

**HAWARDEN COMMUNITY COUNCIL
REPRESENTATIVES ON OUTSIDE BODIES
ANNUAL GENERAL MEETING 2022/23**

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

Community and Town Council Database Privacy Notice

Community and Town Council Database

We need to make you aware that Welsh Government collects information about community and town councils, and council clerks, and stores it on a database created by us.

Using your personal information

Upon collection of the information, the Welsh Government becomes the data controller for it.

Collecting your information

The personal information we collect is as follows:

- Community council or town council name;
- Council clerk or contact name;
- Postal address,
- Council telephone number or clerk's telephone number;
- Council or clerk email address.

How we collect your information

We collect information about you from:

- Community and town council websites
- Local authority websites
- E-mails from you
- Telephone calls from you

In our remit as the data controller, the Welsh Government uses the information to enable us to send information to you, which we think is relevant to the community and town council sector. These purposes are necessary so as to enable us to carry out our public task and in the exercise of our official authority.

Sharing your information

Information held by the Welsh Government about community and town councils may be shared with organisations linked to local government and democracy. It may also be shared with external providers to support event activities. In which case, we will ensure that these organisations and / or contractors comply with the data protection legislation. We will manage this by requiring them to agree to these terms and by checking that they comply. This includes the personal information stored on the database we created.

Storing your information

We will store your information in accordance with the Welsh Government records policy.

The information about community and town councils will be updated regularly.

Your rights

Under data protection legislation, you have the right:

- to be informed of the personal data Welsh Government holds about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

If you have concerns about the way we handle your information, you can contact the Information Commissioner's Office ico.org.uk/concerns/handling/

Contacting us

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
DataProtectionOfficer@gov.wales.

If you need any further information please email us at lgpolicy.correspondence@gov.wales or write to us at Local Government Policy Division, Welsh Government, Cathays Park, Cardiff CF10 3NQ.

ITEM 15
 (ii)

Planning Applications for consideration:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER

1.	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 - AMENDMENT	34, Glynne Way, Hawarden	J Perkins
2.	TEL/000415/23 Ward: Hawarden Ewloe	FLI24877 - Proposed 5G telecoms installation: 15m high 'slim line' H3G street pole with cabinets and ancillary works.	Street Works, ST DAVIDS PARK, Ewloe	B Kinnear
3.	FUL/000413/23 Ward: Hawarden Mancot	Construction of a single storey rear extension with a lantern light.	86 Hawarden Way Mancot	J Roberts
4.	FUL/000418/23 Ward: Hawarden Aston	Proposed extension to existing 5.4 metre long flat roofed dormer at the front of the property	12 Cambrian Way, Ewloe,	J Roberts
5.	FUL/000440/23 Ward: Hawarden Ewloe	Installation of an Air Source Heat Pump, where the optimum siting of the outdoor unit is within 3 metres of a boundary (at approximately 2 metres from the boundary).	106, Wood Lane, Hawarden	L Pinches

6.	FUL/000472/23 Ward: Hawarden Ewloe	Erection of 5no. holiday pods	Land at Mold Road, Ewloe Green, Ewloe	L Pinches
7.	TEL/000464/23 Ward: Hawarden Ewloe	Installation of a 17m high slim-line monopole, supporting 6 no. antennas, 3 no. equipment cabinets, and ancillary development thereto including 1 no. GPS module	Grass Verge Adj. to the Co-Operative, The Highway, Hawarden	B Kinnear
8.	FUL/000502/23 Ward: Hawarden Mancot	Two storey side extension	8 Maxwell Avenue Mancot	S Connah
9.	LDP/000448/23 Ward: Hawarden Aston	Existing Garage conversion to have new openings installed and to be used as a home office in connection with the existing dwelling house. Dwelling reverted back to one dwelling instead of two flats.	43, Lower Aston Hall Lane, Hawarden	D Jones
10.	FUL/000508/23 Ward: Hawarden Ewloe	Convert garage, build over garage, extend across dormer bungalow	30, Mold Way, Ewloe	S Connah
11.	FUL/000520/23 Ward: Hawarden Mancot	Proposed single-storey extensions to the rear and side of the existing dwelling, widening of the access to the property and the provision of additional parking to the front & associated works.	5A, Park Avenue, Hawarden,	S Connah

ITEM 15
 (iv)

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

Planning Application Number	Proposal	Address	Decision
LDP/000404/23 Ward: Hawarden Ewloe	Proposed loft conversion to include dormer to rear	176 Wood Lane, Hawarden	Approved Delegated Officer 24.05.23
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	Approved Delegated Officer 18.05.23
FUL/000339/23 Ward: Hawarden Ewloe	proposed single and two storey extensions to dwelling	HAZELDENE, Old Mold Road, Ewloe	Approved Delegated Officer 25.05.23
COU/000242/23 Ward: Hawarden Aston	Detached garage conversion to ancillary living space to dwelling	3, IVY COTTAGES, Aston Road, Queensferry	Approved Delegated Officer 10.05.23
FUL/000305/23 Ward: Hawarden Mancot	Single and Two Storey Rear Extension to Existing Dwelling	42 Mancot Way Mancot	Approved Delegated Officer 12.05.23
DET/000254/23 Ward: Hawarden Aston	Application for Approval of Details Reserved by Condition 3 of LBC/000656/22	Castle Hill Stables, Stamford Way, Ewloe	Approved Delegated Officer 10.05.23
FUL/000180/23 Ward: Hawarden Mancot	Proposed 2 storey extension to rear of property	19 High Park, Hawarden	Approved Delegated Officer 10.05.23
062068 Ward: Hawarden Ewloe	Erection of new garage and workshop to replace previous	The Vintage Technology Centre The Highway Hawarden	REFUSED 17.05.23

Andrew Farrow
 Chief Officer (Planning, Environment) & Economy
 Prif Swyddog (Cynllunio, Amgylchedd ac Economi)



Your Ref/Eich Cyl	
Our Ref/Ein Cyf	PSPO 2023
Date/Dyddiad	1 June 2023
Ask for/Gofynner ar	Mr R Powell
Direct Dial/Rhif Union	01352 703198
Fax/Ffacs	
E-mail/e-bost	richard.powell@flintshire.gov.uk

Dear Sir/Madam

**Consultation on the Implementing of a Dog Control
 Public Spaces Protection Order (PSPO) in Flintshire**

Monday 5th June 2023-Friday 14th July 2023

Public Space Protection Orders (PSPO's) are one of a number of new powers introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. They are designed to stop individuals or groups committing anti-social behaviour in a public space which is having or is likely to have a detrimental effect on the quality of life of people in the area. The behaviour must be unreasonable and persistent or continuing in nature.

Flintshire County Council are to consult on a extending the current Dog control PSPO for another three years.

The prohibitions proposed would require dog owners to:

- Remove dog waste immediately from the ground at all public locations.
- Put their dog on a lead when directed to do so by an authorised officer. This only applies to any public land where a dog is considered to be out of control or causing alarm and distress.
- Keep dogs on leads within cemeteries.
- Have a means on their person to collect dog waste from the ground if asked by an authorised officer.

Dogs would also be excluded from entering:

- enclosed children's play areas
- The playing areas of marked sports pitches
- The playing area of specific sporting or recreational facilities

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 dderbymir drwy gyfrwng y Gymraeg.



- School Grounds

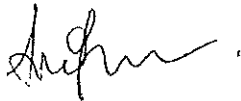
Any breaches would result in the issuing of a Fixed Penalty Notice to the person responsible for the dog.

In addition to the above as a result of reports of dogs not being properly controlled at the footpath around The Rosie, Wepre Park, Connahs Quay and Mold Memorial Gardens, Maes Bodlonfa, Mold the Council are also consulting on either banning dogs or requiring dogs to be kept on a lead at all times at both of these sites.

This matter is open to consultation from 5th June 2023 via a survey enclosed on the following web page www.flintshire.gov.uk/dogcontrolpspo which includes a list of potential sites where the prohibitions would be enforced, and a Frequently Asked Questions document. Hard copies of the questionnaire will also be available at all Flintshire Connects Offices.

Please take the time to complete the survey, we value your opinion and the consultation will be open until 14th July 2023.

Yours sincerely



Andrew Farrow
Chief Officer
Planning, Environment and Economy

ITEM 18

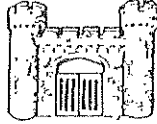
Accounts for Payment				
Jun-23				
Ref:	Method	Item	Cost	Net Cost
H/23/01	1030(FG)	Tesco - Awards ceremony buffet AGM 15.05.23	£33.65	£33.65
H/23/02	DD	BES - Electricity April/May	£116.92	£111.35
H/23/03	DD	OneCom- Broadband + L/L - May	£127.27	£106.06
H/23/05	1030(FG)	Charlies - paint + oil (water pump + depot)	£34.26	£28.56
H/23/06	1030(FG)	Mold Tyres - tractor wheel puncture repair	£24.00	£20.00
H/23/07	BACS	H'wdn Jubilee Allotments - NSALG insurance	£139.50	£139.50
H/23/08	BACS	D.Sima - Awards ceremony 15.05.23	£175.00	£175.00
H/23/09	BACS	Dandy's Chester - 2 x ton top soil - GPF	£219.89	£183.24
H/23/10	DD	SSE - unmetered supplies - April	£2,861.25	£2,403.10
H/23/11	BACS	William Hall & Co - playing fields Vickers Close	£25.00	£25.00
H/23/12	BACS	Shorecliffe Training-NRSWA Advisor course N.D.	£900.00	£750.00
H/23/13	BACS	FCC - Aston Hall allotments	£100.00	£100.00
H/23/14	BACS	Morgans of Deeside - guttering, allotments	£119.28	£99.40
H/23/15	BACS	Play & Leisure - cap ends, adult gym	£139.20	£116.00
H/23/16	1030(FG)	W H Smith - Work diary	£8.99	£8.99
H/23/17	BACS	BHIB - Annual insurance amendment	£144.00	£144.00
H/23/18	BACS	Rialtas - Year end closedown	£1,812.00	£1,510.00
H/23/19	BACS	P.D. - work trousers	£31.99	£26.66
H/23/20	BACS	FCC - VAT error by FCC	£140.00	£140.00
H/23/21	DD	ldata - CCTV maintenance - May	£46.20	£38.50
H/23/22	DD	EE - mobiles May/June	£68.39	£56.99
H/23/23	DD	Scottish Power - Pavilion/Depot - May	£64.83	£64.83
H/22/24	DD	Dwr Cymru - 113 The Highway - May	£26.12	£26.12
H/22/25	0734(SJ)	Charlies - wheel, padlock, depot tools	£71.96	£59.98
H/23/26	0734(SJ)	Charlies - padlock	£15.00	£12.50
H/23/27	BACS	Samco - work boots - CW	£95.95	£79.96
H/23/28	BACS	Brookes&Sons(Tarps) - height restriction sign	£51.36	£42.80
H/23/29	BACS	SLCC - Level 5, Yr 2 Comm. Governance - SGJ	£1,387.50	£1,387.50
H/23/30	BACS	Canda Copying - photocopies	£228.36	£190.30
H/23/31	BACS	Canda Copying - photocopier rental	£163.06	£135.88
H/23/32	DD	Air Liquide - cylinder rental	£17.76	£14.80
H/23/33	BACS	Viking - stationery	£88.02	£73.35
H/23/34	1030(FG)	Defibworld - new pads - Aston CC	£73.59	£61.00
H/22/35	BACS	Microshade - June	£111.50	£92.92
H/23/36	1030(FG)	Charlies - strimmer line	£39.99	£33.33
H/23/37	BACS	Teal Patents - repair water heater - CU 16 LGX	£54.00	£45.00
H/23/38	1030(FG)	Toolstation - quick links, play areas HCC	£22.14	£18.45
H/23/39	BACS3	Lloyds Bank - salaries June	£13,239.49	£13,239.49

H/23/34	1030(FG)	Defibworld - new pads - Aston CC	£73.59
H/22/35	BACS	Microshade - June	£111.50
H/23/36	1030(FG)	Charlies - strimmer line	£39.99
H/23/37	BACS	Teal Patents - repair water heater - CU 16 LGX	£54.00
H/23/38	1030(FG)	Toolstation - quick links, play areas HCC	£22.14
H/23/39	BACS3	Lloyds Bank - salaries June	£13,239.49
H/23/40	BACS	HMRC - salaries June	£5,095.00
H/23/41	BACS	Clwyd Pension Fund - salaries June	£1,253.88

TOTAL:

Chair of Finance:

Chair of Council:



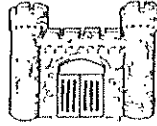
ITEM 21
(i)

HAWARDEN COMMUNITY COUNCIL

2023-24

POLICY FOR DEALING WITH INCOME

- Invoices should be raised by Administrative Staff.
- Cash received must be receipted using Council's official receipt book. (Cheques received need not be receipted)
- Cash and Cheques should be paid into Bank Premier Interest Account on day received, or as soon as is practicable.
- Bank paying-in book should record receipt No., in case of cash, name of person/organisation from which received, reason for payment and amount.
- Receipt of payment should be recorded by Clerk & Financial Officer.
- BACS payments should be reconciled with RBS financial accounting system and bank reconciliations.



(ii)

HAWARDEN COMMUNITY COUNCIL

FINANCE COMMITTEE – 12 JUNE 2023

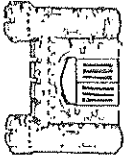
ANNUAL INVESTMENT STRATEGY 2023/2024

- This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.
- All cash, bank balances, financial assets, borrowings and credit arrangements (if any) are defined as part of the Council's treasury management activities. This Annual Investment Strategy concentrates on the Council's temporarily surplus resources and the investment it undertakes of these resources.
- The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield. In drafting this Annual Investment Strategy, the Council has made appropriate arrangements for:
 - (i) identification, management and control of risks in the investments/treasury management activities it undertakes (see Financial Risk Management Policy);
 - (ii) budgeting, accounting and auditing arrangements;
 - (iii) its cash and cash flow management requirements (see cash flow);
 - (iv) segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible Officer for investment/treasury management activities.

The Council will undertake the following categories of investment for the financial year 2023/2024:-

- Deposits in interest earning bank accounts at 30-days notice.
- Deposits in Fixed Rate Interest bank accounts with a maturity of no more than one year.

If any new investment instructions are proposed during the financial year 2023/2024 it will need to be approved by the Council.



HAWARDEN COMMUNITY COUNCIL

FINANCIAL RISK ASSESSMENT 2023-24

ITEM 21 (iii)

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Loss or damage to physical assets (excluding footway lighting columns and play equipment)	Unable to use assets. Expense of replacing assets	H	M	Adequate Insurance Cover Up to date Asset Register Council Office and Depot are fitted with Alarm System Regular Maintenance Arrangements
Damage to third party property or individuals	Risk of legal action arising from injury or damage to third party property	H	M	Public Liability Insurance Regular maintenance of Physical assets Adherence to safe working practices

Loss of cash through theft or dishonesty	Council unable to provide services and meet its expenses Damage to reputation of Council	H	L	Fidelity Guarantee Insurance Internal controls to prevent and detect fraud Budgetary controls Regular reconciliation of bank statements to financial records
Provision of services through a partnership agreement	Works not being carried out in accordance with agreement	L	L	Bi-annual review meetings Monthly re-charge invoices would highlight any spend irregularities
Ad hoc provision of facilities/amenities for Events	Litigation by third party	H	M	Organisers of Car Boot Sales are required to provide proof of insurance cover Funfair Organiser is required to provide proof of Insurance Cover and valid Safety Certificates for each ride
Complaint that Contract is not fairly awarded	Investigation by External Auditor leading to increased fees, public interest report	H	L	Standing Orders and financial regulations in place dealing with awarding of contracts
Incurring 'ultra vires' expenditure	Local elector challenge, District Audit investigation/Public Interest Report	H	L	Recording in the Minutes the powers under which non-routine and Section 137 expenditure is approved

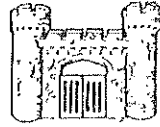
Inadequate precept	Council unable to provide all its intended services and programmes. Council run out of funds	H	L	Establish budget and monitor throughout year
Poor management of funds	Bank charges Loss of Interest	L	L	Budgetary control Regular bank reconciliation
Requirements for vat not being met	Entitlement to reclaim vat for a period being lost	L	L	Regular quarterly returns being submitted
Requirements under employment law and Inland Revenue regulations not being met	Liability for unpaid tax Inland Revenue fines Legal action by an employee	H	L	Regular returns to Inland Revenue on monthly and annual basis Staff contracts in place

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
Keeping proper financial records	Council runs out of money Dishonesty by staff	H	L	Regular updating of receipts and payment ledger Regular bank reconciliation Sound Expenditure and Income policies in place Appointment of Internal Auditor
Proper, timely and accurate reporting of Council business in the Minutes	Unrecorded authorisation of action/expenditure. Challenge by local elector. Investigation by external Auditor. Public Interest report	H	L	Prompt and accurate recording of the Minutes. Minutes submitted to next Meeting for receipt and approval
Damage to footway lighting columns	Cost of replacement of column Lack of service to public	M	L	Most damage is caused by third party vehicles from whom reimbursement is claimed
Damage to Play Equipment	Replacement cost of equipment Reduced range of equipment for users	M	L	Most damage is low-level vandalism, which would fall below an excess figure

<p>Supplier Fraud (procurement) including the adequacy of supplier onboarding controls.</p> <p><i>Internal Audit recommendation (May 2021)</i></p>	<p>Evidence of risk has increased</p> <p>Could potential pay a fraudulent supplier</p>	<p>H</p>	<p>M</p>	<p>Robust policies and procedures need to be in place including:</p> <ul style="list-style-type: none"> • Staff training • Rigorous change of supplier details • Period review of supplier accounts • Checking address and financial health details with Companies House (particularly new suppliers) • Sample checks of online payments • Adequacy of insurance cover
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HCC Risk Assessment

ITEM 21
(iv)



HAWARDEN COMMUNITY COUNCIL

INTERNAL FINANCIAL CONTROLS 2023-24

General

1. This policy should be read in conjunction with the Council's Financial Regulations and Standing Orders.
2. A scheme for the delegation of powers to the Clerk and Financial Officer to authorise expenditure and make payments is set out below.

Budgetary and Legal Powers for Expenditure

3. Expenditure should only be incurred if there are the necessary powers to undertake the work and there is appropriate and adequate provision within the approved budget. [subject to Financial Regulation no. 8]
4. Prior to the payment of any invoice / account, the Clerk will ensure that there is appropriate documentation to justify the payment by way of Council authorisation or an approved invoice.
5. At each of its normal meetings, the Council is asked to approve a List of Payments, some of which might already have been processed for payment since the previous meeting.

Process for Payments

6. The Council currently has three Councillors as authorised signatories for cheque payments; cheque stubs also require initialling. The Council authorises the Chair of the Council and the Chair of the Finance Committee (which will change on an annual basis) together with the Clerk and Financial Officer to approve on-line payments and purchases. A list of Authorised Payees will be drawn up as more accounts are settled on-line; a separate pro forma has been designed which will require signature upon the addition of any new payees.

7. Salary payments to staff are made by way of bank transfer payment arranged by the Clerk and Financial Officer and subsequently approved by two members (authorised signatories, or the Chair of the Council and the Chair of the Finance Committee).
8. Direct debit payments for services provided to the Council are authorised / arranged by the Clerk and Financial Officer subject to there being appropriate and adequate provision within the approved budget.
9. Details of direct debit payments made are reported to the Council on a monthly basis and shown in the List of Payments. A Council resolution will be sought for any new Direct Debits to be set up.
10. Business Debit Cards have been issued to the Clerk and Financial Officer, Senior Maintenance Officer and the Administrative Assistant; in the case of the latter two the debit cards are for use in the absence of, or on behalf of, the Clerk and Financial Officer and all payments will be authorised by the Clerk and Financial Officer prior to use. All Debit Card payments are subject to a maximum transaction value of £5,000. [subject to Financial Regulation no, 81]

Records of Income and Expenditure

11. Invoices are filed in transaction number order.
12. Expenditure is recorded via the monthly List of Payments and within the accounts RBS software system. All expenditure is recorded within the appropriate expenditure headings and a monthly bank reconciliation is prepared and presented to Members.
13. VAT is recorded separately within the accounts RBS software and reclaimed on a quarterly basis.
14. Income (cash or cheques) received by the Council is recorded on the accounts RBS software and within the appropriate income heading; receipts are provided for all cash income receipts.
15. Income payments made directly into the Council's bank by way of BACS or bank transfer are entered onto the accounts RBS software, within the appropriate income heading and reconciled against the monthly bank statements.

16. The Clerk and Financial Officer and the Administrative Assistant can receive income, issue receipts and present to the bank (in accordance with the Council's Income Policy).

Petty Cash

17. Petty cash is drawn from the Council's bank account to cover miscellaneous and smaller amounts of expenditure for which receipts are obtained. This is drawn usually in amounts of £150 and is recorded within the RBS software accounts. There is also a separate excel spreadsheet recording petty cash transactions. There is limited use of petty cash with internet banking, BACS payments and modernised financial accounting procedures.

Security

18. A number of passwords are required to access internet banking. The Clerk and Financial Officer and the Admin Assistant are authorised to have access to this information with any paper copies of authorisation to be destroyed. The Senior Maintenance Officer and Administrative Assistant have their own pin numbers for the Debit Cards. Pin numbers are not to be shared.

Reporting to Council

19. Regular reports will be made to the Council detailing the progress of income and expenditure against the budget and projections, including monthly bank reconciliations against the bank statements.

Scheme of Delegation

20. Authority is given to the Clerk and Financial Officer to authorise works for any of the services of the Community council, subject to there being the appropriate budgetary provision, and to make the appropriate payment in accordance with these internal financial controls.
21. Any expenditure that is required which results in the approved budget being exceeded should only be authorised with the express approval of the Council or in the event of urgency with the approval of the Chair of the Council and the Chair of the Finance Committee and in accordance with Financial Regulation No 8.