

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

Present:

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

\* Absent

Also Present:

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

(Councillor K Roberts in the Chair)

#### **1. APPOINTMENT OF CHAIR**

***RESOLVED – That Councillor K Roberts be appointed Chair of the Council for the 2026/27 Municipal Year.***

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

#### **2. APPOINTMENT OF VICE CHAIR**

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

#### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor T Coxon, Ms H Hewitt and Ms D Wallice.

#### **4. PUBLIC PARTICIPATION**

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

#### **5. DECLARATION OF INTERESTS**

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

#### **6. CONFIRMATION OF MINUTES**

1) The Minutes of the hybrid Council Meeting held on the 20 April 2026 were received.

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

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

**RESOLVED – that**

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

**7. INFORMATION FROM 20 APRIL 2026**

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

**8. PROCEDURAL MATTERS**

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

- i) **Vacancy following the resignation of Councillor Philip Lloyd:** Notification has been received from the Returning Officer that no electors have come forward to request an election and this vacancy must now be filled by co-option.

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

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

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

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

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

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

**3. REVIEW OF DELEGATION ARRANGEMENTS:** The Council has formal arrangements in place in accordance with the Local Government Act 1972 S101 arrangements for discharge of function by local authorities. The Scheme of Delegation as set out in Appendix 2 formalised the situation. Members considered the Scheme of Delegation.

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

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

***RESOLVED - that for the 2026/27 Municipal year, the Council re-appoint or as otherwise stated, the following Committees and Task and Finish Groups with their memberships and terms of reference as set out below:***

#### **1. PLANNING COMMITTEE**

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

#### **2. STAFFING COMMITTEE**

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

## **TERMS OF REFERENCE:**

1). To deal with all staffing matters and carry out the Council's employment duties relating to its Clerk and other staff appointed and **make recommendations to the Council**.

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

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

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

Note: The Annual Review of the Clerk's performance and development will be undertaken in accordance with the Appraisal Scheme & Performance Review Policy adopted by the Council on 19 July 2024.

## **3. STAFFING APPEALS COMMITTEE**

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

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

## **4. YOUTH COMMITTEE**

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

### **TERMS OF REFERENCE**

1) To **keep under** review and develop **emerging** options to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;

2) To receive and monitor from existing and any future Service providers, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;

3) To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide Youth Work Projects for 8–18-year-olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.

4) To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.

5) To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 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. 4

9) to consider and review parameters to receive and consider applications for funding from Acton Community Youth Organisations/Groups that will enable them to remain viable or provide financial support for special project for a set number of years [Approved by Council in September 2023]

10) To receive presentations from eligible Youth Groups based In the Acton Community each quarter and to approve Grants with longer term funding (subject to annual review) from within the £5,000 budget allocation specifically set for such purposes and as per the Criteria agreed by the Youth Committee on 25 October 2023. [Minute 16 of Youth Committee refers].

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

## **5. TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE**

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

### **TERMS OF REFERENCE:**

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

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

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

3) the Group to meet at the Little Acton Community Centre and proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up as set out above and presented to the Council for consideration in due course. 4) The Group to present its findings and recommendations to the Council.

## **6. TASK AND FINISH GROUP – ACTON COMMUNITY PLAY AREAS**

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

**MEMBERSHIP:** Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Sarah Bailey, Salli Edwards, Andy Gallanders, Holly Hewitt and Morgan Peters. Additionally Councillor Ralph Hardy will provide advice as and when required.

**TERMS OF REFERENCE:**

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas funded by Acton Community Council to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements.
2. To consult other inclusive high specification play areas in adjoining Community Areas for their advice.
3. To prepare a report for consideration by the Council in due course on the outcomes of its work, recommendations and options for fully upgrading the three Acton Community Play areas.
4. To meet with and report on discussions with Wrexham CBC Officers in connection with progressing the provision of a new Play area at Acton Park.

## **7. FINANCE COMMITTEE**

Members discussed the formation of a Finance Committee.

**RESOLVED – that**

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

**5. STANDING ORDER NO.5 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS AND OTHER COUNCIL POLICIES:** The Council should review at least annually, its Standing Orders were adopted in October 2023 and the current Financial Regulations were last reviewed in May 2025. It was noted the Clerk was currently reviewing a recently released update to Financial regulations from One Voice Wales and would present any changes necessary to a subsequent meeting.

**RESOLVED – to confirm that the Council's existing Standing Orders and Financial Regulations are fit for purpose, subject to noting that a review of the Council's Financial Regulations will be considered at a subsequent meeting.**

## **6. LEGISLATIVE REQUIREMENTS UNDER LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021:**

- 1. REVIEW OF THE ELIGIBILITY CRITERIA FOR THE USE OF THE GENERAL POWER OF COMPETENCE:** The freedom of GPOC is available to local councils that meet three criteria for eligibility set out in the 2021 Act: Part 2:s30 that came into force in May 2022 as set out below:
- Condition 1: Proportion of elected members
  - Condition 2: Relevant clerk qualification
  - Condition 3: Audit opinions

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

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

**RESOLVED - That the present position be noted.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

***ADOPTED JANUARY 2019:***

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

***ADOPTED APRIL 2021***

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

***ADOPTED MARCH 2023***

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

***ADOPTED JULY 2023***

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

***ADDITIONAL POLICY ADOPTED IN MAY 2024***

### **37. Reserves Policy**

**13. REVIEW OF THE COUNCIL'S EXPENDITURE UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972:** An analysis of the expenditure incurred by the Council during 2025/26 using its powers under S137 of this Act was submitted at Appendix 7 to the Clerk's Report.

***RESOLVED – that the Schedule at Appendix 7 be received and it was noted that a sum of £33,634.96 will be included on the relevant additional disclosure section of the Council's Annual Return for 2025/26.***

### **14. MEMBERS ATTENDANCE AT MEETINGS DURING 2025/2026**

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

**15. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2026 AND ARRANGEMENTS FOR 2026/27:** Under the Elections and Elected Bodies (Wales) Act 2024, as a relevant authority, the Council must notify the Democracy and Boundary Commission Cymru of the remuneration received by its members and co-opted members during 2025/26 and arrange for publication of this information within the authority's area. It is expected that this information must be published and provided to the Commission no later than 30 September following the end of the year to which the payments relate as per the previous practice of the Independent Remuneration Panel for Wales.

***RESOLVED - that in order to comply with the requirements of the Elections and Elected Bodies (Wales) Act 2024, the Council make its formal Declaration for the year ended 31 March 2026 and the schedule as set out in Appendix 9 to the Report be confirmed as being a summary of the position for each of the Members of the Acton Community Council during 2025/26 and the Schedule should be published on the Council's website and a copy be provided to the Democracy and Boundary Commission Cymru, before 30 September 2026 or whenever subsequently set out by the Commission.***

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

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

***RESOLVED – that***

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

**17. DATE, TIME AND LOCATION OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES:** Members considered a schedule (Appendix 10) setting out the timetable for the Council's monthly meetings for 2026/27 which will be held on the third Wednesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee, Youth Committee and Finance Committee will also meet on a quarterly basis and all meetings of the Community Council where possible will be held on a Wednesday evening.

***RESOLVED – the Meeting Schedule for the 2026/27 Municipal Year as set out in Appendix 10 be accepted and the Council will meet on the third Wednesday of each month; the Staffing Committee will meet on the second Wednesday of each quarter, the Youth Committee will generally meet on the***

*second Wednesday of each quarter (apart from July 2025) and the Finance Committee will meet on the second Wednesday of each quarter as set out in the schedule.*

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

The Council reviewed its Banking Mandate and the current list of persons authorised to sign all cheques and other authorizations for payment on behalf of the Council.

**A. REGULATION 5 – COUNCIL’S BANKING MANDATE**

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

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

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

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

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

**FINANCIAL REGULATION**

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

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

**9. SERVICE LEVEL AGREEMENT REPORTING:**

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

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

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

**RESOLVED – that the report be received and noted.**

#### **PRESS AND PUBLIC**

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

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

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

#### **PRESS AND PUBLIC**

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

#### **10. KEY ACTON ISSUES**

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

#### **11. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:**

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

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

#### **12. REPORT FROM CLERK**

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

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

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

### 13. PAYMENT OF ACCOUNTS

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

#### **RESOLVED –**

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

|                               |                                                                                                                                                                                                   |                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| U10.B6.5.26<br>Carole Roberts | Salary and office expenses for May 2026 calculated by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017<br>Section 112 Local Government Act 1972 (as amended) | (as per payroll schedule) |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|

|                                                  |                                                                                                                                                                                  |                             |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| U11.B7.5.26<br>Michelle Williams                 | Salary for May 2026 calculated by the Council's Agent:<br>Shropshire County Council in accordance with Minute 47 July 2017<br>Section 112 Local Government Act 1972 (as amended) | (as per payroll schedule)   |
| U12.B 8.5.26<br>Clwyd Pension Fund               | Pension payments for May 2026<br>Section 112 Local Government Act 1972 (as amended)                                                                                              | (as per Payroll schedule)   |
| U13.B 9.5.26<br>HMRC                             | Payroll payments for May 2026<br>Section 112 Local Government Act 1972 (as amended)                                                                                              | (as per Payroll schedule)   |
| U14.B10.5.26<br>Wrexham County Borough Council   | <b>Creditor 25/6 outstanding:</b> Repainting perimeter Fence Aran Road Play area<br>S19 Local Government (Miscellaneous Provisions )Act 1976                                     | £4,680.00<br>(Vat=£780.00)  |
| U15 B 11.5.226<br>Rialtas Business Solutions Ltd | Year End 2026 Close Down of Accounts Alpha I&E<br>S112 Local Government Act 1972 (as amended)                                                                                    | £1,176.00<br>(VAT= £196.00) |
| U16.B12.5.26<br>Viking Office Ltd                | Cleaning Equipment for Little Acton Community Centre<br>Section 112 Local Government Act 1972 (as amended)                                                                       | £210.80<br>(Vat= £35.14)    |
| U17 B13.5.26<br>Vision ICT Ltd                   | SSL Certificate for Council's Website to June 2027<br>Local Government Democracy Wales Act 2013                                                                                  | £60.00<br>(VAT=£10.00)      |
| U18.DD.4.5.26<br>BT com                          | Internet/Phone Provision Little Acton Community Centre to 31/5/26<br>S112 Local Government Act 1972 (as amended)                                                                 | £93.54<br>(Vat= £15.59)     |
| U19 DC2.5.26<br>Tesco Stores Ltd                 | Phone Top Up/ Stationery<br>S112 Local Government Act 1972 (as amended)                                                                                                          | £26.65<br>(VAT= £1.94)      |
| U20.B:14.5.26<br>Viking Office Ltd               | Cleaning Equipment for Little Acton Community Centre/ Printer Ink<br>Section 112 Local Government Act 1972 (as amended)                                                          | £236.93<br>(Vat= £39.50)    |
| U21.B : 15.5.26<br>K2 Explorer Scout Group       | Youth Committee Grant<br>S19 Local Government (Miscellaneous Provisions )Act 1976                                                                                                | £750.00<br>(VAT=£0.00)      |
| U22.B: 16.5.26<br>1st Acton Rainbows             | Youth Committee Grant<br>S19 Local Government (Miscellaneous Provisions )Act 1976                                                                                                | £750.00<br>(VAT=£0.00)      |
| U23.B: 17.5.26<br>Borras Park Rangers FC U12     | Youth Committee Grant<br>S19 Local Government (Miscellaneous Provisions )Act 1976                                                                                                | £500.00<br>(VAT=£0.00)      |
| U24.B: 18.5.26<br>Wrexham Amateur Boxing Club    | Youth Committee Grant<br>S19 Local Government (Miscellaneous Provisions )Act 1976                                                                                                | £900.00<br>(VAT=£0.00)      |
| H25.DD.4.5.26<br>British Gas                     | LACC Off Peak Electricity supply costs 8/4/26 - 7/5/26<br>S112 Local Government Act 1972 (as amended)                                                                            | £206.97<br>(VAT= £34.49)    |
| H26.DD.6.5.26<br>British Gas                     | LACC Electricity supply costs 01/04/26 -07/05/26 E<br>S112 Local Government Act 1972 (as amended)                                                                                | £227.18<br>(VAT= £37.86)    |
| U27. B 19.5.26<br>ICO                            | Annual Data {Protection Fee<br>Data Protection Act 2018                                                                                                                          | £52.00<br>(VAT=£0.00)       |
| H28.B20.5.26<br>Wrexham County Borough Council   | NNDR Little Acton Community Centre 25/4/26+10/5/26<br>S112 Local Government Act 1972 (as amended)                                                                                | £317.30<br>(VAT=£0.00)      |
| U29 B21.5.26<br>JDH Business Services Ltd        | Internal Audit Fees for 2025/26<br>Accounts and Audit Regulations                                                                                                                | £630.00<br>(VAT=£105.00)    |
| U30.B22.5.26                                     | Insurance Renewal from 1 June 2026 – YLL-2720431173                                                                                                                              | £1,239.41                   |

|                              |                                             |             |
|------------------------------|---------------------------------------------|-------------|
| Zurich Insurance Company Ltd | S112 Local Government Act 1972 (as amended) | (VAT=£0.00) |
|------------------------------|---------------------------------------------|-------------|

#### 14. PLANNING RELATED MATTERS AND APPLICATIONS

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

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

| Case Number/ Address / Proposed Development                                                                                                                                       | Decision               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>1. ENQ/2026/0099:</b> Permitted development works at the Telecommunicatins Base Station, Holt Road, Wrexham LL13 9DY                                                           | <b>No observations</b> |
| <b>2. P/2026/0245:</b> Single storey side and rear extension at 8 Conningsby Court, Wrexham LL13 9QW                                                                              | <b>No observations</b> |
| <b>3. P/2026/0236:</b> Single storey rear extension and erection of replacement garage at 30 Richmond Road, Wrexham LL12 8AB                                                      | <b>No observations</b> |
| <b>4. P/2026/0243:</b> Single and two storey rear extensions, extension to existing single storey garage and new dormer to side of property at 34 Monmouth Road, Wrexham LL12 7TP | <b>No observations</b> |
| <b>5. P/2026/0227:</b> Erection of pergola incorporating PV Panels as a roof covering to rear at 30 Tapley Avenue, Wrexham LL12 7UY                                               | <b>No observations</b> |
| <b>6. P/2026/0265:</b> Erection of replacement porch and single storey front extension at 21 Richmond Road, Wrexham LL12 8AA                                                      | <b>No observations</b> |

#### 15. EXCLUSION OF THE PRESS AND PUBLIC

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

#### 16. LITTLE ACTON COMMUNITY CENTRE

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

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

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

**RESOLVED – that**

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

#### 17. FRAMEWORK ABSENCE FOR PUMP TRACK PROJECTS

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

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

***RESOLVED – that***

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

***Councillor Kevin Roberts Chair***

**Signed as a correct record this 17<sup>TH</sup> June 2026**

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**Presiding Chair**