales Trunk Road agency	A483 C6-7 Gwaith Ail-wynebu adferol J6-7 remedial resurfacing works 12.06.22-26.06.22: Email dated 31 May 2022 advising of the arrangement for the proposed works	

DOCUMENT IS RESTRICTED