

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2022

ITEM 5

Accounting statements 2021-22 for:

Name of body: Hawarden Community Council

	Year ending		Notes and guidance for compilers												
	31 March 2021 (£)	31 March 2022 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.												
Statement of income and expenditure/receipts and payments															
1. Balances brought forward	295,706	342,583	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.												
2. (+) Income from local taxation/levy	268,976	283,311	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.												
3. (+) Total other receipts	134,499	151,682	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.												
4. (-) Staff costs	251,986	261,106	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.												
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).												
6. (-) Total other payments	104,612	166,373	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).												
7. (=) Balances carried forward	342,583	350,097	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).												
Statement of balances															
8. (+) Debtors	9,001	7,792	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.												
9. (+) Total cash and investments	344,403	347,225	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.												
10. (-) Creditors	10,821	4,919	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.												
11. (=) Balances carried forward	342,583	350,097	Total balances should equal line 7 above: Enter the total of (8+9-10).												
12. Total fixed assets and long-term assets	1,064,934	1,109,379	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.												
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).												
14. Trust funds disclosure note	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Yes</td> <td style="background-color: #f2f2f2;">No</td> <td style="background-color: #f2f2f2;">N/A</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Yes</td> <td style="background-color: #f2f2f2;">No</td> <td style="background-color: #f2f2f2;">N/A</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
Yes	No	N/A													
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
Yes	No	N/A													
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													

Annual Governance Statement

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

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

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

Annual internal audit report to:

Name of body:

HAWARDEN COMMUNITY COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2022.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered*	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text * SUBJECT TO ISSUE 2 IN INTERNAL AUDIT REPORT

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text * SUBJECT TO MINOR AMENDMENTS IN ISSUE 5 OF INTERNAL AUDIT REPORT
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Insert text SEE ISSUE 1 IN INTERNAL AUDIT REPORT

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
14. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 06/06/2022.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2020-21 and 2021-22. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	JDM BUSINESS SERVICES LTD
Signature of person who carried out the internal audit:	JDM Business Services Ltd
Date:	06/06/2022

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2022 of:

Hawarden Community Council

Auditor General's report

Audit opinion – Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

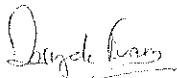
Mis-statement in Line 9 Accounting Statement

Line 9 reports the year end cash and bank balance as £347,225. However, the Council has not taken into account the value of cheques issued before the year end that remained uncleared at 31 March. These items are included in the year end creditors (line 10).

Line 9 should represent the Council's cash position taking into account all payments made before the year end. No adjustments to the accounts should be made in respect of un-presented cheques that are already recorded on the cashbook.

The value of the un-presented cheques is £215 and therefore the error is not material to the reader's understanding of the accounts.

There are no further matters that I wish to draw to the Council's attention



Deryck Evans, Audit Manager, Audit Wales
For and on behalf of the Auditor General for Wales

Date: 09/03/2023

* Delete as appropriate.

Additional disclosure notes*

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

1. **Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000**
 Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2021-22 was £8.41 per elector.
 In 2021-22, the Council made payments totalling £ 12,766 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

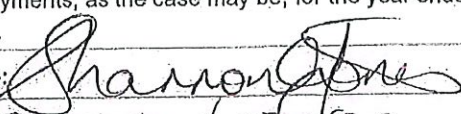
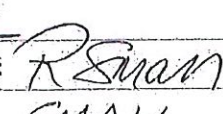
- 2.

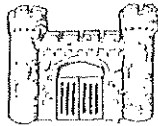
- 3.

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

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2022.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref: <u>34/22</u>
Name: <u>SHARRON JONES</u>	Chair of meeting signature: 
Date: <u>18th May 2022</u>	Name: <u>RALPH SMALL</u>
	Date: <u>13-6-2022</u>



HAWARDEN COMMUNITY COUNCIL

MONDAY 17th APRIL 2023

EXTERNAL AUDIT OF THE COUNCIL'S ACCOUNTS

1. PURPOSE OF REPORT:

To note the date for the external audit of the Council's accounts for the year ending 31st March 2023 and the preparation required.

2. PROCESS:

The following process will need to be followed to ensure that the Annual Return, additional Governance assertions and supporting information are submitted to the external auditor, Wales Audit Office. A date has not yet been supplied by Wales Audit Office due to backlog and staffing issues. The usual date is **by 1st July [2023]**:

- Internal Audit is undertaken in two stages by the Council's Internal Auditor, JDH Business Services Ltd; the first stage, an interim audit took place in February 2023 and Council considered the interim report at its meeting on the 14th February, 2023 with two minor issues;
- The financial software 'end of year' will be completed by RBS (software provider) on **15th May 2023**. RBS will prepare the annual accounts which will include:
 - Completing the year end closedown
 - Preparing the Annual Return
 - Preparation of supporting accounting information
 - Creation of the new financial year on the software

- Assist in the preparation of the variances analysis, if required
- The second stage of the internal audit will be completed by the Internal Auditors, JDH, after the **15th May, 2023** (exact date tbc) and will address all transactions up to the end of March 2023 (including any accruals and debits in April 2023);
- JDH will prepare an internal audit report and complete the Internal Audit section of the Annual Return by **31st May 2023**;
- Approval of final accounts by the Council will be at its meeting on **12th June 2023** together with the report of the Internal Auditor, draft Annual Return, additional Governance assertions and supporting information; and
- Delivery of paperwork to the external auditor will be confirmed together with the notice for the exercise of electors' rights under the 2004 Act.

3. FUTURE AUDIT ARRANGEMENTS:

Members will recall that the Clerk and Financial Officer has previously advised that the External Auditor will produce a three-year cycle of audits commencing this year. In one of these years a full, detailed and comprehensive review of transactions will take place with a lighter audit in the remaining two years. Hawarden Community Council had been listed for its detailed audit on year 3 therefore 2025.

4. RECOMMENDATIONS:

Members are asked to note the arrangements as outlined above.

ITEM 8



**HAWARDEN COMMUNITY COUNCIL
CYNGOR CYMUNED PENARLAG**

PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA

Name of Councillor	Richard Taylor
Title of Report	Redressing the minuted, public, breach of <i>The Procedure of Electing Chair of the Council</i> policy in May 2022.
1. Purpose of Report	<p>In May 2022 the HCC deliberately breached a policy specifically designed to “<i>ensure a fairer system of electing the Chair and Vice Chair based on service and would remove consideration of party allegiances and personal differences</i>”.</p> <p>The HCC has the opportunity to redress this injustice openly; the HCC must be seen to be acting honestly and openly and with integrity, and must be seen to be accountable.</p> <p>That HCC policy was deliberately breached is a minuted, publicly available, fact and therefore the HCC needs be seen to publicly address such spurious behaviour.</p> <p>There has been an amount of misinformation & distraction put out about this issue. This report outlines the basic facts (more to be disseminated in meeting) and, hopefully, provides a basis for a healthy, fact based, discussion at the meeting (actual discussion, so far, having been avoided).</p>

2.	Background to this request	<p>In the May meeting of 2022, the newly voted in Chair's 1st act was to propose breaking an HCC policy; despite being warned by several Cllrs and the Clerk that the proposed vote would be breaching HCC policy, the Chair's proposal was voted in by a majority of Cllrs.</p> <p>Again: that HCC policy was deliberately breached is a minuted fact – there can be no contestation about whether this happened.</p> <p>Please see the minutes of the meeting of May 2022 – 03/22 Appointment of Vice Chair – relevant page attached as <i>16.05.22_page02_highlit.jpg</i>, relevant text highlighted in yellow</p> <p>Specifically, this breach of policy, a policy specifically designed to eliminate political and personal differences, denied the position of VC to the Cllr Preece. No material reason/justification given; Cllr Preece was skipped, the VC position being gifted to Cllr Axworthy (according to policy, the next on the list after Cllr Preece).</p> <p>The policy in question, <i>The Procedure of Electing Chair of the Council</i>, is attached to this report.</p>
3.	Financial Implications	None.
4.	Environmental Implications	None.
5.	Decision sought by Council	<p>For the HCC to follow its own policies, to obey its own rules.</p> <p>Specifically, the decision sought is:</p> <p>1) For the HCC to reinsert Cllr Preece directly below Cllr Axworthy's; i.e that Cllr Preece becomes VC, according to policy, at the May 2023 meeting.</p>

		2) For the list to be updated to reflect the incumbent Cllrs and the updated policy distributed.
6.	Advantages of this proposal	<p>The advantages of following the rules are evident: Without laws (rules/policies), civilization cannot exist... Civilized people believe that laws are created in order to benefit the whole, while criminals choose to go against the written law (rules/policies) in order to benefit their own desires.</p> <p>If a Council publicly fails to follow its own rules it is demonstrating that it cannot be trusted...</p> <p>If said Council then rectifies this failure, it is demonstrating that, yes, it makes mistakes but that it can be trusted to correct these mistakes.</p>
7.	Disadvantages of this proposal	None
8.	Equality implications	<p>As stated in the breached HCC policy: <i>"The [policy is intended to] ensure a fairer system of electing the Chair and Vice Chair based on service and would remove consideration of party allegiances and personal differences"</i>.</p> <p>By voting to breach this policy in May 2022 the HCC were voting against equality/inclusion. If the HCC vote to accept this proposal, they will be demonstrating that they take their own policies on equality/inclusion seriously.</p>
9.	Climate Change/ Biodiversity impact	None

Councillor Small duly completed his Declaration of Acceptance of Office form. He thanked members for his nomination and said that this would be his third time as Chairman. He wished all members a good evening and forthcoming year.

03/22 APPOINTMENT OF VICE-CHAIRMAN:

The Chairman proposed that Councillor Axworthy be nominated as Vice-Chair. Councillor Brockley proposed that in accordance with the Council's adopted policy of seniority, Councillor Preece should be nominated as the Vice-Chairman.

The Chairman said that the seniority policy had been broken during the previous annual meeting when another councillor had nominated another member who had been next in line in the seniority policy.

Councillor Preece sought clarity in relation to the policy to which the Clerk and Financial Officer said that in accordance with the seniority policy, Councillor Preece should be nominated as Vice-Chair.

Councillor Preece questioned why she had not been nominated by the Chairman of the Council and why he had chosen to breach the Council's own policy.

The Chairman then asked for a proposer and seconder for Councillor Preece and a vote was taken but lost.

Councillor Axworthy was nominated and seconded and on being put to the vote, Councillor Axworthy was elected as Vice-Chair for the municipal year 2022-23.

Councillor Preece requested her vote be recorded as having voted against this decision and recorded in the minutes.

Councillor Axworthy duly completed her Declaration of Acceptance of Office form and thanked members for supporting her nomination and requested members to work together through the agenda in a business-like manner.

ITEM 6
①

HAWARDEN COMMUNITY COUNCIL

COUNCIL MEETING

14 JULY 2016

Procedure for Electing Chair of Council

Purpose of Report: To promote discussion concerning establishing a policy for the method of electing the Chair and Vice-Chair of Council.

Introduction:

Members will recognise that the role of Chair of Council confers no particular powers to the Chair beyond procedural ones in the meeting of the Council itself, but it is a prestigious position wherein the holder is the 'figurehead' to the Council and is its representative at functions within and outside the Community. It is therefore an honour to be afforded the opportunity to perform the role one which arguably should be earned through service to the Council.

The Council will be aware that the current practice is the Vice-Chair to be elected Chair, although this is not a certainty as other counter nominations can be proposed. This has happened in the past, albeit not very often.

It is the process of electing the Vice-Chair which Members are invited to review. In the past Vice-Chairs have on occasions been elected having only served a very short period of time, whilst longer serving Members have been overlooked. In some local Councils however the Vice-Chair is elected on the basis of length of service and if that Member has previously been the Chair of Council, the length of time that has elapsed since last being Chair. All Members are therefore ranked in order of 'Seniority' and become Vice-Chair and subsequently Chair accordingly.

The establishment of such a policy rewards longer service and ensure fairness in the election of Vice-Chair and subsequently Chair.

PROCEDURE FOR ELECTING THE CHAIR AND VICE-CHAIR OF THE COUNCIL

HAWARDEN COMMUNITY COUNCIL

13TH NOVEMBER 2017

Relevant Minute Extracts:

Minute 14th July 2014

PROCEDURE FOR ELECTING THE CHAIR AND VICE-CHAIR OF THE COUNCIL:

The Chair referred the Council to the discussion paper which had been prepared setting out a proposal for the election of Chair and Vice-Chair of Council based upon length of service and where relevant the time elapsed since having previously been the Council's Chair. The proposal would ensure a fairer system of electing the Chair and Vice-Chair based on service and would remove consideration of party allegiances and personal differences.

IT WAS RESOLVED UNANIMOUSLY: that the Council adopt the policy as set out.

[Copy of report attached at 1]

Minute 8th September 2014

APPOINTMENT OF CHAIRS OF HAWARDEN COMMUNITY COUNCIL:

IT WAS RESOLVED: that the report be received and that the "seniorities" be noted and agreed.

[Copy of 8th September report attached at 2 and an updated list at 3]

Minute 14 November 2016

PROTOCOL FOR THE ELECTION OF CHAIRS

Councillor Clive Carver had requested that this item be placed on the agenda and referred to the earlier policy that had been agreed by Council in July 2014 which had been circulated with the agenda for the meeting. He also referred to the report that had been presented to Council in September 2014 that provided a list of forthcoming chair appointments based on the policy of seniority. Councillor Carver felt that the policy seemed a little unfair to newer Members as it allowed some Chairs to have several terms of office before a new member had the opportunity to become a Chair. The Council had decided to elect chairs using the same procedure as Broughton and Bretton Community Council.

Councillor Joyce Angell confirmed she would not wish to be elected as the Chair.

IT WAS RESOLVED: that this matter be reviewed in November 2017, six months following the election of a new Council.

HAWARDEN COMMUNITY COUNCIL

Appointment of Chairs for Hawarden Community Council

Further to the resolution of the Council dated 14 July 2014 to adopt a policy for the election of Chair to the Community Council based on seniority. A list as detailed below has been compiled.

For those who have previously been Chair their 'seniority' dates from their last time as Chair. For those who have not previously been Chair their seniority dates from the date on which they were elected/co-opted to the Council.

It was agreed at the Council's meeting on 14 July that the current Vice-Chair Councillor Cheryl Carver would become Chair in May 2015 and that the seniority policy would be put in place for the election of the Vice-Chair who would then become Chair in 2016/17.

1. Councillor P C Carver	Current Vice-Chair
2. Councillor G D Diskin JP	Chair 95/96
3. Councillor A G Diskin	Chair 02/03
4. Councillor J Angell	Chair 05/06
5. Councillor D Hough	Elected May 2008
6. Councillor D Mackie	Elected May 2008
7. Councillor J Walker	Elected May 2008
8. Councillor G Hardcastle	Chair 08/09
9. Councillor H Brown	Chair 09/10
10. Councillor K Jones	Elected Sept 2009
11. Councillor R Small	Chair 10/11
12. Councillor C S Carver	Chair 11/12
13. Councillor B Williams	Elected June 2011
14. Councillor E Preece	Elected May 2012
15. Councillor V Amos	Chair 12/13
16. Councillor J Hough	Chair 13/14
17. Councillor A Halford	Chair 14/15

NB: Where the first meeting of an elected Councillor is the same date as a Member becoming Chair, seniority has been given to the new Member.

Where a Member has joined after a Chair's year of office has commenced seniority has been given to the Chair.

When new Members are appointed to the Community Council and existing Members resign or are not re-elected the list will be revised on the basis agreed. Should a Member be co-opted or re-elected following a break of service his/her seniority will date from the time of the co-option/election i.e. previous service will not count.

Item 6

③

HAWARDEN COMMUNITY COUNCIL			
COUNCILLORS DATES OF ELECTIONS/CO-OPTION AND LAST HAVING BEEN CHAIR OF COUNCIL			
		ELECTION/CO-OPTION	LAST CHAIR
1	Cheryl Carver	May 2010	2015/16
2	Glenys Diskin	Feb 1988	1995/96 and 2016/17
3	Alan Diskin	May 1995	2002/2003 and 2017/18
4	Joyce Angell	May 1995	2005/06
	David Hough	May 2008	
	John Walker	May 2008	
5	Dave Mackie	May 2008	
6	George Hardcastle	March 2002	2008/09
7	Helen Brown	May 2004	2009/10
8	Kevin Jones	Sept 2009	
9	Ralph Small	May 1992	1997/98 and 2010/11
10	Clive Carver	May 2004	2011/12
	Brian Williams	June 2011	
11	Emma Preece	May 2012	
12	Ve Amos	May 2008	2012/13
	Judith Hough	May 2008	2013/14
	Alison Halford	May 2008	2014/15
13	Helen Meredith	May 2016	
14	Janet Axworthy	May 2017	
15	Gillian Brockley	May 2017	
16	Lowri Tegan Earith	May 2017	
17	Wendy Mallin	May 2017	
18	Dan Preece	May 2017	
19	Aston Vacancy	Nov 2017	
20	Ewloe Vacancy	Nov 2017	

ITEM 10

Gareth Owens LL.B Barrister/Bargyfreithiwr
Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



All Town and Community Clerks

Sent via e mail

Your Re/Eich Cyl

Our Re/Ein Cyf

Date/Dyddiad

Ask for/Goflymer am

Direct Dial/Rhif Union

E-mail/E-bost

GO/TC

9th March 2023

Gareth Owens

01352 702344

gareth.legal@flintshire.gov.uk

All Town and Community Clerks

Visits to Town and Community Councils

This is my fourth update regarding the visits by the Independent Members of the Standards Committee to Town/Community Council meetings to observe practice and gain an understanding of how local Council business is conducted.

The findings from five further visits undertaken in December, January and February were reported to the Committee on the 6th March and I am writing with feedback to all Town/Community Councils to give assurance on good practice and procedures.

As in the case of the last reported visits, the Independent Members agreed that these had been positive experiences and praised the level of commitment and contributions by those in attendance. The Independent Members were impressed that all meetings were well chaired and ably supported by clerks. They also noted that as a matter of good practice Declarations of Interest were standing items on all agendas.

This time, there are some observations on how good chairing can lead to better meetings and a reduced number of complaints. It has been noted that, when meetings proceed in an orderly manner (only one person speaking at any one time), behaviour is better. Likewise, where comments are addressed "through the Chair" meetings tend to remain calmer. Good chairing skills are therefore the first line of defence in respect of conduct complaints. Chairing a meeting isn't easy; there is a lot to think about and do in a pressurised environment. Town and Community Councils should therefore consider including chairing skills in the training plans which they are required to produce under section 67 of the Local Government and Elections (Wales Act 2021).

County Hall, Mold. CH7 6NB
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6NB
www.siryfflint.gov.uk

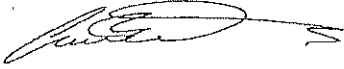
We welcome correspondence in Welsh We will respond to correspondence received in Welsh without delay

Rydym yn croesawu gohebiaeth Gymraeg Ymatebwn yn ddi-odded i ohebiaeth a dderbyniwr drwy gyflwynu Gymraeg

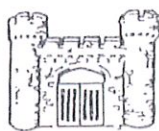


The Committee hopes that this feedback is useful and wishes to acknowledge the dedication and good work undertaken by Town/Community Councillors in their voluntary roles.

Yours sincerely

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

Gareth Owens
Chief Officer Governance



Item 11

Hawarden Community Council Vexatious Communications Policy

NOTE: This policy must be read in conjunction with the Council's Civility and Respect Pledge (October 2022), the Code of Conduct, the Hawarden Standard and the Bullying and Harassment policy.

1. INTRODUCTION:

- 1.1 This policy addresses issues arising from abusive, persistent or vexatious communications, **behaviour**, complaints and complainants and identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct. This policy applies to all complainants including members of the Council and members of public.
- 1.2 Habitual or vexatious complaints, communications **or behaviour**, create a notable problem for the Clerk to the Council and members. The difficulty in handling such complainants or communications is that they are time consuming and wasteful of resources in terms of the Clerk's and members' time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.3 Raising of legitimate queries or criticisms, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant.
- 1.4 The aim of this policy is to contribute to the overall approach of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. HABITUAL OR VEXATIOUS COMPLAINANTS:

- 2.1 For the purpose of this policy habitual or vexatious complainants are identified as complainants who demonstrate the repeated and/or obsessive pursuit of:
- i. unreasonable complaints and/or unrealistic outcomes; and/or
 - ii. reasonable complaints in an unreasonable manner.
- 2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious, the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken.
- 2.4 The Clerk and/or the Chair on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. DEFINITIONS:

- 3.1 Unreasonably persistent and vexatious complainants are defined as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints or communications or the effective operation of the Council. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with the Clerk or members or how complainants respond when informed of the Council's decision about the complaint.
- 3.2.1. Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

3.2.2. An unreasonably persistent and/or vexatious complainant may:

- i. have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
- ii. refuse to specify the grounds of a complaint despite offers of assistance.
- iii. refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- iv. refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure.
- v. refuse to accept that issues are not within the power of the Council to investigate, change or influence
- vi. insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- vii. make what appear to be groundless complaints about the Clerk or members dealing with the complaints, and seek to have them dismissed or replaced
- viii. make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- ix. make persistent and unreasonable demands or expectations of the Clerk or members and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e mails)
- x. harass or verbally abuse or otherwise seek to intimidate the Clerk and/or members dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- xi. raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- xii. introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be considered and commented on
- xiii. change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- xiv. deny statements he or she made at an earlier stage in the complaint process
- xv. are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved.

- xvi. adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- xvii. Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- xviii. make the same complaint repeatedly, perhaps with minor differences, after the complaint's procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaint's procedure
- xix. persistently approach the Council through different routes or other persons about the same issue
- xx. persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- xxi. refuse to accept documented evidence as factual.
- xxii. complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- xxiii. combine some or all of these features.

4. IMPOSING RESTRICTIONS:

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Chair of the Council prior to issuing a warning to the complainant. The Clerk **in conjunction with** the Chair of the Council will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk **in conjunction** with the Chair of the Council will issue a written reminder to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. ~~The Clerk and the Chair of the Council~~ and **will** inform the complainant in writing of what procedures have been put in place and for what period.

- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. Restrictions may apply on either a short term, long term or permanent basis depending on the circumstances of the case.
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
- i. banning the complainant from making contact by telephone except through a third party e.g., a solicitor, a Councillor or a friend acting on their behalf
 - ii. banning the complainant from sending emails to individual members and/or the Clerk and insisting they only correspond by postal letter
 - iii. requiring contact to take place with one named member of staff only.
 - iv. restricting telephone calls to specified days and/or times and/or duration.
 - v. requiring any personal contact to take place in the presence of an appropriate witness.
 - vi. letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint.
- 4.6 When the decision has been taken by the Council to apply this policy to a complainant, the Clerk or the Chair of the Council will contact the complainant in writing enclosing a copy of this policy to explain:
- i. why the decision has been taken.
 - ii. what action has been taken.
 - iii. the duration of that action.
- 4.7 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chair of the Council and if necessary, the Monitoring Officer may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.
- 4.8 Where the behaviour is so extreme or it threatens the immediate safety and welfare of the Clerk or members, other options will be considered, such as reporting of the matter to the Monitoring Officer, the Public Services Ombudsman, the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. NEW COMPLAINTS FROM COMPLAINANTS WHO ARE TREATED AS ABUSIVE VEXATIOUS OR PERSISTENT:

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk, the Chair of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. REVIEW:

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed periodically by the Clerk and the Chair of the Council at least every 6 months or such shorter period for which the policy applies.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. RECORD KEEPING:

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- i. the name and address of each member of the Council or member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant.
- ii. when the restrictions came into force and ends
- iii. what the restrictions are
- iv. when the person and Council were advised.

7.2 The Council will be provided with a regular report giving information about members of the Council or members of the public who have been treated as vexatious/persistent in accordance with this policy.

ITEM 12

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

Membership of One Voice Wales 2023-24

I am writing to invite your council to join One Voice Wales from April 2023. Once again, the past year has seen many positive developments to our services and for the community and town council sector in general, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

One Voice Wales will be offering a 50% discounted membership rate for the first year to any councils who have not been in membership in the last three years. We want all Councils to get the many benefits on offer from our training programmes, consultancy, and communications, Area Committee networking events and our annual conferences and seminars.

We continue to represent the sector in a wide variety of ways – we regularly meet with the Minister for Finance and Local Government Rebecca Evans MS and we continue to represent the sector on the **Local Government Partnership Council**. During 2022-23 we have once again made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda amongst others. We have maintained and further enhanced our working relationships with the Welsh Government, Welsh Local Government Association (WLGA) and the WCVA strengthening the voice of the sector within the public services family in Wales and improving working relations with the Third Sector.

One Voice Wales continues to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **Climate Change Panel, Ystadau Cymru Working Group, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageing, Welsh Government Diversity in Democracy Working Group, Older Persons Commissioner Age Friendly Steering Group, Welsh Government Advisory Board on Resourceful Communities as well as Understanding Welsh Places Advisory Board**. One Voice Wales is playing an ever-increasing role in the development of resources for the sector, for example, through our **Local Places for Nature Officer** in our team who has helped hundreds of councils to date on environmental projects and issues; and following funding off Public Health Wales via Save a Life Cymru we were able to establish the post of **Community CPR and Defibrillator Manager** in the team who helped hundreds of community and town councils in 2022-23 in developing this critically important agenda. We also played a significant role working with the Welsh Government and SLCC colleagues in the development of a **Finance and Governance Toolkit** for the sector which will help to drive up standards of working practice. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

Llais Cynghorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales

Ebost/Email: tjilmartin@onevoicewales.wales

Gwefan/Website: www.unllaiscymru.org.uk / www.onevoicewales.org.uk

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. During 2022-23 we developed a **guidance document on the development of Training Plans, guidance on Bullying and Harassment** as well as supported the Welsh Government in delivering guidance and advice to councils on the requirements of the **Section 6 Environment Act duties**. We will continue to develop practice guides and share best practice case studies in 2023-24.

Our representational role means that **we have a direct interface not only with the Minister for Finance and Local Government but other Ministers** where our sector's remit extends. During 2022-23 we made several representations to the **Minister for Climate Change** on a range of matters - on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, the role community and town councils can play in town regeneration and community planning, how the sector can support the decarbonization agenda, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2022-23 we have extended our **representational role** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and **influence government and stakeholder organisations** in their decision-making. This includes representation on health trust stakeholder forums and several **Public Services Boards**. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2023-24.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 89% (88% previous year) of all councils in membership of One Voice Wales, or 653 (639 previous year) out of the 732 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2023-24.
- Through our Local Places for Nature Officer post, we have enabled over £1m of funding to be accessed by Community and Town Councils across Wales with a further £500,000 of projects being worked up for 2023/24.
- Received confirmation from the Welsh Government of 3 years of additional funding at £150,000 per annum to develop resources to support community and town councils in helping their communities with the cost-of-living crisis.

As current members are aware, we provide the following services outlined below, and we are aware from feedback from our members that all aspects of the service are highly valued.

- **Provision of free legal advice** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- **Quality and timely advice and support service** on topics relevant to member councils.
- **Training** for members and staff, including policy seminars and new working opportunities.
- **General information via our website including a members' area.**
- **Monthly** editions of our new '**E- Newsletter**'
- **Representation** of the sector on the Local Government Partnership Council.
- Creating **new opportunities for collaboration** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2022-23 with the continued successful delivery of webinar-based training. Under the auspices of the **National Training Advisory Group**, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. At the time of writing, we are about to distribute a **Training Needs Survey** to member councils and during 2023-24 intend to further enhance our offering to members. To date we have provided approximately 3,000 units of training to the sector – and it is very pleasing to see councils actively engaging in developing their skills and abilities as the sector's role grows in importance.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2022-23 – **at year end we had 653 local councils in membership or 89% of all community and town councils**.

I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

For your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please return the attached Membership Form by email or to our office in Ammanford – the address is at the top of this letter.

If you have any further queries relating to membership, please contact the office on 01269 595400 / 07917 846510 or email: tgilmartin@onevoicewales.wales

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2023-24.

Yours sincerely,



Lyn Cadwallader
Chief Executive



ONE VOICE WALES
The Voice of Community & Town Councils
 Invoice / Membership Form

Please enter all details in block letters and return original form for our records

Date:

I write to inform you that my Council has decided to join One Voice Wales for 2023-2024

Clerk to the Council Mr / Mrs / Ms / Miss (Delete as applicable)

Signed: Please print name:

Name & Address of Council - Enter any amendments clearly alongside.

Mrs Sharron G Jones, Clerk
 Hawarden Community Council
 113 The Highway
 Hawarden
 Deeside
 CH5 3DL

Tel No's: 01244 533692

E-mail address: mail@hawardencommunitycouncil.gov.uk

Website: www.hawardencommunitycouncil.gov.uk

Please inform us if any of the above details change.

Please tick the preferred language for future correspondence:

Welsh English Bilingual

Membership Fee – Full Price: £2462

Total to pay based on 50% reduction for year: £1231

Based on 6313 chargeable dwellings @ **£0.390p** per dwelling
 (Based on Valuation List, not Electoral Register)

Please make cheque payable to **One Voice Wales**
 Bank details - Account number: 16689360 Sort code: 30-94-85

Please return the form to the following address:
 One Voice Wales, 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

e-mail: admin@onevoicewales.wales Tel: 01269 595400 Fax: 01269 598510

Hawarden Community Council
 Planning Committee
 17 April 2023

ITEM 18
 (ii)

Planning Applications for consideration:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	FUL/000196/23 Ward: Hawarden Mancot	Proposed construction of dormer to front of property originally approved in 2009, reference number 045995(Erection of single storey side extension and formation of dormer to front)	31, Vickers Close, Hawarden	B Kinnear
2.	FUL/000111/23 Ward: Hawarden Ewloe	RETROSPECTIVE construction of a slurry tower with cover.	Newbridge Farm, Holywell Road, Ewloe	J Perkins
3.	FUL/000207/23 Ward: Hawarden Aston	Convert garage and attic space into habitable accommodation	133 Gladstone Way Hawarden	B Kinnear
4.	CONS/000255/23 Ward: Hawarden Mancot	Application for Conservation Area consent for the demolition of external WC and outhouse and small brick/stone dilapidated roof-less store.	34, Glynne Way, Hawarden	J Perkins
5.	FUL/000266/23 Ward: Hawarden Mancot	Conversion of Stuart House into 4 self-contained apartments and change of use of rear garage and barn into one dwelling. Demolition of external WC and outhouse and small brick/stone dilapidated roof-less store.	34, Glynne Way, Hawarden	J Perkins

6.	FUL/000180/23 Ward: Hawarden Mancot	Proposed 2 storey extension to rear of property	19 High Park, Hawarden	B Kinnear
7.	FUL/000073/23 Ward: Hawarden Ewloe	Erection of 5 no Holiday Pods – AMENDMENT	Land at Mold Road, Ewloe Green, Ewloe	J Perkins
8.	COU/000242/23 Ward: Hawarden Aston	Detached garage conversion to ancillary living space to dwelling	3, Ivy Cottages, Aston Road, Queensferry	No docs available
9.	LBC/000250/23 Ward: Hawarden Mancot	LBC - Conversion of former office building to 3No. duplex apartments.	15, The Court House, Glynne Way, Hawarden	J Perkins
10.	LDP/000251/23 Ward: Hawarden Aston	LDC - Single storey rear extension	25, Moorfield Road, Aston	J Roberts
11.	DET/000254/23 Ward: Hawarden Aston?	Application for Approval of Details Reserved by Condition 3 of LBC/000656/22 (Listed Building Application to Regularise and Retain the Erection of a Detached Garage to the South of the Stables and other Existing External/Internal Alterations to the Listed Stables, the installation of a new window in the South Stable Elevation and north west elevation and the construction of a linking Structure between the main former Stable Building and the Annex to the West)	Castle Hill Stables, Stamford Way, Ewloe	J Perkins
12.	LDP/000208/23 Ward: Hawarden Aston	Lawful Developmetn Certificate - single storey rear extension and extension to front and rear dormers	12, Cambrian Way, Ewloe	J Roberts

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**PLANNING DECISIONS MADE BY FCC FOR NOTING BY HAWARDEN
 COMMUNITY COUNCIL**

Planning Application Number	Proposal	Address	Decision
FUL/000802/22 Ward: Hawarden Ewloe	Single storey rear extension	132, The Highway, Hawarden	Approved Delegated Officer 31.03.23
FUL/000163/23 Ward: Hawarden Mancot	Proposed Single Storey Rear Extension	87, The Highway, Hawarden	REFUSED Delegated Officer 28.03.23
DET/000131/23 Ward: Hawarden Aston	Application for the approval of details reserved by conditions 8 (Noise Management Plan) and 9 (Arrangement of Transportation of customer's Dogs) attached to planning permission ref FUL/000387/22	Castle Hill Stables, Stamford Way, Ewloe	Approved Delegated Officer 07.03.23
FUL/000122/23 Ward: Hawarden Ewloe	A single storey rear extension to create a new Utility	19, Marlborough Avenue, Hawarden	Approved Delegated Officer 21.03.23
FUL/000027/23 Ward: Hawarden Ewloe	Garage conversion. Flat roof over garage to be replaced with hipped roof. Garage door to be replaced with masonry wall with window.	2 Greenville Avenue Ewloe	Approved Delegated Officer 10.03.23
DET/000603/22 Ward: Hawarden Aston	Approval of details for conditions 3, 4, 5, 6 & 7 for 063076	Land Adjacent to Fern Grove, Ewloe	Approved Delegated Officer 14.03.23
063893 Ward: Hawarden Aston	Application for the approval of details reserved by condition nos. 4 (Retaining Structure) and 5 (Screen) attached to Planning Permission reference 060464	1 Hollins Court, The Larches, Hawarden	Approved Delegated Officer 22.03.23



Mrs Sharron Jones
 Hawarden Community Council
 113 The Highway
 Hawarden
 Deeside
 CH5 3DL

Via Email: mail@hawardencommunitycouncil.gov.uk

Your Ref/Eich Cyf	
Our Ref/Ein Cyf	RR/LB
Date/Dyddiad	3 April 2023
Ask for/Gofynner am	Richard Roberts
Direct Dial/Rhif Union	01352 702466
Email/Ebost	richard.roberts@aura.wales

Dear Clerk,

Match Funding Scheme Improvements to Children's Play Areas 2023/24

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2023/24 budget for the match-funding of improvement works to children's play areas.

Flintshire County Council and Aura wish to continue working in partnership with Town & Community Councils on a match-funding basis (£ for £) and seek expressions of interest for the 2023/24 scheme.

It is important that the County Council targets its future investment towards those sites of greatest need in terms of play deprivation and strategic importance. The 2023/24 match-funding scheme is, therefore, aligned to the following principles:

- Only sites identified as requiring an upgrade and investment will be considered to meet the match-funding criteria.
- Prior to 2021/22, a maximum contribution of £10,000 per scheme had been applied. However, as with last year, expressions of interest in excess of £10,000 will continue to be considered for the 2023/24 match-funding scheme. Please note that such requests will be assessed on a case-by-case basis and must align to the County Council's investment strategy.

The County Council seeks support for and engagement with the match-funding scheme from all Town & Community Councils. Once this support is established, the County Council will recognise the additional play investment needs of towns and villages through the appropriate allocation of capital funding.

Working in partnership with...
 Gweithio mewn partneriaeth gyda...



Mae Aura Leisure and Libraries Limited wedi'i gofrestru dan Deddf Cymdeithasau Cydweithredol a Budd Cymunedol 2014 (Rhif cofrestru 7610).

Aura Leisure and Libraries Limited is registered under the Cooperative and Community Benefit Societies Act 2014 (Registration No. 7610).

Aura Leisure and Libraries, Deeside Leisure Centre, Chester Road West, Queensferry, Deeside, Flintshire, CH5 1SA
www.aura.wales

Aura Hamdden a Llyfrgelloedd, Canolfan Hamdden Glannau Dyfrdwy, Gorllewin Ffordd Caer, Queensferry, Glannau Dyfrdwy, Sir y Fflint, CH5 1SA
www.aura.cymru

Please advise Aura's Play Design service which play area you have identified in your community as being most in need of investment.

In order that we have an agreed programme in place, I would be grateful if you can confirm your expression of interest to Richard Roberts, Aura's Play Design Officer, by 31 May 2023. The outcome of your expression of interest will then be reported back to you at the earliest opportunity. I also need to advise that Aura and the County Council cannot guarantee that all expressions of interest will be approved.

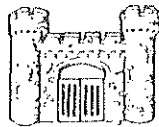
The 2023/24 match-funding scheme is being managed and delivered by Aura Leisure & Libraries Ltd in partnership with the County Council. Should you require any further information, please do not hesitate to contact Richard Roberts on 01352 702466 or via richard.roberts@aura.wales.

Thank you for your continued support of children's play.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'P Jones', with a long horizontal flourish extending to the right.

Paul Jones
Business Improvement & Performance Manager (Aura)



**HAWARDEN COMMUNITY COUNCIL
CYNGOR CYMUNED PENARLAG**

PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA

Name of Councillor(s)		Councillor Sam Swash
Title of Report		Community Dog Fouling Dispenser Pilot
1.	Purpose of Report	<p>To consider a community dog fouling dispenser pilot across the Hawarden Community Council area in a bid to improve the cleanliness of our streets.</p> <p>Dog poo dispensers will be zip-tied to lampposts in areas of heavy dog fouling in each of the three wards. Ward councillors would work together to choose suitable locations and could look to canvass the views of residents in order to do so.</p> <p>The financial implications of this report are based on each of the three wards receiving 6 dog poo dispensers as part of the pilot. Council may choose to vary the numbers. Volunteers would be required to refill the dispensers. Dispensers hold 15 bags.</p> <p>We would hope to see reduced dog fouling in the areas chosen for the pilot – if successful, Council could look to expand the project.</p>
2.	Background to this request	<p>One of the issues raised regularly with Councillors is problems within the community caused by excessive dog fouling. It is unfortunately an ongoing problem that blights the local community. This proposal seeks to help tackle the problem by making dog poo bags easily accessible in areas of heavy fouling.</p>

3.	Financial Implications	<p>Cost of Earth Rated dog poo dispenser with 15 bags: £4.75 each (x18) (https://www.theneemteam.co.uk/earth-rated-poo-bag-leash-dispenser.html)</p> <p>120 Earth Rated dog poo bags: £6.25 (x1) (https://www.theneemteam.co.uk/earth-rated-biodegradable-poo-bags.html)</p> <p>100 cable ties: £5.99 (x1) (https://www.amazon.co.uk/gp/product/B09SB1L96H/ref=ewc_pr_img_1?smid=ARRX6JOURMZ82G&th=1)</p> <p>Total postage: £7.49</p> <p>Total cost: £105.23</p>
4.	Environmental Implications	<p>The poo bags are biodegradable as they are made from recycled cardboard. Health and environmental benefits from reduced dog fouling in the community.</p>
5.	Decision sought by Council	<p>(i) To agree to a community dog fouling dispenser pilot</p>
6.	Advantages of this proposal	<ul style="list-style-type: none"> - Residents across our community will potentially benefit from reduced dog fouling if the pilot is successful - Reduced dog fouling will improve the appearance of our community, as well as provide a safe environment for residents to walk and children to play - Approving the pilot will show to residents that the community council has not 'given up' on dealing with the problems caused by dog fouling and that we are willing to consider innovative solutions to the problem moving forward
7.	Disadvantages of this proposal	<ul style="list-style-type: none"> - Funding for the pilot does not currently form part of the budget, though the cost of the pilot is relatively small - There is a risk that the dog poo bags/dispensers could be stolen; the success of the pilot would therefore be dependent on the goodwill of the local community
8.	Equality implications	<p>No equality implications envisaged</p>

Item 22

Accounts for Payment			
Apr-23			
Ref:	Method	Item	Cost
H/22/419	DD	ldata - CCTV February	£46.20
H/22/420	1030(FG)	Brit-safe - heavy duty gloves	£25.02
H/22/421	1030(FG)	Mowers Online - John Deere drive gears	£13.14
H/22/422	0734(SJ)	Andy's Plants - laurels - allotments	£50.00
H/22/423	BACS	Woodworks - tree pruning, High Park, Hwdn	£780.00
H/22/424	BACS	Willow Park Res.Assoc - MMA Cllr. S. Swash	£150.00
H/22/425	BACS	TSJ Services - repairs cherry picker CX 13 PZH	£120.00
H/22/426	BACS	Aston Bowling Club - small grant	£500.00
H/22/427	BACS	L. Spendlove - overpayment on allotment plot	£6.10
H/22/428	1030(FG)	PPIEY(1) - mower blade attachment	£10.36
H/22/429	0734(SJ)	Chester Small Plant - mulch kit, ride on mower	£140.00
H/22/430	BACS	JM - electricity cost CCTV Aston Park	£220.80
H/22/431	BACS	BHIB - rebuild valuation report - HCC	£126.00
H/22/432	DD	Dwr Cymru - 113 The Highway - March	£24.18
H/22/433	DD	Air Liquide - cylinder rental	£17.76
H/22/434	DD	EE - mobiles March	£59.80
H/22/435	DD	OneCom - Broadband + L/L - March	£107.44
H/22/436	DD	Scottish Power - electricity Pavilion - March	£64.83
H/22/437	DD	BES - Gas - March	£92.00
H/22/438	DD	BES - Electricity - March	£200.16
H/22/439	BACS	ARCO - Estesol hand cleanser	£37.21
H/22/440	BACS	FCC - rates 113 The Highway	£2,407.50
H/22/441	DD	FCC - rates depot, 113 The Highway	£3,956.86
H/22/442	BACS	H W Oultram - fuel February	£437.13
H/22/443	DD	ldata - CCTV - March	£46.20
H/22/444	BACS	SLCC - National Conference - S.J.	£646.80
H/22/445	BACS	P.D - work boots	£24.99
H/22/446	BACS	Wellers Hedley - Charity advice, 113 The Highway	£1,800.00
H/22/447	BACS	H W Oultram - fuel March	£598.53
H/22/448	BACS1	Lloyds Bank - salaries April	£13,240.71
H/22/449	BACS	Clwyd Pension Fund - salaries April	£1,253.91
H/22/450	BACS	HMRC - salaries April	£5,094.32
H/22/451	BACS	PB Fire Ltd - Fire Risk Assessment - depot	£432.00

H/22/452	DD	SSE - unmetered supplies - February	£2,310.56
H/22/453	BACS	Brookes (Tarpaulins) - No Parking sign, Trueman's	£59.64
H/22/454	BACS	Morgans of Deeside - Stihl air filter	£10.80
H/22/455	BACS	Total ID - council ID badges + lanyards	£378.00
H/22/456	BACS	Wxm-Bidston Rail Users Assoc.- Annual subs	£30.00
H/22/457	BACS	N.Davey-compost/plants, allotments/cenotaph	£16.95
H/22/458	BACS	Microshade - April	£111.50
H/22/459	BACS	G L Jones Playground - wet pour + resin x 2	£367.20
			£36,014.60

TOTAL:

Chair of Finance:

Chair of Council: