

Minutes of the Meeting of  
**HAWARDEN COMMUNITY COUNCIL**  
held on  
**11<sup>TH</sup> JUNE 2018**

**PRESENT:** Chair: Councillor Dave Mackie

Councillors: Joyce Angell, Janet Axworthy, Gillian Brockley, Helen Brown, Clive Carver, Cheryl Carver, Lowri Earith, George Hardcastle, Kevin Jones, Wendy Mallin, Helen Meredith, Dan Preece, Ralph Small and Darren Sterry.

Officers: Mrs S G Jones, Clerk & Financial Officer  
Fran Griffiths, Administrator

Also Present: Sam Bidwell, Community Youth Representative

**17/18 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Ve Amos, Alan Diskin, Glenys Diskin, Ryan O’Gorman and Emma Preece.

**18/18 DECLARATIONS OF INTEREST:**

There were no Declarations of Interest from members.

**19/17 PRESENTATIONS:**

**Domestic Energy Team**

The Chair welcomed Shelley Webber to the meeting. Shelley had been the Project Manager for the Domestic Energy Efficiency Team at Flintshire County Council and she had attended the meeting to confirm that funding had been received from the Warm Homes Fund. The fund would provide grants to vulnerable people to improve the heating arrangements within properties that met the relevant criteria. Shelly encouraged members to promote this within their wards and to ask residents to contact her direct or a member of her team to review their situation. Anyone is entitled to receive support from the fund, whether they live in a house or in a complex and the fund can assist in either wholly or partially paying for heating installation.

Shelley also requested the assistance of members to help identify vulnerable residents and encourage them to apply to the fund.

The Chair thanked Shelley for her presentation.

## **Rotary Youth Leadership Awards (2017/2018)**

This item had been deferred until the next meeting.

### **20/18 MINUTES OF THE PREVIOUS MEETING:**

IT WAS RESOLVED: that the minutes of the previous meeting of the Council held on 14<sup>th</sup> May 2018 be approved as a correct record and signed by the Chair.

### **21/18 MATTERS ARISING FROM THE MINUTES:**

Councillor Helen Brown asked when the fencing was due to be replaced at Aston Bowling Club and Community Centre to which the Clerk confirmed that the work should take place at the beginning of July.

### **22/18 MINUTES OF COMMITTEES:**

IT WAS RESOLVED: that the minutes of the meetings of the following Committees held on 16<sup>th</sup> April 2018 be received:

Staff & General Purposes Committee  
Lighting Committee  
Playing Fields Committee  
Planning Committee  
Community & Environment Committee  
Finance Committee

### **23/18 INTERNAL AUDIT:**

A copy of the internal audit report for the year ending 31<sup>st</sup> March 2018 had been circulated with the agenda for the meeting.

The Clerk went on to outline the four recommendations and the follow up actions and amendments that would be required. She also shared a list of the ear marked reserves that included money set aside for Circular Drive play area. Following discussion it was agreed that the Ewloe members together with Sam Bidwell undertake some consultation with residents prior to the next meeting to establish the demand for this play area.

IT WAS RESOLVED:

- (i) to receive the 2017/18 Internal Audit report and note the follow up actions and amendments; and
- (ii) to appoint JDH Business Services to conduct the Internal Audit for 2018/19 but to seek an alternative internal auditor for 2019/20 as recommended good practice.

**24/18 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2018:**

The Annual Return had been circulated with the agenda for the meeting, for approval, prior to submission to the External Auditor.

The Clerk advised that further to the recommendations in the Internal Audit report, the Accounting Statement would be amended accordingly.

IT WAS RESOLVED: to approve the Annual Return for submission to the External Auditor.

**25/18 GENERAL DATA PROTECTION REGULATION:**

The Clerk apprised Members that the new General Data Protection Regulations had come into effect on 25<sup>th</sup> May. The Community Council had registered with the Information Commissioner's Office, as is usual practice, and had conducted an online self-assessment which had placed the Council in an "amber" position which had been acceptable.

The Council had also completed a Service Level Agreement with David Bridge of GDBR Information Management Services who would act as the Data Protection Officer for the Council at a rate of £200 per annum. David had been scheduled to visit the Council offices to review all systems and policies to ensure that the Council had been fully compliant. A draft privacy statement had also been prepared for Mr Bridge to review.

IT WAS RESOLVED: to note the updates.

**26/18 REPRESENTATION ON OUTSIDE BODIES:**

Pursuant to minute number 11/18 of the Council's annual meeting held on 15<sup>th</sup> May a lengthy discussion took place on the representation on the Hawarden Institute Management Committee.

Prior to a vote being taken, Councillors Cheryl and Clive Carver left the Council Chamber.

IT WAS RESOLVED: that prior to the amendment of the Hawarden Institute Constitution, Councillor Ve Amos, or another member of the Community Council, be represented on the Committee.

**27/18 CHAIR'S REMARKS:**

There were none.

8 Chair's signature: \_\_\_\_\_