

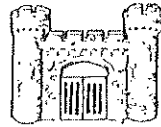
Hawarden Community Council
May 2023

POLICY FOR DEALING WITH EXPENDITURE

- 1) Goods should be acquired by Official Order or email wherever possible having regard to the Council's Financial Regulations.
- 2) Payment should be made on a monthly basis following approval of the Finance Committee, to which a list of payments should be submitted. List to be produced by Administrative Staff.
- 3) Payments must only be made on receipt of Invoice ***unless goods are purchased on-line via a reputable supplier in which case written email confirmation must be obtained. Copies of on-line orders will be added to the monthly list of payments for authorisation as above.***
- 4) Whenever possible, order acknowledgement/delivery note should be attached to the invoice and payment voucher.
- 5) ***Payment vouchers should accompany all transactions and will include the detail of goods purchased and identify separately the net, VAT and gross amounts together with a transaction number. All other relevant details including the cheque number, order number or appropriate reference number in the event of on-line payments or debit card payments will be included on the voucher.***
- 6) Cheques, if used, should be signed by two authorised Members and the Clerk & Financial Officer. Cheque stubs should be initialled by Members.

- 7) On-line payments will be included in the monthly list of payments and signed by the Chairman of the Council and the Chairman of the Finance Committee. On-line payments may be authorised retrospectively subject to them not exceeding the value of £5,000 as per the Council's Financial Regulations No. 8 and budgetary provision specified.**
- 8) Chairman of the Council and Chairman of the Finance Committee should sign transactions list and individual Payment Vouchers.
- 9) Payments should be recorded by Clerk & Financial Officer/ Administrative Assistant, detailing transaction No., cheque No/transaction No., payee, reasons for payment, net, vat and gross amounts and date of payment etc.
- 10) Paid invoices should be kept in a lever arch file, filed in transaction order, within month of payment together with a copy of the bank transaction.
- 11) Copy of signed transaction list should be included with Minutes of Finance Committee and submitted to next Meeting.
- 12) Unusual/significant payments should have appropriate expenditure power recorded.
- 13) Direct Debits should be established for the various utilities' services i.e. British Telecom, with the details verified via the monthly list of payments and/or bank reconciliations. Any new Direct Debits to be established require council resolution.**

Item 14



HAWARDEN COMMUNITY COUNCIL
SCHEME OF DELEGATION
Last revised 15th May 2023

Last updated 11.07.22

Revision dated: 15th May 2023

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:

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

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

- The day to day administration of services, together with routine inspection and control
- Day to day supervision and control of all staff employed by the Council
- The day to day administration and oversight for organised events and activities
- Authorisation of routine expenditure within the agreed budget
- Emergency expenditure up to £5,000 outside the agreed budget (FPRs)
- 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:

- Approval of the budget
- Setting the precept
- Approval of the Annual Return and Audit of Accounts
- Agreement to write off bad debts
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.

- Approval of any financial arrangement which does not require formal borrowing approval from Welsh Government (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £5,000
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Matters of principle or policy
- Appointment of Standing Committees
- Appointing Council representatives to outside bodies
- 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 make a decision it makes a recommendation to Council.

All Committees are authorised to:

- Elect a Chairman from within the Membership of that Committee
- Approve the minutes of the last meeting of the Committee

- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve
- Make recommendations on the budget requirement for the Committee for the coming Financial Year
- 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 2023

PERSONNEL COMMITTEE		MAY 2023
7 Members		Quorum: 3
	Function of Committee	Delegation of Function
1	To recommend to Council the overall establishment/staffing structure and approval of additional posts	None – final approval remains with Full Council
2	To recommend pay and conditions of staff	None – final approval remains with Full Council
3	To make recommendations to Council on Personnel Policies and Employee handbook	None – final approval remains with Full Council
4	Appointment of Staff	<p>Recommendation to appoint Clerk and Financial Officer and other staff above spinal column point 28 to be approved by Full Council:</p> <ol style="list-style-type: none"> 1. Selection of long and shortlist for new Clerk/RFO, to be undertaken by Appointment Panel, made up of members agreed at Full Council 2. Final Interview by appointment panel. <p>Appointment of other staff below spinal column point 28 to Clerk/RFO with appointment panel.</p>
5	Disciplinary matters under the Council Disciplinary Procedures	<p>Personnel Committee in the case of the Clerk//RFO, with appeal to three members of the Council who are not on the Personnel Committee. Dismissal of the Clerk/RFO to be approved by Full Council.</p> <p>For all other staff, the Clerk/RFO with appeal to the Personnel Committee.</p>
6	Determination of individual grading issues and job evaluation with recommendations to Full Council	None – final approval remains with Full Council
7	Issues relating to the Clwyd Pension Scheme and Prudential AVC's as it affects individual employees and administration of retirement.	None – final approval remains with Full Council.
8	Recommendation of job descriptions and person specifications.	None – final approval remains with Full Council

9	Absence issues under the Council's Attendance Management Policy and Guidelines	Clerk/RFO or committee in the case of the Clerk/RFO
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10	Manage the appeal procedure	Appeals Panel To be convened as required by: The Chair of the Personnel Committee and either the Clerk/RFO or the Chairman. The Panel will comprise of three members that have had no prior involvement with the matter under appeal.
11	Personal Development reviews, performance management and appraisals – setting and reviewing.	Clerk/RFO except the Chairman of the Council and Chairman of Staffing and GP, Councillor Dave Mackie for consistency for the Clerk/RFO.
12	Recommendations of training and development	Clerk/RFO in accordance with the budget set by full council. Except in the case of the Clerk/RFO who's personal development is reviewed as defined in point 11 above.
13	Assessment at the end of a probationary period	Clerk/RFO in consultation with Personnel Committee except Full Council in the case of the Clerk
14	Issues of contracts of employment	Clerk/RFO except Full Council in case of the Town Clerk.
15	Redundancy	None – final approval remains with Full Council
16	Monitoring Policy in relation to employment	None – final approval remains with Full Council
17	Health and Safety	To monitor and ensure identified risks by consultants are addressed
18	Manage grievance procedure	Clerk/RFO, except Personnel Committee in case of Clerk/RFO
19	Yearly budget	To consider budget pressures and make recommendations to Full Council in relation to staff development and training needs.

**HAWARDEN COMMUNITY COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES
ANNUAL GENERAL MEETING 2023/24**

ORGANISATION:	REPRESENTATIVE(S):
North Wales Association of Local Councils	Chair of the Council
Hawarden Community Volunteers	Chair of the Council Vice-Chair of the Council Chair of Community Amenities
Hawarden High School – Bursary Scheme	Chair of the Council Vice-Chair of the Council Chair of Community Amenities
RYLA Appointments	Chair of the Council Vice-Chair of the Council Chair of Community Amenities
SCHOOL GOVERNING BODIES	
Ewloe Green CP School	Darren Sterry
Penarlag CP School	Dave Mackie
Hawarden Village Church School	Ant Turton

HAWARDEN COMMUNITY COUNCIL



15TH MAY 2023

DATA BREACH NOTIFICATION POLICY

A) AIM

We are aware of the obligations placed on us by the Data Protection Act 2021 and the UK GDPR in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

B) PERSONAL DATA BREACH

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;
- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

C) BREACH DETECTION MEASURES

We have implemented the following measures to assist us in detecting a personal data breach:

- Vision ICT to notify Council of any potential notification or evidence of a data breach via website
- Clerk and Financial Officer and employees to inform Council/Clerk of any known breach
- Members to notify the Clerk and Financial Officer of any known breach

D) INVESTIGATION INTO SUSPECTED BREACH

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. This investigation will be carried out by a Data Protection Officer who will decide over whether the breach is required to be notified to the Information Commissioner. A decision will also be made over whether the breach is such that the individual(s) must also be notified.

E) WHEN A BREACH WILL BE NOTIFIED TO THE INFORMATION COMMISSIONER

In accordance with the Data Protection Regulations 2018, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- a) a description of the nature of the personal data breach including, where possible:
 - i) the categories and approximate number of individuals concerned; and
 - ii) the categories and approximate number of personal data records concerned
- b) the name and contact details of the Data Protection Officer, David Bridge, GDBR, where more information can be obtained;

- c) a description of the likely consequences of the personal data breach; and
- d) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

F) WHEN A BREACH WILL BE NOTIFIED TO THE INDIVIDUAL

In accordance with the Data Protection Regulations 2018, we will undertake to notify the individual whose data is the subject of a breach if there is a *high* risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- a) a description of the nature of the breach
- b) the name and contact details of the Data Protection Officer is David Bridge, GDBR where more information can be obtained
- c) a description of the likely consequences of the personal data breach and
- d) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

G) RECORD OF BREACHES

The Community Council records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under GDPR. It records the facts relating to the breach, its effects and the remedial action taken.

A risk assessment is below:

In summary:

- We undertake an analysis of the risks presented by our processing, and use this to assess the appropriate level of security we need to put in place.

- When deciding what measures to implement, we take account of the state of the art and costs of implementation.

- We have an information security policy (or equivalent) and take steps to make sure the policy is implemented.

- Where necessary, we have additional policies and ensure that controls are in place to enforce them.

- We make sure that we regularly review our information security policies and measures and, where necessary, improve them.

- We have assessed what we need to do by considering the security outcomes we want to achieve.

- We have put in place basic technical controls such as those specified by established frameworks like Cyber Essentials.

- We understand that we may also need to put other technical measures in place depending on our circumstances and the type of personal data we process.

We use encryption and/or pseudonymisation where it is appropriate to do so.

We understand the requirements of confidentiality, integrity and availability for the personal data we process.

We make sure that we can restore access to personal data in the event of any incidents, such as by establishing an appropriate backup process.

We conduct regular testing and reviews of our measures to ensure they remain effective, and act on the results of those tests where they highlight areas for improvement.

Where appropriate, we implement measures that adhere to an approved code of conduct or certification mechanism.

We ensure that any data processor we use also implements appropriate technical and organisational measures.

ITEM 24

Accounts for Payment			
May-23			
Ref:	Method	Item	Cost
H/22/464	0734 (SJ)	Euro Car Parts - CU 16 LGX / YX 19 KKL	£286.40
H/22/465	BACS	OVW - Conference 14.09.22 - S.G.J.	£75.00
H/22/466	BACS	W.E. - puncture repair - YX 19 KKL	£12.00
H/22/467	BACS	N.D. - nails / mower blade	£24.48
H/22/468	1030(FG)	Amazon - defib. Medical electronic pads	£82.80
H/22/469	1030(FG)	Amazon - jerry can/pourer/light bar	£95.31
H/22/470	DD	SSE - unmetered supplies - March	£3,353.16
H/22/471	DD	Onecom - Broadband + L/L - April	£131.36
H/22/472	DD	EE - mobiles - April	£68.39
H/22/473	DD	BES - Gas - April	£92.00
H/22/474	DD	Dwr Cymru - 113 The Highway - April	£26.11
H/22/475	DD	Air Liquide - cylinder rental	£17.76
H/22/476	DD	BES - Electricity - March/April	£95.77
H/22/477	BACS	Woodworks - pruning/fell x 6 trees, Trueman's Ct	£3,780.00
H/22/478	BACS	Clwyd Welding Service-cylinder safety regulators	£175.35
H/22/479	BACS	Thornccliffe - tanalised rails-North St play area	£13.36
H/22/480	BACS	Thornccliffe - taps for allotments	£39.12
H/22/481	BACS	Done & Dusted - April	£35.00
H/22/482	BACS	Snapfast - 30 x LEDs 15w	£4,086.00
H/22/483	BACS	Trebor Jones & Sons - tractor mirror	£36.20
H/22/484	BACS	H/wdn Dee Valley Rotary Club - RYLA	£350.00
H/22/485	BACS	P.J. Williams(Washington Drive)-Coronation grant	£55.00
H/22/486	BACS	Mancot Village Hall - Coronation Grant	£55.00
H/22/487	BACS	Ewloe Over 50s - Coronation Grant	£55.00
H/22/488	BACS	Ewloe WI - Coronation Grant	£55.00
H/22/489	BACS	Mancot Pensioners - Coronation Grant	£55.00
H/22/490	BACS	Gladstone Bowling Club - Coronation Grant	£55.00
H/22/491	BACS	R'side Link Donkey Sanc. - Coronation Grant	£55.00
H/22/492	BACS	Ewloe Green Comm. Group - Coronation Grant	£55.00
H/22/493	BACS	Viking Direct - stationery	£58.67
H/22/494	1030(FG)	Ewloe PO - Recorded delivery - allotment	£2.60
H/22/495	0734(SJ)	Euro Car Parts - brake parts, CU 16 LGX	£188.97
H/22/496	DD	ldata - CCTV maintenance - April	£46.20

H/22/497	BACS	Rialtas - annual support/maintenance	£262.83
H/22/498	BACS	BHIB - annual insurance	£3,470.33
H/22/499	BACS2	Lloyds Bank - salaries May	£13,239.70
H/22/500	BACS	HMRC - salaries May	£5,095.33
H/22/501	BACS	Clwyd Pension Fund - salaries May	£1,253.91
H/22/502	1030(FG)	GSF Car Parts - brake parts CU 16 LGX	£164.70
H/22/503	1030(FG)	Euro Car Parts - brake fluid CU 16 LGX	£13.49
H/22/504	1030(FG)	Dobshill Service Station - fuel for mowers	£86.36
H/22/505	BACS	Brookes Tarpaulins - overhead barrier sign	£59.64
H/22/506	DD	Scottish Power - Pavilion/Depot - April	£64.83
H/22/507	BACS	Microshade - May	£111.50
			£37,434.63

TOTAL:

Chair of Finance:

Chair of Council:

Hawarden Community Council
 Planning Committee
 15th May 2023

Planning Applications for consideration:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	FUL/000249/23 Ward: Hawarden Mancot	Conversion of former office building to 3No. duplex apartments.	15, The Court House, Glynne Way, Hawarden	J Perkins
2.	FUL/000302/23 Ward: Hawarden Mancot	Construction of single storey bedroom and utility extension to side of property and single storey porch extension to front. Replace existing flat roof over front bay window with pitched tiled roof	6 , Deiniols Road, Mancot	B Kinnear
3.	FUL/000339/23 Ward: Hawarden Ewloe	Proposed single and two storey extensions to dwelling	Hazeldene, Old Mold Road, Ewloe	B Kinnear
4.	COU/000340/23 Ward: Hawarden Mancot	Change of use from garages to office, kitchen and toilets, including works to front elevation and internal layout changes for the proposed change of use.	61, The Highway, Hawarden	L Pinches
5.	FUL/000327/23 Ward: Hawarden Ewloe	Proposed balcony above existing flat roof to rear	176, Wood Lane, Hawarden	L Pinches
6.	FUL/000327/23 Ward: Hawarden Ewloe	Proposed loft conversion to include dormer to rear	176, Wood Lane, Hawarden	No docs available

7.	FUL/000394/23 Ward: Hawarden Aston	Remove existing front door and infill with new cavity masonry	7, Cedar Gardens, Aston	No docs available
8.	FUL/000302/23 Ward: Hawarden Mancot	Construction of single storey bedroom and utility extension to side of property and single storey porch extension to front. Replace existing flat roof over front bay window with pitched tiled roof	6, Deiniols Road, Mancot	B Kinnear

Hawarden Community Council
 Planning Committee – 15th May 2023

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

Planning Application Number	Proposal	Address	Decision
FUL/000073/23 Ward: Hawarden Ewloe	Erection of 5 no Holiday Pods	Land at Mold Road, Ewloe Green, Ewloe	REFUSED Delegated Officer 26.04.23
LDP/000251/23 Ward: Hawarden Aston	LDC - Single storey rear extension	25, Moorfield Road, Aston	Permitted Development
LDP/000209/23 Ward: Hawarden Ewloe	Lawful Development Certificate - dormer extension and loft conversion	176, Wood Lane, Hawarden	REFUSED Delegated Officer 05.04.23
FUL/000196/23 Ward: Hawarden Aston	Proposed construction of dormer to front of property originally approved in 2009, reference number 045995	31, Vickers Close, Hawarden	Approved Delegated Officer 12.04.23
FUL/000111/23 Ward: Hawarden Ewloe	Retrospective construction of a slurry tower with cover	Newbridge Farm, Holywell Road, Ewloe	Approved Delegated Officer 26.04.23
LDP/000208/23 Ward: Hawarden Ewloe	Lawful Development Certificate - single storey rear extension and extension to front and rear dormers	12, Cambrian Way, Ewloe	REFUSED Delegated Officer 26.04.23
FUL/000207/23 Ward: Hawarden Aston	Convert garage and attic space into habitable accommodation	133 Gladstone Way Hawarden	Approved Delegated Officer 26.04.23