

# Cyngor Cymuned Mostyn Mostyn Community Council



**Dear Councillor / Annwyl Gyngorydd**

You are summoned to the Annual Meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 16<sup>th</sup> May 2022 at 7.00. The meeting will consider the items below:

A handwritten signature in cursive script, appearing to read 'Collette Lowry'.

Mrs Collette Lowry – Clerk / Clerc

## **Agenda 16 May 2022 / 16 Mai 2022**

1. **(A) To record attendance (B) To record apologies.**
2. **Chairman's Remarks**
3. **a. Election of Chairperson for 2022/2023**  
**b. Signing of declaration of office**
4. **a. Election of Vice Chair 2022/2023**  
**b. Signing of declaration of office**
5. **To record declarations of interest in relation to the listed agenda items**
6. **Induction of members and signing of declaration of office**  
Members to receive an induction pack including dates of mandatory and additional training. Members to inform the clerk of any courses they wish to attend and council to resolve which paid courses to support.
7. **Co-option:**  
There is a requirement under Section 116 of the Local Government Measure (Wales) Act 2011 (Appendix 4) to give public notice where vacancies in Town/Community council membership are to be filled by co-option. Notices will be placed on the noticeboards and in the local shop in addition to social media and the website. Interested parties will be invited send an applications by Tuesday 7<sup>th</sup> June with a view to holding an open meeting on Monday 13<sup>th</sup> June,

prior to welcoming selected members to full Council on Monday 20<sup>th</sup> June. Members to resolve this proposal.

## 8. Attendance report:

Members to receive report of attendance for the year 2021/2022

MOSTYN COMMUNITY COUNCIL REGISTER OF COUNCILLOR ATTENDANCES 2021 - 2022													
April 21 -March 22	2022 CODE: P= Present / n/a= not yet in office/ A = apologies received prior to the meeting. / R=resigned												
Councillor	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	% Attendance
Cllr Sarah Calvert	P	P	A	A	RECESS	P	P	A	no meeting	no clerk	no clerk	P	67.50%
Cllr David Seddon	P	P	P	P	RECESS	P	P	P	no meeting	no clerk	no clerk	P	100%
Cllr Bob Hazlehurst	P	P	P	P	RECESS	P	P	P	no meeting	no clerk	no clerk	P	100%
Cllr Patrick Heesom	P	P	P	P	RECESS	P	P	P	no meeting	no clerk	no clerk	P	100%
Cllr James Jackson	AB	P	A	P	RECESS	AB	A	P	no meeting	no clerk	no clerk	P	50%
Cllr Charlene Flynn	N/A	N/A	P	P	RECESS	A	A	A	no meeting	no clerk	no clerk	A	33.33%
Cllr David Roney	A	P	A	P	RECESS	P	A	P	no meeting	no clerk	no clerk	AB	50%
Cllr Ian Davies	P	AB	P	A	RECESS	A	P	A	no meeting	no clerk	no clerk	AB	37.50%
Cllr Vera Williams	P	P	A	A	RECESS	R	R	R	no meeting	no clerk	no clerk	R	50%
Vacant seat					RECESS				no meeting	no clerk	no clerk		
Vacant seat					RECESS				no meeting	no clerk	no clerk		

## 9. Record of Interests for the year 2021/2022

### RECORD OF INTERESTS 2021-2022

March 2022 - Community Centre – Councillors David Seddon & Bob Hazlehurst  
 Estuary Voluntary Car Scheme – Councillors David Seddon & Bob Hazlehurst  
 Mostyn Arts and Crafts, Mostyn Gardening Club – Member - Councillor Bob Hazlehurst  
 November 2021 – Councillor Ian Davies – Planning application 063555  
 All meetings: Streetscene Matters – County Councillor Patrick Heesom

## 10. Authority for signing orders for payment:

To authorise the Council's appointed bank (HSBC) to honour all cheques and other orders or instructions signed on behalf of the Council by two members & the clerk. Current authorised member signatories (currently under application) are Councillor David Seddon & Councillor Sarah Calvert.

## **11. Outside bodies:**

To review and receive nominations to serve on committees and outside bodies and arrangements for reporting back. 20/21 list attached for reference:

**List of Council Members who serve on  
Local Committees and Outside Bodies – 2020/2021**

**County Forum Meetings**

Councillor Dave Seddon  
Councillor Bob Hazlehurst  
County Councillor Heesom

**One Voice Wales Flintshire/Wrexham Area Committee  
Network Meetings**

County Councillor Patrick Heesom  
Councillor Bob Hazlehurst

**Quarterly West Flintshire Town and Community Council  
Working Group Meetings (Police Liaison Meetings)**

Councillor Dave Seddon  
Councillor Bob Hazlehurst  
Councillor Sarah Calvert  
Councillor James Jackson

**Ysgol Maes Pennant Governing Body**

County Councillor Patrick Heesom  
Councillor Dave Seddon

**Planning Sub Committee**

All members of the community council

**Estuary Voluntary Car Scheme**

Councillor Bob Hazlehurst  
Councillor Dave Seddon – community council representative

**Mostyn Community Centre Trustees / Management Committee**

Councillor Bob Hazlehurst - Chairman  
County Councillor Patrick Heesom  
Councillor Dave Seddon

**12. To review and adopt Code of Conduct, Standing Orders and Financial Regulations.**  
 (see email attachments) Approved copies to be uploaded onto the council website.  
 Council to approve/amend as appropriate.

**13. Remuneration decisions – allowances**

Members to discuss and resolve payment options for the following. For detailed information refer to the Independent Remuneration Panel for Wales: annual report 2022 to 2023 (pages 61-78) attached with agenda.

<b>Group 5</b>	<b>(Electorate less than 1,000)</b>
Basic Payment (£150)	Mandatory (option for individuals to opt out)
Senior Role Payment (up to £500)	Optional (in addition to Basic payment)
Chair's Allowance (up to £1500)	Optional (in addition to Basic payment & Senior role payment)
Vice Chair's Allowance (up to £500)	Optional (in addition to Basic payment)
Attendance Allowance (up to £30 per meeting)	Optional
Financial Loss (£57.20 less than 4 hrs/£114.40 up to 24 hours)	Optional
Travel and Subs (45p per mile/£28.00 per 24 hrs subsistence /£95-£200 overnight stays)	Optional
Cost of Care	Mandatory

Nb: Chair's allowance, Deputy chair allowance and Senior allowance are all taxable.

**14. Asset list 2021/22, council to approve and mark as accurate.**

Asset Register Mostyn Community Council March 2022		
ASSET	CUSTODIAN	VALUATION
Chairman's Chain of Office	Mostyn Community Council (MCC)	
	Location: Chairman's home	£7,000
Notice Board (Indoor)	MCC	
	Location: Mostyn Community Centre	£50.00
Outdoor Notice Board	MCC	£463
	Location: Rhewl	
Bench	MCC	£500
	Location: Hafod Y Ddol	
Community Shield's	MCC	£565.14
	02-Jun-15 (Registered CC office)	
Community Street Lighting	MCC	£17,535
	Location: Mostyn & Rhewl	
Flower boxes	MCC	£600
	2015 Location: Mostyn	
Planter Bench (donation from Warwick International)	MCC	£687.00
	2016 Location: The Cob	£500
Salt Bins	Rock Hill	
	Downing Road	
	Penrho Estate Near N0 32	
	Mostyn shops	
	Mostyn Community Centre	
	Isglan Road, Nr. Mertyn Hall	
Play Equipment	The Quays, Mostyn (off A548)	£819
	FCC Swanfields Play Area Jul-18	£0
Play Equipment	FCC Mostyn Play Area (Slide Play Area)	£0
Zoll Defibrillator	Front Entrance outside Mostyn Community Centre Dec-19	£1,349
HP Pavilion Laptop Computer	Clerk's home and registered office	£436.09
Zoll Defibrillator	Grass verge free standing pole near 1 Bryn Tirion CH8 9QW	£1,293.20
<b>TOTAL</b>		<b>31,797.43</b>
Signed:	Position:	Date:
Signed:	Position:	Date:

**15. To approve the minutes of the 25 April 2022 meeting.**

To receive any matters arising from those minutes.

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## MINUTES OF THE VIRTUAL MEETING OF MOSTYN COMMUNITY COUNCIL

Monday, 25<sup>th</sup> April 2022 / Dydd Llun 25ain Ebrill 2022

1 a. To record attendance:

Councillor Dave Seddon (Chair), Bob Hazlehurst (Vice Chair), County Councillor Patrick Heesom, and Councillor Sarah Calvert.

b. To record apologies:

Councillors Flynn, James Jackson and David Roney.

c. Absent without apology:

Councillor Ian Davies

2. Declarations of interests in relation to the listed agenda items.

None

3. Chairman's Communications:

- a. The Chair updated the council on correspondence and news and also thanked Vice Chair Bob Hazlehurst for his assistance in the processing of accounts whilst the Clerk awaits the banking authorisation process to complete. Councillor Calvert agreed with the Chair and stated that he would be missed after the elections. County Councillor Patrick Heesom also gave thanks to how the Financial Assistance process was handled. The Chair invited Councillor Hazlehurst to the May meeting in order for him to report back to council Streetscene matters.
- b. The council discussed the tragic accident that occurred on Friday 22<sup>nd</sup> April in which Lacie Roberts (ex pupil of Ysgol Bryn Pennant), lost her life. The Council agreed to donate a sum of £150.00 and to send a condolence card to the family.

**4. To approve the minutes of the 21st March 2022 meeting.**

- a. To receive any matters arising from those minutes.
  - b. To provide an update of any actioned resolutions.
- a. The minutes were proposed as an accurate record by Councillor Bob Hazlehurst and seconded by Councillor Sarah Calvert and would be signed by the Chair.
- b. Councillor David Seddon informed members he would be attending a meeting to discuss the matter of adopting the telephone box in Tre-Mostyn with a view to installing a defibrillator with the relevant parties in due course. (agenda item 3c)
- c. Councillor David Seddon also informed members that Streetscene were now installing the dog bag dispensers in the Glan y Don area and Wirral View. (agenda item 4)

**5. Clerk's Update and Correspondence**

The clerk explained to the council that due to a technical settings issue, a new Zoom invitation to the April full council had been circulated to all members with the exception of those who had issued apologies.

5a. The Clerk relayed the feedback of the qualified Completion of Audit 2021/2022 Report to the Council. Council were to be aware to approve annual accounts and to sign as approved.

5b. Communications: the clerk summarised the communications forwarded by email to members throughout the month. Council noted as received.

5c. The Clerk explained an amended pay scale for the year 2021/22 had been agreed by the Joint Council for Local Government Services (NJC), which resulted in a nominal back pay award for the previous clerk and an increase of 1.75% to the current clerk.

5d. SLCC had circulated a request for members to send letters to their local MPs to campaign in parliament against bullying within this sector. Members resolved to support this request with the Chair to sign the letter.

5c. The Clerk informed council of receipt for financial assistance from the Mostyn and District gardening Club. Council noted as received.

## 6. Renewals

6a. Members were informed renewal of ICO certificate was required by 10/05/2022. It was resolved for the clerk to action this task.

6b. Members were notified that the Came & Company Council Commercial Combined Insurance policy was to expire at the end of May 2022. Members informed the clerk they were happy with the level of service from the existing supplier and resolved to request the clerk to renew the policy and due to time restraints to look at sourcing other quotes the following year.

6c. Zoom subscription

The Clerk informed members that a decision needed to be made regarding online meetings. It was resolved to discuss Zoom options and hybrid options once new members had been welcomed following the AGM and co-option.

## 7. To approve the March Accounts for payment.

Members noted as accurate.

Apr-22	21/03/2022	DD	Scottish Power	Electricity - Community Centre	85.55
Apr-22	21/03/2022	CHG	HSBC	Bank Charges	5.00
Apr-22	29/03/2022	BP	EVCS	Financial Assistance Grant	500.00
Apr-22	29/03/2022	BP	Mostyn Community Centre	Financial Assistance Grant	2,000.00
Apr-22	29/03/2022	BP	Plantscape	Planter	824.40
Apr-22	29/03/2022	BP	Gardening Club	Financial Assistance Grant	250.00
Apr-22	29/03/2022	BP	Mostyn Arts & Crafts Club	Financial Assistance Grant	250.00
Apr-22	29/03/2022	BP	Urdd Gobaith Cymru	Financial Assistance Grant	150.00
Apr-22	29/03/2022	BP	Samaritans	Financial Assistance Grant	150.00
Apr-22	29/03/2022	BP	One Voice Wales	Councillor attendance fee for course	30.00
Apr-22	29/03/2022	BP	Defib Electrician	Cabinet Installation	182.70
Apr-22	29/03/2022	BP	HMRC	March PAYE	64.00
Apr-22	30/03/2022	BP	Christ Church Mostyn	Financial Assistance Grant	300.00
Apr-22	30/03/2022	BP	Mega Electrical	Fault repairs, LED upgrades & transfers to lighting	8,456.74
Apr-22	30/03/2022	BP	Mrs K Roberts	Salary back pay	91.32
Apr-22	30/03/2022	BP	Mr JE Duggan	IT support	60.00
					<b>13,399.71</b>

Income:

Money Manager Account	Interest	£1.17
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End of year Balances:

Money Manager	£34,338.77	Charitable Account	Bank	£10,000.00
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<b>Total</b>	<b>£44,338.77</b>		
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### 8.To nominate additional signatory for Council bank accounts

Due to Councillor Bob Hazlehurst stepping down from council in May, an urgent need for a 2<sup>nd</sup> signatory was required in order to remain compliant with the Accounts and Audit (Wales) Regulations. Members nominated Councillor Sarah Calvert to assist with the signing of cheques and monthly scrutiny of bank reconciliation and accounts. It was resolved to begin the mandate process once HSBC had completed approval of the previous application for the Clerk and Chair to gain authorisation for banking processes.

### 9. Planning Matters (A) Applications (B) Decisions

#### a) Applications:

Ref: 064270	Date Valid: 15/03/2022	Expiry Date: 10/05/2022	Case Officer: KHJ
Agent:	Halliday Clark Limited, The Point, 1 Lower Railway Road, Ilkley, West Yorkshire, LS29 8FL		
Proposal:	Change of layout for access path from existing pedestrian path.		
At:	Land off Ffordd Hiraethog, Maes Pennant, Mostyn, CH8 9PT		
Grid Ref:	316221 379766	Area: Mostyn Community Council	Ward: Mostyn

Members noted that they wished to mark as received. Cllr Calvert expressed a wish to be more informed of the planning procedure.

#### b) Decisions - none

### 10. Flintshire Summer Playscheme 2022:

Approval was required in principle for the recurring summer playscheme. It was resolved for the clerk to request Janet Roberts in County Council to proceed as per previous years.

### 11.The Corporate Joint Committee (General) (No.2) (Wales) Regulations 2022

As part of the phased approach to putting in place the legislative framework within which Corporate Joint Committees (CJCs) will operate, the Minister for Finance and Local Government launched a consultation on the final substantive set of general regulations –the Corporate Joint Committee (General) (No.2) (Wales) Regulations 2022. Due to time restraints it was resolved to note as received.

### 12.Police update:

Members were informed that PC Kelly French-Jones was no longer the Community Beat Manager for Mostyn. Members decided to invite CBM Hannah Roberts to a meeting once new council has formed and a communication method can be established due to the police force being unable to use Zoom.

### 13.To consider items for the next meeting on Monday 16 May 2022. (AGM)

New councillors will be welcomed at the next meeting and all members will be issued with induction packs, including details of available training. End of year information would also be issued.

**The Chair closed the meeting at 7.45 pm**

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## 16. Clerks update and correspondence

a. The Clerk wishes to request a reference book sourced from the SLCC at a discounted cost of £47.50. The book details over 80 different categories of law from Accounting, Audit, Websites, Council publicity etc.

b. Wendy Jones, Branch Fundraiser for the Samaritans of North East Wales has written to express her thanks for the Financial Assistance Donation last month.

c. The clerk seeks permission to develop social media channels in order to increase community engagement and deliver information that is easily accessible.

08/04/2022	Hannah Blythyn	The Bus White paper	Consultation option
25/04/2022	One Voice Wales	Celebrating Rural Wales Event	Networking opportunity, 9-10 June
28/04/2022	Ray Faulder-Jones	Press Release - Upcoming surgeries	
28/04/2022	Ray Faulder-Jones	Press Release - Flint based cancer charity recognised in Parliament	
03/05/2022	Ray Faulder-Jones	Press Release - Delyn MP seeks noise pollution hotspots	MP's submissions to parliament by 27th May
04/05/2022	Ray Faulder-Jones	Press Release - Delyn MP urges primary schools to Opt-in to receive The Queens commemorative book	
05/05/2022	Ray Faulder-Jones	Press Release - Delyn MP praises local award winners	
06/05/2022	Ray Faulder-Jones	Press release - Body Image Pledge	

## 17. Planning Matters (A) Applications (B) Decisions

A) Applications: None

B) Decisions

<b>Ref:</b> 063421	<b>Area:</b> Mostyn Community Council	<b>Ward:</b> Mostyn	<b>Case Officer:</b> AJD
<b>Agent:</b> GBS Design Services, Odin's Cottage, Ballachrink Farm, Glen Road, Colby, Isle of Man, IM9 4HW			
<b>Proposal:</b> Conversion of the existing garage to an annexe for holiday accommodation.			
<b>At:</b> Llanerchymor House, Hafod Y Ddol, Mostyn, Holywell, Flintshire, CH8 9EJ			
<b>Date Valid:</b> 19/08/2021			
<b>Decision Date:</b> 12/04/2022		<b>Decision:</b> Refused	
<b>Decision Issued:</b> 13/04/2022		<b>Decision Level:</b> Delegated-Officer	

Members are reminded they may access further information by viewing on the County Council website.

**18. Accounts - To approve the March Accounts for payment.**

14/04/2022	BP	Flintshire County Council	Play area match funding	4,600.00
14/04/2022	BP	Mega Electrical NW	Lighting	168.00
20/04/2022	DD	Scottish Power	Electricity (lighting)	359.72
21/04/2022	CHG	HSBC	Bank Charges	5.00
28/04/2022	BP	HMRC	Historical PAYE fees	143.70
28/04/2022	BP	Ms K Roberts	Expenses - postal fees	5.85
28/04/2022	BP	Mrs C Lowry	Salary - March	293.33
28/04/2022	BP	HMRC	April PAYE	140.20
				<b>5,715.80</b>

**19. Income:**

29/04/2022	CR	Flintshire County Council	Precept (Installment 1)	<b>10,003.34</b>
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**20. Street light update**

Bob Hazlehurst to report and handover to new council.

**21. To consider items of next agenda :**

- Jubilee
- Photographs of members for website
- School leaver gifts
- Planters
- Committees

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**(The hybrid Annual Meeting will be held in person at Mostyn Community Centre. Members of the public are welcome to attend this community council meeting either in person or by contacting the clerk to the council for the zoom link a minimum of 3 working days prior to the meeting, should you wish to attend.)**