



HAWARDEN COMMUNITY COUNCIL
SCHEME OF DELEGATION
Last revised 12th May 2026

THE POWER TO DELEGATE

The power to delegate functions by local councils is set out in the Local Government Act 1972, s101 as follows:

Local Government Act 1972 s 101O arrangements for discharge of function by local authorities:

- (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a Sub-Committee or an officer of the authority, or (b) by any other local authority
- (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
- (3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions
- (4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applied in relation to the functions of the individual authorities
- (5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

The aim of this document is to clarify the manner in which Hawarden Community Council has delegated its powers and the authority to spend.

DELEGATION TO OFFICERS

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council.

Similarly, where Officers have no delegated power to decide they report the matter to Committee or the Council for a decision.

RESPONSIBLE FINANCIAL OFFICER

The Responsible Financial Officer to the Council shall be responsible for the Community Council's accounting procedures in accordance with the Accounts and Audit (Wales) Regulations 2018 in force at any given time.

PROPER OFFICER

The Clerk and Financial Officer shall be the Proper Officer of the Council and as such is specifically authorised to:

- a) To receive Declarations of Acceptance of Office
- b) To receive and record notices disclosing personal and prejudicial interests
- c) To receive and retain plans, policies and documents
- d) To sign notices or other documents on behalf of the Council
- e) To receive copies of by-laws made by the local authority
- f) To certify copies of by-laws made by the Council
- g) To sign summonses to attend meeting of the Council
- h) To arrange insurance

In addition, the Clerk and Financial Officer has the delegated authority to undertake the following matters on behalf of the Council:

- a) The day to day administration of services, together with routine inspection and control

- b) Day to day supervision and control of all staff employed by the Council
- c) The day to day administration and oversight for organised events and activities
- d) Authorisation of routine expenditure within the agreed budget
- e) Emergency expenditure up to £5,000 outside the agreed budget (FPRs)
- f) Matters specifically delegated by Council or Committee

In conjunction with the Chairman of the Council and the Chairman of the appropriate Committee, i.e. Planning and Finance, to authorise payments and planning applications during the Council's recess period.

This delegation to be extended to Operation London Bridge.

In relation to requests to use the Gladstone Playing Fields or Mancot Playing Fields, the Clerk and Financial Officer/Administrative Officer can email all members for general support or otherwise, subject to the necessary safety and personal liability certificates being presented and the site left litter free.

COUNCIL

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:

- a) Approval of the budget
- b) Setting the precept
- c) Approval of the Annual Return and Audit of Accounts
- d) Agreement to write off bad debts
- e) Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- f) Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- g) Approval of any financial arrangement which does not require formal borrowing approval from Welsh Government (e.g. hire purchase or leasing of tangible assets)
- h) Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £5,000

- i) Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- j) Approval of the virement of unspent and available amounts to other budget headings or reserves
- k) Approval of changes in earmarked reserves as part of the budgetary process
- l) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- m) Making, amending or revoking by-laws
- n) Making of Orders under any statutory powers
- o) Matters of principle or policy
- p) Appointment of Standing Committees
- q) Appointing Council representatives to outside bodies
- r) All other matters which must, by law, be reserved to the full Council

COMMITTEES

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to decide it makes a recommendation to Council.

All Committees are authorised to:

- a) Elect a Chairman from within the Membership of that Committee
- b) Approve the minutes of the last meeting of the Committee
- c) Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve
- d) Make recommendations on the budget requirement for the Committee for the coming Financial Year
- e) Delegate any of their functions to a Sub-Committee or Officer of the Council

TASK AND FINISH GROUPS

Task and Finish Groups may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.

SGJ/May 2026



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



Civility and Respect Pledge

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector. By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. Signing up is a straightforward and uncomplicated process, which only requires councils to register with One Voice Wales and agree to the following statements:

Date of Council Meeting

Signature

Statement	Tick
Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has provided councillors with the Code of Conduct.	
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model.	
Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales.	

	THE HAWARDEN STANDARD	
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This document explains the standard of conduct expected from Hawarden Community Councillors in dealing with each other and employees. It should be read in conjunction with the Members' Code of Conduct. It adds to that document and does not detract from it.

In each case behaviour under the Hawarden Standard will be judged objectively. That is to say, it will be judged based on what a reasonable person knowing all the facts would conclude from observing the behaviour.

Freedom of speech, particularly political expression is important within a democratic society. In exercising the right to free speech and when acting on Council business, the following standards are expected of Hawarden Community Council members:-

Public behaviour:

- Show respect to each other and employees
- Do not make personal or abusive comments about each other or employees
- Do not accuse each other or employees of lying or falsifying facts or documents
- Do not make malicious allegations against each other or employees
- Do not publish or spread any false information about each other or employees
- Show respect to diversity and equality
- Do not accuse or imply that employees are acting from political motives

Behaviour in Council and Committee meetings:

- Behave with dignity in meetings
- Show respect to and obey decisions of the Mayor
- Make points based on the issue under discussion not personal remarks about others
- Allow others to speak without interruption or heckling and do not speak over others
- Do not use indecent language nor make discriminatory remarks or remarks which prejudice any section of society

Confidentiality:

- Keep the confidentiality of any documents or meetings which are not public.
- Do not release confidential information to the press or the public.
- Return or securely destroy confidential papers.
- Do not use confidential information for purposes other than intended.

Dealings with Employees

- Treat all employees with respect and courtesy
- Raise any concerns about an employee's conduct via the agreed process rather than in council/committee meetings
- Councillors make decisions via council and committee meetings which are then implemented by employees. Councillors should not seek to nor purport to act on behalf of Hawarden Community Council
- When corresponding or emailing with employees permit them 2 working days to respond (noting that some days may be non-working days based on their contracted work patterns)
- Do not over challenge the clerk's advice and if a second opinion is needed an employee should seek it and report back

**HAWARDEN COMMUNITY COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES
ANNUAL MEETING 2026-27**

Current representatives

ORGANISATION:	CURRENT REPRESENTATIVE(S):
North and Mid Wales Association of Local Councils	Chair of the Council However this has been delegated to Councillor Janet Axworthy for the last two years
Hawarden Community Volunteers	Councillor Janet Axworthy Councillor Bill Cooper Councillor Colin Randerson
Hawarden High School – Bursary Scheme	Councillor Janet Axworthy Councillor Bill Cooper Councillor Colin Randerson
RYLA Appointments	Councillor Janet Axworthy Councillor Bill Cooper Councillor Colin Randerson
SCHOOL GOVERNING BODIES	
Ewloe Green CP School	Councillor Bill Cooper
Penarlag CP School	Councillor Dave Mackie
Hawarden Village Church School	Councillor Colin Randerson



HAWARDEN COMMUNITY COUNCIL

CYNGOR CYMUNED PENARLAG

11TH MAY 2026

AGENDA ITEM NO: 20 (ii)

PRESIDENT OF THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)

1.0 INTRODUCTION:

- 1.1 The purpose of this report is to seek the council's endorsement, or otherwise, of the council's Clerk and Financial Officer standing for election to the voluntary position of President to the Society of Local Council Clerks. (SLCC)

2.0 BACKGROUND:

- 2.1 Having served as voluntary Board Director since October 2023, I have recently been nominated to stand as President for the Society as "*I would be a great advocate for the sector*" amongst other positive comments.
- 2.2 I continue to represent the sector in my position as Chair of the Clwyd Branch of the Society of Local Council Clerks and as the "mentor" for Clerks within Flintshire and Wrexham.
- 2.3 If successful, I would be appointed as '*President-Elect*' in October 2026 and '*President*' of the Society in October 2027 which would be a positive accolade. The appointment is for one year only.

3.0 CONSIDERATIONS:

- 3.1** This is a voluntary role. An explanation of the role is attached as an Appendix to this report. All expenses in relation to this role will be met by the Society of Local Clerks (SLCC).
- 3.2** If elected, the Clerk would be the first Welsh President representing not only the communities of Hawarden and Broughton and Bretton, but Wales, in over fifty years!
- 3.3** This is a one year appointment.
- 3.4** This appointment will not effect the workload of the Clerk and Financial Officer in relation to both councils. If, on occasion, there is a clash of time, the Clerk will work evenings or weekends to make up time as has been demonstrated over the last six years of study towards the Community Governance Honours Degree.

4.0 RECOMMENDATION:

- 4.1** The council is asked to support, or otherwise, the Clerk and Financial Officer to stand for election to the voluntary role of Presiden-Elect/President and for this decision to be formally recorded in the council's minutes.

APPENDIX 1

The role of President

The President of SLCC is an honorary and mainly ceremonial position which carries no executive authority. Presidents and Presidents Elect are entitled to attend meetings of the SLCC Board of Directors and the National Forum in an ex-officio, non-voting capacity (unless already a member of that body). Such attendance will be of considerable assistance to a President when they are representing SLCC and fulfilling the expectation that they will use their term of office to promote SLCC's values amongst members and to promote SLCC's interests more widely amongst sector partners.

The President does however also play a vital role in acting as the ceremonial figure head of the organisation and in representing it both within the membership and to outside partners and other organisations. The President will endeavour to attend as many SLCC branch meetings, national and regional conferences as they are invited to attend during their year of office, as well as representing SLCC at key conferences and/or annual meetings of partner organisations including (but not exclusively) the International Institute of Municipal Clerks (IIMC), National Association of Local Councils (NALC), One Voice Wales, Association of Democratic Service Officers, Lawyers in Local Government, National Association of British Market Authorities and Institute of Cemetery and Cremation Management. The President may be expected to speak at some of these events. The President will also be asked to present academic awards to Community Governance Students.

Eligibility:

Whilst nominations from members serving or having served all types and sizes of councils will be welcomed, a successful nominee would normally be expected to demonstrate the following:

- Membership of SLCC for a least 5 years
- Possession of the Certificate in Local Council Administration (CiLCA) or equivalent
- Active participation in the affairs of SLCC, which is likely to include some of the following:
 - Regular attendance at National or Regional Conferences
 - Regular attendance at training events and webinars
 - Writing articles for *The Clerk* magazine
 - Serving as a Branch Officer
- Being a confident public speaker

Note: A person may only serve one term as President.

Presidential Charities

For many years it has been the practice of Presidents to use their term of office to raise funds for charity. In recent times the President has supported the SLCC's own charity, the SLCC Educational Trust, which supports training fees and expenses for members unable to receive such support from their council, together with a charity, or charities, of their own choice.

Accounts for Payment					
May-26					
Ref:	Method	Item	Cost	Net Cost	VAT
H/26/45	DD	Ruby Energy - Office Gas - 1st March - 1st April	£199.57	£190.07	£9.50
H/26/46	DD	Ruby Energy - Office Electric - 13th March - 13th April	£121.26	£115.49	£5.77
H/26/47	DD	Welsh Water - Office Bill - April	£36.14	£36.14	£0.00
H/26/48	DD	Flotek - Mobile Phones - April	£37.03	£30.86	£6.17
H/26/49	BACS	H W Oultram - Vehicle Fuel - March - LGX	£233.96	£196.10	£37.86
H/26/50	BACS	H W Oultram - Vehicle Fuel - March - KYD / KKL	£507.69	£425.54	£82.15
H/26/51	DD	One Com - Wifi / Phones - Office - March	£232.87	£194.06	£38.81
H/26/52	BACS	Microshade - Hosted Services - April	£157.42	£131.18	£26.24
H/26/53	DD	ldata - CCTV - April	£57.98	£48.32	£9.66
H/26/54	DD	Scottish Power - Pavillion Electric - 25th Feb - 25th March	£190.11	£180.74	£9.37
H/26/55	DD	SSE Energy - Street Lighting -February	£3,407.93	£2,839.94	£567.99
H/26/56	BACS	Lloyd's Bank - Salaries -May	£15,555.91	£15,555.91	£0.00
H/26/57	BACS	Clwyd Pension Fund - Salaries - May	£2,243.79	£2,243.79	£0.00
H/26/58	BACS	HMRC - Salaries - May	£6,490.19	£6,490.19	£0.00
H/26/59	BACS	FCC - Rent - Ewloe Playing Fields	£10.00	£10.00	£0.00
H/26/60	BACS	FCC - Rent - Allotments	£140.00	£140.00	£0.00
H/26/61	CRD 0734	Post Office - Stamps - Volunteer Awards Nominees	£21.60	£21.60	£0.00
H/26/62	BACS	William Hall & Co - Rent - Playing Fields - Vickers Close	£25.00	£25.00	£0.00
H/26/63	BACS	FCC - Non-Domestic Rates - Offices & Premises	£2,761.00	£2,761.00	£0.00
H/26/64	BACS	FCC - Non-Domestic Rates - Workshop & Premises	£4,819.20	£4,819.20	£0.00
H/26/65	BACS	Groundwise - Tree Works - Tree Tag - 2169	£858.00	£715.00	£143.00
H/26/66	CRD 5814	C.E.F - LED Light Op / Single LED Board / JCT Box /Male Adaptor	£236.22	£196.85	£39.37
H/26/67	BACS	Aalco - 5-Bar T/Plate - 250mm x 1250mm x 3.0mm	£233.40	£194.50	£38.90
H/26/68	BACS	Tutor Care - Staff Training	£594.00	£495.00	£99.00
H/26/69	BACS	FCC - Installations of Collumns x 4 - Aston / Mancot	£2,290.00	£2,290.00	£0.00
H/26/70	BACS	SLCC - Training Online - Clerk & RFO	£46.20	£38.50	£7.70
H/26/71	BACS	HAGS - Repairs to Garry Speed Play Area- Titan Rope Ladder	£319.20	£266.00	£53.20
H/26/72	CRD 0734	Nomix Enviro - Herbicide	£698.40	£582.00	£116.40
H/26/73	CRD 0734	Queensferry Sports - Community Volunteer Awards	£180.00	£149.99	£30.01
H/26/74	CRD 5814	Buckley Coatings - Acrylic Ral / Primer	£39.54	£32.95	£6.59
H/26/75	CRD 5815	Protech Supplies - Socket Cap Screw / Spring Washer	£5.17	£4.31	£0.86
H/26/76	CRD 8919	Charlies - Trim Line / Gloves / Blade	£55.98	£46.66	£9.32
		TOTAL:	£42,804.76	£41,466.89	£1,337.87
	Chairman:				
	Chair of Finance:				
	Clerk & FO:				

HAWARDEN COMMUNITY COUNCIL
Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances
Bank Statement Balances

31/03/2026	Lloyds Current Account	31,856.02	
07/03/2026	Lloyds Instant Access	209,906.89	
27/03/2026	Lloyds Bank	236,023.92	
31/01/2026	Petty Cash	50.96	
			477,837.79

Unpresented Payments

0.00

477,837.79
Receipts not on Bank Statement

0.00

Closing Balance

477,837.79

All Cash & Bank Accounts

1	Lloyds Current A/c	31,856.02
2	Lloyds Business Instant Access	209,906.89
3	Lloyds Business 30 Day A/c	236,023.92
7	Petty Cash Cbk	50.96
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	477,837.79

Hawarden Community Council
Planning Committee
11th May 2026

Planning Applications for consideration:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	FUL/000237/26 Ward: Mancot	Variation of condition 2 for the retrospective amendments to the approved scheme	Land at Gladstone Way and Ash Lane, Hawarden, Deeside Castle Green Homes	Reg Date 13.03.2026 Target Date 08.05.2026 James Beattie
2.	FUL/000290/26 Ward: Mancot	Proposed renovation of garden building to create a Granny Flat	23, Scots Road, Mancot, Deeside, CH5 2BH	Reg Date 18.04.2026 Target Date 13.06.2026 Alison Dean
3.	NMA/000371/26 Ward: Mancot	Application for non-material amendment following a grant of planning permission FUL/000058/26	21, High Park, Hawarden, Deeside, CH5 3EF	Reg Date 30.04.2026 Target Date 28.05.2026 No Officers name
4.	FUL/000357/26 Ward: Aston	Front / Side extension to create a new porch measuring 2.4m in length and 2.4m in width, with rendered walls, flat roof, lantern roof light and protruding canopy	40 Lower Aston Hall Lane Hawarden Deeside CH5 3EY	Reg Date 28.04.2026 Target Date 23.06.2026 No Officers name
5.	FUL/000285/26 Ward: Ewloe	As you look at the property from roadside: Drop kerb to facilitate vehicular access on left side of garden - see photo	22, Wood Lane, Hawarden, Deeside, CH5 3JD	Reg Date 23.04.2026 Target Date 18.06.2026 No Officers name

6.	FUL/000318/26 Ward: Aston	Single storey side upper extension	66, The Ridgeway, Hawarden, Deeside, CH5 3ES	Reg Date 14.04.2026 Target Date 09.06.2026 Stef Connah
7.	LDP/000314/26 Ward: Aston	This proposal is to construct a single storey rear extension to the property in accordance with the criteria provided by Permitted Development	The Cottage, Aston Road, Queensferry, CH5 1TJ	Reg Date 13.04.2026 Target Date 08.06.2026
8.				
9.				
10.				

Hawarden Community Council
Planning Committee – 11th May 2026

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

	Planning Application Number	Proposal	Address	Decision
1.	FUL/000206/26 Ward: Mancot	Replacement of rear single storey extension with new extension and replacement of existing front porch with new front porch extension	23, High Park, Hawarden, Deeside, CH5 3EF	Approved 29.04.2026 Stef Connah
2.	FUL/000134/26 Ward: Ewloe	Proposed Development of Four Apartments (2 2 bed and 2 1 bed) in two blocks	Land adj. 1, Dovey Cottages, Mold Road, Ewloe Green, Deeside, CH5 3BB	Refused 30.04.2026 Alison Dean
3.				
4.				
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