

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 15 May 2024 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham.

Present:

Councillor	W Baldwin	Councillor	Ms C Jarvis *
"	Mrs C Bettley	"	P Lloyd
"	M Davies *	"	Ms B Martin
"	Ms S Edwards	"	Ms L Painter
"	Mrs A Evans	"	Kevin Roberts (Chair)
"	A Gallanders	"	Ms K Spiers
"	R Hardy	"	Ms D Wallice *
"	Ms H Hewitt		1 Vacancy

* Absent

Also Present:

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

Mr Girts Ozolins

(Councillor K Roberts in the Chair)

1. APPOINTMENT OF CHAIR

RESOLVED – That Councillor K Roberts be appointed Chair of the Council for the 2024/25 Municipal Year.

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

2. APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor R Hardy be appointed Vice Chair of the Council for the 2024/25 Municipal Year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Davies, Ms C Jarvis and Ms D Wallice.

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

4. PUBLIC PARTICIPATION

There were no members of the public present at the meeting to make any representations as set out in Standing Order No. 3e.

5. DECLARATIONS OF INTEREST

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

6. CONFIRMATION OF MINUTES

1. The Minutes of the hybrid Council Meeting held on the 17 April 2024 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 17 April 2024 be received and confirmed as a correct record.

2. The Minutes of the hybrid Youth Committee Meeting held on 24 April 2024 were received.

RESOLVED – that the Minutes of the Youth Committee Meeting held on 24 April 2024 be received and noted.

7. INFORMATION FROM 17 APRIL 2024 MINUTES

1) **MINUTE 154 – ACTON PLAY AREAS – ANNUAL PLAN PRIORITY:** It was noted that a response to Kerry Williams, Head of Service (Operations) Environment and Technical Department, Wrexham CBC, would be prepared in due course.

8. PROCEDURAL MATTERS

The following matters were considered:

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

RESOLVED – that

i) unanimously, Girts Ozolins, of 24 Hazel Grove, Acton, Wrexham be co-opted as a Member of the Community Council to fill the casual vacancy for the Acton Central Ward on the Council and the Clerk proceeded to witness his acceptance of Office at the meeting;

ii) The Clerk arrange a mutual date for Councillor Ozolins Induction.

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

2) **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES:** The Council noted it should have formal arrangements in place in accordance with the Local Government Act 1972's 101 arrangements for discharge of function by local authorities. The Scheme of Delegation as set out in Appendix 2 formalized the situation. Members then considered the Scheme of Delegation.

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

3) **APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS:** The Council reviewed and considered the appointment of its Committees and Task and Finish Groups. The 2023/24 memberships and current terms of reference were noted.

RESOLVED - that for the 2024/25 Municipal year the Council re-appoint or as otherwise stated, the following Committees and Task and Finish Groups with their memberships and terms of reference as set out below:

1. PLANNING COMMITTEE

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Salli Edwards, Anne Evans, Holly Hewitt, Corin Jarvis, and Philip Lloyd.

TERMS OF REFERENCE: To consider and respond to planning applications, planning appeals, any matters related to the development of the Local plan, including consultations and surveys such as

the Open Spaces Survey and where there is insufficient time for the full Council to consider such matters.

2. STAFFING COMMITTEE

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Mrs Caroline Bettley, Mike Davies, Anne Evans, and Becca Martin (In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee.)

NOTE: Councillor Ralph Hardy remained as Chair and Councillor Kevin Roberts was appointed as Vice Chair of the Committee for the 2024/25 Municipal Year.

TERMS OF REFERENCE:

- 1). To deal with all staffing matters and carry out the Council's employment duties relating to its Clerk and other staff appointed and make recommendations to the Council.
- 2). The Staffing Committee to have regard to the Civility and Respect Pledge signed by the Council in September 2022 and to the SLCC/OVW Finance and Governance Toolkit for Town and Community Councils issued June 2022 with particular reference to Theme B: "Leadership and People" which includes Staff Job Descriptions; the Model Contract of Employment; Performance Monitoring; Appraisal and Rewards for its Employees; Job Evaluation – the duties and requirements the Council requires from Employed Staff; Terms and Conditions of its Employees and that the core Employment Policies are in place (as reviewed yearly at the Annual Council Meeting).

[The Clerk to the Council has been tasked with overall day to day supervision of all other Employees and will bring any significant issues to the attention of the next Staffing Committee]

If any Disciplinary, Grievance or Dignity at Work hearings are necessary; there is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and to appoint an external note-taker.

Note: The Annual Review of the Clerk's performance and development will be undertaken in accordance with the Appraisal Scheme & Performance Review Policy adopted by the Council on 19 July 2023.

3. STAFFING APPEALS COMMITTEE

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

TERMS OF REFERENCE

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee together with the adopted Staffing Policies of the Council particularly in respect of Disciplinary and Grievance Arrangements, Disciplinary Policy, Local Resolution Protocol for Community and Town Councils, Anti-bullying and Harassment Policy and Whistleblowing Policy. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

4. YOUTH COMMITTEE

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

TERMS OF REFERENCE

- 1) To keep under review and develop emerging options to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring

they are fit for purpose and reflect the requirements of the Community Council and current best practice;

- 2) To receive and monitor from existing and any future Service providers, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;
- 3) To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide Youth Work Projects for 8–18-year-olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.
- 4) To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.
- 5) To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 Borrass Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its “Play Pledge”;
- 6) In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment (WCBC) namely:-
 - i- To develop a program of community activities, events, and projects to be carried out in partnership with Wrexham CBC, the Acton Park Ranger and established Community Groups such as the Friends of Acton Park; and
 - ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.
- 7) To receive quarterly updates and monitoring reports on the progress and success of the Acton Play Sufficiency Project from the WCBC Play Development Team.
- 8) The scope of the Service Level Agreement with the Caia Park Partnership can be extended to encompass any emergency Detached Youth Work in response to any Measures or similar that may be put in place to ensure continued service delivery of the Projects that may have to be held outdoors in accordance with National and Welsh Government advice and guidance and in order to react to any emerging risks in the future.
- 9) to consider and review parameters to receive and consider applications for funding from Acton Community Youth Organisations/Groups that will enable them to remain viable or provide financial support for special project for a set number of years [Approved by Council in September 2023 Minute 53.2) i) refers]
- 10) To receive presentations from eligible Youth Groups based In the Acton Community each quarter and to approve Grants with longer term funding (subject to annual review) from within the £5,000 budget allocation specifically set for such purposes and as per the Criteria agreed by the Youth Committee on 25 October 2023. [Minute 16 of Youth Committee refers].

5. TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Bill Baldwin, Anne Evans, Philip Lloyd plus **one vacancy**. 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 about the issues* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself. * For clarification such issues include but are not limited to the cost of replacing the flat roof of the

building, the findings of the most recent structural survey, the running costs of the Centre compared to the current contribution being made by the Community Council, estimated legal costs for the asset transfer work and staffing resource implications, experience of other Community Councils in taking over responsibility for a Community Centre.

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

3) the Group to meet at the Little Acton Community Centre and proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up.

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

6. TASK AND FINISH GROUP – ACTON COMMUNITY PLAY AREAS

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

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Andy Gallanders, Phil Lloyd, Becca Martin, Salli Edwards and Holly Hewitt. Additionally Councillor Ralph Hardy will provide advice as and when required.

TERMS OF REFERENCE:

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas funded by Acton Community Council to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements.

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

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

7. TASK AND FINISH GROUP – EVENTS

RESOLVED – not to re-appoint this Task and Finish group as high quality events in Acton Park are being organized and managed by the Acton Park Ranger.

4) REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS AND OTHER COUNCIL POLICIES: The Council should review these documents at least annually. Its Standing Orders (adopted in October 2023) and the current Financial Regulations were last reviewed in May 2023.

RESOLVED – that the Council's existing Standing Orders and Financial Regulations be received and confirmed as being fit for purpose.

5) LEGISLATIVE REQUIREMENTS UNDER LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021:

1. REVIEW OF THE ELIGIBILITY CRITERIA FOR THE USE OF THE GENERAL POWER OF

COMPETENCE: The freedom of GPOC is available to local councils that meet three criteria for eligibility set out in The Act 2021:Part 2:s30 that came into force in May 2022 as set out below:

Condition 1: Proportion of elected members

Condition 2: Relevant Clerk qualification

Condition 3: Audit opinions

RESOLVED – to note that the Council is not eligible to use the General Power of Competence.

2. REVIEW AND ADOPTION OF THE COUNCIL'S ANNUAL REPORT: Members reviewed the updated Annual Report for 2024/25. The Clerk was thanked for her work on the report. A number of typographical errors were highlighted and noted.

RESOLVED – that

- i) Subject to typographical corrections now referred to ,the updated Annual Report for 2024/25 be approved.**
- ii) The Clerk publish the report on the Council's website.**

3. REVIEW AND ADOPTION OF THE COUNCIL'S TRAINING PLAN: Members reviewed the updated Training Plan as set out in Appendix 4. The Clerk and Councillor Hardy highlighted to other Members the importance of attending the training events provided by One Voice Wales and other organisations.

RESOLVED –

- i) That the updated Training Plan be approved and:**
- ii) The Clerk publish the Training Plan on the Council's website.**

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

RESOLVED –

- i) that the Council's representatives at these Centres be confirmed as follows:**
 - 1.Little Acton Community Centre – All 3 Little Acton Ward Members namely Councillors Bill Baldwin, Kevin Roberts and Andy Gallanders.**
 - 2.Acton Community Resource Centre – Councillors Ralph Hardy, Phil Lloyd and Kevin Roberts (Noting that in accordance with the Constitution, the six County Borough Councillors namely, Bill Baldwin, Mike Davies, Andy Gallanders, Corin Jarvis, Becca Martin and Debbie Wallice are also members of the Acton Community Resource Centre Management Committee).**
- ii) That the Clerk contact the Acton Community Resource Centre's Management team to ascertain the date of the next Management Committee Meeting.**

7) COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES: The Council reviewed the Schedule of Community School Governor Representatives and their Terms of Office. Once their current Terms of Office expire, Councillor Phil Lloyd and Councillor Anne Evans both confirmed their intention to continue as Community School Governors for Acton CP School and for Borrass CP School respectively.

RESOLVED – The current Schedule of Community School Governor Representatives be received and the terms of office due to end during the 2024/25 Municipal Year be noted, and to confirm the Community Council wishes to re-appoint its current representatives for a further Term of Office at the appropriate time.

8) REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDING AND OFFICE EQUIPMENT: A copy of the Asset Register to 31 March 2024 was circulated with the Agenda.

RESOLVED – the Inventory of Land and other Assets including Building and Office Equipment to 31 March 2024 be received and noted.

9) INSURANCE PROVIDER AND COVER FROM 1 JUNE 2024: The Clerk reported she had requested three quotes for Insurance Cover, for a three year period from 1 June 2024. It was noted that one Company had declined to quote. The second Company's quote was more than double the renewal fee quoted by the Council's existing insurance provider.

RESOLVED –

- i) to accept the quote provided by Zurich Municipal Insurance Company and enter into a three-year long-term agreement amounting to £1,246.38 in the first year.**

ii) *that the Clerk notify Zurich Municipal accordingly and arrange payment of the premium by BACS prior to 1 June 2024 renewal date.*

10) REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES: It was noted that provision has been made in the 2024/25 budget for the Council's existing subscriptions to One Voice Wales, SLCC and AVOW.

RESOLVED – that renewal and payment of the three subscriptions be confirmed for 2024/25.

REVIEW OF EXISTING POLICIES

A copy of existing adopted Policies had been made available to members and the summary as set out in Appendix 5 was reviewed together with the following four items previously adopted:

- 11) REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE (LOCAL RESOLUTION)**
- 12) REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 13) REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 14) REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

RESOLVED – the following Policies as set out in the Schedule in Appendix 5 be re-affirmed:-

ADOPTED JANUARY 2019:

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

ADOPTED APRIL 2021

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

MARCH 2023

- 13. Annual Leave Policy**
- 14. Anti-bullying and Harassment Policy**
- 15. Data Protection Policy**
- 16. Equality Diversity Policy**
- 17. Flexible Working Policy**
- 18. Lone Working Policy**
- 19. Maternity Leave and Pay Policy**
- 20. Paternity Leave and Pay Policy**
- 21. Performance Improvement Policy and Procedure**
- 22. Sickness Absence Policy**
- 23. Whistleblowing Policy**

ADOPTED JULY 2023

- 24. Adoption and Paternity Policy**
- 25. Alcohol, Drugs and Substance Misuse Policy**
- 26. Appraisal Scheme & Performance review Policy**
- 27. Health and Safety at Work Policy**
- 28. Recruitment and selection Policy**

29. Shared Parental Leave Policy

30. Stress Management Policy

31. Time off in Lieu Policy.

15) DRAFT RESERVES POLICY: An omission of this Policy had been identified as part of the Internal Audit preparation. Members received a Draft Reserves Policy attached to the Agenda at Appendix 6 to the Clerk's Report

RESOLVED – that the Draft Reserves Policy as now submitted be adopted by the Community Council.

16) REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER s.137 OF THE LOCAL GOVERNMENT ACT 1972: An analysis of the expenditure incurred by the Council during 2023/24 using its powers under S137 of this Act was submitted at Appendix 7 to the Clerk's Report.

RESOLVED – that the Schedule at Appendix 7 be noted and a sum of £15,448.42 will be included on the relevant additional disclosure section of the Council's Annual Return for 2023/24.

17) MEMBERS ATTENDANCE AT MEETINGS DURING 2023/24:

RESOLVED – that the Schedule at Appendix 8 detailing the record of Members' attendance at Council meetings during the 2023/24 Municipal year be received and noted.

18) DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2024 AND ARRANGEMENTS FOR 2024/25: 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 2023/24 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.

RESOLVED - that in order to comply with the requirements of the Local Government (Wales) Measure 4 2011, the Council make its formal Declaration for the year ended 31 March 2024 and the schedule as set out in Appendix 9 to the Report be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2023/24 and the Schedule should be published on the Council's website in the required format and a copy be provided to the Independent Remuneration Panel for Wales before 30 September 2024

19) DAY, TIME AND LOCATION OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: Members considered a schedule setting out the timetable for the Council's monthly meetings for 2024/25 which will be held on the third Wednesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee and Youth Committee will also meet on a quarterly basis and all meetings of the Community Council where possible will be held on a Wednesday evening.

RESOLVED –

i) the Meeting Schedule for the 2024/25 Municipal Year as set out in Appendix 3 be accepted and the Council will meet on the third Wednesday of each month; the Staffing Committee will meet on the second Wednesday of each quarter and the Youth Committee will generally meet on the second Wednesday of each quarter (apart from July 2024) as set out in the schedule; and

ii) the Clerk be authorised to arrange for payment of the £40 room hire fee for each of the Youth and Staffing Committee Meetings that are held at the Acton Community Resource Centre to enable meetings to be held on a Hybrid basis.

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

Members that HSBC had notified the Council of the closure of its Business Money Market Call Account, where the Council's Earmarked Reserves are currently held. The Clerk had carried out an initial survey of banking providers used by other Councils in the sector, but further investigation was required to mitigate the risk for the Council.

RESOLVED – That

- i) the current mandate remain in place and the current list of persons authorized to sign all cheques and other authorizations for payment on behalf of the Council, remain the same.***
- ii) the Clerk conclude and report as soon as practicable on further research for alternative bank account and other options to replace the Business Money Market Call Account providing the best return for the Council and in the meantime the Council is cognisant of the greater risk of the Money Market Call Account monies being held in the Council's Deposit Account at HSBC.***

9. ANNUAL ACCOUNTS 2023/24: Further to Minute 156.1 April 2024, the Internal Auditor's report and Action Plan for 2023/24 was produced in full by the Clerk together with a copy of the Annual Return that has been prepared and will, subject to the approval of the Council, be submitted to the External Auditor by 8 July 2024.

1. INTERNAL AUDITOR'S REPORT AND ACTION PLAN: Members considered a copy of this Report and Action Plan for the year ended 31 March 2024. The Internal Auditor Action Plan had made three recommendations. In respect of Issue 1 and its recommendation that Contracts should be awarded as per the financial regulations of the Council. The Council acknowledged this recommendation but indicated that it had not seen it until after this Contract had been awarded. The Council will have regard to the Auditor's comments in future when spending above the £3,000 limit set out in Financial Regulations.

In respect of Issue 2 and its recommendation that the Council should formally approve the Risk Assessment annually, this overdue work was reported to the Council in March 2024 (Minute 140.8 March 2024 refers). The Clerk was given an extension to complete the Report which was subsequently submitted to the Council in April 2024 (Minute 156.2 refers).

In respect of Issue 3, this is the second year that the Council's payments have exceeded £200,000, the Council are aware of the requirement to prepare Income and Expenditure based Accounts, particularly as its 2024/25 precept is above £200,000. The Clerk has made arrangements for the Council's Financial Software provider RBS to carry out the work in early June 2024 to change the preparation of the Council's Accounts from a Receipts and payments to an Income and Expenditure basis.

2. ANNUAL RETURN AND ACCOUNTING STATEMENTS: Further to Minute 156.1 April 2024, Members were reminded that the year-end bank reconciliation had been received and noted. The Council proceeded to receive the 2023/24 figures that were set out on the Annual Return and additional disclosure notes in respect of the Council's expenditure under Section 137 Local Government Act 3 1972 and Section 2 of the Local Government Act 2000. Members also approved the Statements set out in sections 1 and 2 of the Council's Annual Return for the year ended 31 March 2024.

3. APPROVAL FOR THE CHAIRMAN TO SIGN THE ANNUAL RETURN: Members noted that formal approval was required for the Chairman to sign the Statement on Page 3 of the Annual Return for 2023/24 on the Council's behalf prior to its initial submission to the External Auditor.

RESOLVED that:

- i) the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2024 be received. The Internal Auditor to be informed of the outcome of the Council's consideration of his 2023/24 report and recommendations, the Council is satisfied the appropriate action to implement his 2023/24 recommendations has been taken by the Council;***

- ii) *the Statements as set out in Sections 1 and 2 and additional disclosures set out on Page 3 of the Annual Return for the year ended 31 March 2024 be approved; and*
- iii) *the Chairman be authorised to sign on the Council's behalf before 30 June 2024, the relevant section on Page 3 of the Council's Annual Audit return for the year ended 31 March 2024 in order to ensure compliance with the Accounts and Audit (Wales) Regulations 2014 (as amended) prior to the initial submission of a copy of the Annual Return to the External Auditor.*

10. SERVICE LEVEL AGREEMENT REPORTING

1. ACTON PARK RANGER: Members commended the Ranger and welcomed the well presented report for the period 1 October 2023 to 31 March 2024, with details of events and biodiversity surveys that have been held at the Park and the maintenance that has been completed by the Friends of Acton Park Group and the Ranger. Members also noted the list of events planned over the next few months.

RESOLVED –

- i) To receive and note the Report; and*
- ii) That, by way of a thank you, the Park Ranger and Friends Group Volunteers be invited to have coffee and cake from the “Meet Me in the Morning” refreshment van to be funded from the Chair’s Charity Account.*

2. WREXHAM & DISTRICT CITIZENS ADVICE BUREAUX: Members welcomed the report provided for this Service Level Agreement, but discussed queries they had with some of the statistics it contained and some less favourable comments that some Members had recently been made aware of.

RESOLVED –

- i) The Report to be received and noted.*
- ii) to invite a Wrexham & District CAB representative to a future Council Meeting for a review of the Service Delivery and to allay Members concerns that have been raised at the Meeting.*

11. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. EVENTS AT ACTON PARK: Members noted that the Cinnamon Trust Walk at Acton Park had been well attended. A lady called Rachel with her Coffee Van “Meet Me in the Morning” providing hot drinks and cakes was popular. The Chair has asked Rachel if she could visit the Park with her van on Saturday/Sunday mornings.

2. COMMUNITY HUB/WELLBEING: Further to Minute 127 February 2024 it was noted the Chair had attended the first AVOW Coffee morning at Acton Community Resource Centre. AVOW are keen to organise lots of events at both Acton Community Resource Centre and Little Acton Community Centre.

3. PURPLE ORCHIDS: Barbara Tasker, a member of Purple Orchids, a local community group for the over 50’s had attended the AVOW Coffee Morning. The Chair impressed by her commitment had suggested the Group apply for a S.137 small grant.

12. KEY ACTON ISSUES

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

- 1. LARGE BIN ON NINE ACRE PLAYING FIELD:** Councillor Martin had received a request from a resident for an additional bin on Nine Acre Playing Field. Members discussed and were supportive of the request subject to clarification on the bin being emptied by Wrexham CBC

RESOLVED – that Councillor Martin contact Wrexham CBC to request their agreement to empty an additional bin, if purchased by the Community Council.

2. WREXHAM CBC – GRANT INFORMATION: Members discussed the potential availability of two grants aimed at Wrexham City Centre. It was confirmed that the City Centre boundaries are under discussion and more information will be available in due course. The present position is noted.

3. COUNCIL BUNGALOWS IN ACTON COMMUNITY: Reference was made to historical allocation policies for older residents and the current policies for young families with disabled children. County Councillors at the Meeting confirmed that the ‘Over 55’ criteria had been removed due to new Housing legislation which considered this requirement ageist. The present position was noted.

13. REPORT FROM CLERK

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

Organisation	Details/ Notes
CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations	
1. North Wales Fire & Rescue	Public consultation on continuing to prevent and respond to emergencies: email dated 8 May 2024 inviting comments on the Community Risk Management Plan. Please visit www.northwalesfire.gov.wales to complete the questionnaire and to access all the information needed in order to respond to the questions. Direct link here . The closing date is 16 June 2024. RESOLVED – That Members to respond on an individual basis
CORRESPONDENCE	
2. One Voice Wales	1. OVW PRACTICE DEVELOPMENT NOTES Pre-election Period Timetable of Actions: email dated 9 April 2024 with information for Members on pre-election actions. 2. ICO Presentation from Larger Councils Meeting 14th February: email dated 15 April 2024 with a presentation from the ICO. 3. Save the Date - Innovative Practice Conference – 3/7/24: email dated 15 April 2024 with information on One Voice Wales Conference 4. Correspondence Vacancy -- Public Appointments: email dated 17 April 2024 with a link to the latest advertisements for Public Appointments. 5. Awards Conference 2024 Report: email dated 19 April 2024 with the report on this event attached. 6. Preparation and Publication of Annual Reports: email dated 24 April 2024 with tips and guidance on completing an Annual Report. 7. Education Welsh for All: Reaching the Objective: email dated 23 April 2024 with the report attached. Information noted
3. Wrexham CBC	1. Big Lunch Picnic: email dated 25 April 2024 with an invitation to attend the Big Lunch picnic on the 6 June 2024. 2. Digital Switch Over: email dated 26 April 2024 with leaflets attached explaining the digital switchover. 3. Monthly Events Listing: email dated 30 April 2024 with details of events being held in and around the City Centre through to the end of August 2024. Information noted
4. AVOW	AVOW Volunteers' Week - Nominations Open: email dated 7 May 2024 inviting the public to vote for the Volunteer Awards. Information noted

5. Play Wales	Playday 2024 – the theme is ... : email dated 3 May 2024 with information on the theme and date of the National Playday across the UK. Info noted
6. Planning Aid Wales	Latest News from Planning Aid Wales: email dated 9 May with the latest news and training from Planning Aid Wales Information noted

14. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received and bank charges made since 17 April 2024, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

RESOLVED – to approve the making of payments for May 2024 as set out in the schedule reported to the meeting; and to note the payments received; and to authorise the Clerk to replenish the Council’s Current Account with £30,000 to meet contractual and other known payments.

Voucher/Payment Ref & Payee	Details	Amount
12. BACS ref 5.5.24 Carole Roberts	Salary and office expenses for May 2024 calculated by the Council’s Agent: Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	(as per payroll schedule)
13. BACS ref 6.5.24 Michelle Williams	Salary for May 2024 calculated by the Council’s Agent: Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	(as per payroll schedule)
14. BACS ref 7.5.24 Clwyd Pension Fund	Pension payments for May 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
15. BACS ref 8.5.24 HMRC	Payroll payments for May 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
16. DC 3.4.24 Currys Group Ltd	Printer Ink S112 Local Government Act 1972 (as amended)	£59.99 (Vat= £10.00)
17. Cheque No: 202360 Wrexham County Borough Council	Room Hire at Acton CRC on 13 March 2024 for the Staffing Committee S112 Local Government Act 1972 (as amended)	£40.00 (Vat= £0.00)
18. Cheque No 202361 Vision Ict Ltd	SSL Certificate for www.actoncommunity.council.gov.uk to June 2025 S58 Local Government (Democracy) (Wales) Act 2013	£60.00 (Vat= £0.00)
19. DC 4.5.24 Tesco Stores Ltd	Telephone and Stationery S112 Local Government Act 1972 (as amended)	£16.25 (Vat= £0.00)
20. BACS ref 9.5.24 Viking Office Uk Limited	Invoice 4181625 – Stationery S112 Local Government Act 1972 (as amended)	£282.26 (VAT= £47.04)
21. BACS ref 10.5.24 Zurich Municipal	Renewal insurance Policy YLL-2720431173 to 31/05/2025 S112 Local Government Act 1972 (as amended)	£ 1,246.38 (Vat= £0.00)
22. BACS ref 11.5.24 J D H Business Services Ltd	2023/24 Internal Audit Fee Accounts & Audit (Wales) regulations 2014	£407.20 (VAT=£68.20)
23. Cheque No 202362 Carole Roberts	Clerk’s Expenses for May 2024 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
24. BACS .12.5.24 Defib Store Ltd	Replacement Zoll CPR-D Padz for Expired Defibrillator pads S37 Local Government Act 1972 (as amended)	£583.20 (VAT= £97.20)

15. PLANNING RELATED MATTERS AND APPLICATIONS

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

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

Case Number/ Address & Proposed Development	Decision
1. Planning Application P/2024/0257 - Dilys o/Valid From 02/04/2024 46-46A Chester Road, Wrexham, LL11 2SD change of use of building from sul generis (aesthetics clinic/beauty salon) to class c2 (residential institution)	<i>The local County Councillor's comments on this application have been noted. The Community Council supports this application on the condition that the sub class is not changed.</i>
2. Planning Application P/2024/0312 - Dilys o/Valid From 29/04/2024 30, Park Avenue, Wrexham, LL12 7AH works to trees protected by tree preservation order wmbc 21	<i>No objections subject to the Council's Arboricultural Officer being satisfied that such works are necessary to ensure the health of the tree and are carried out under his supervision and direction</i>
3. Planning Application P/2024/0351 - Dilys o/Valid From 29/04/2024 9 Heol Penally, Wrexham, LL12 8JT two storey side extension	<i>No observations</i>

*Councillor Kevin Roberts
Chair*

Signed as a correct record this 19th day of June 2024

Presiding Chair