Cyngor Cymuned Mostyn Mostyn Community Council



Dear Councillor / Annwyl Gynghorydd

You are summoned to a hybrid meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 17th October 2022 at 7.00 pm. The meeting will consider the items below:

Mong

Mrs Collette Lowry - Clerk / Clerc

Agenda 17 October 2022 / 17ed Hydref 2022

- 1. (A) To record attendance
 - (B) To record apologies.
- 2. Chairman's Remarks: Including The Council as an Employer Training 10/10/2022.
- 3. To record declarations of interest in relation to the listed agenda items.
- 4. a. To approve the minutes of the 26th September 2022 meeting . b. To receive any matters arising from those minutes.
- 5. Clerk's Updates and Communications: Clerks report
 - Update on Christmas trees for Mostyn and Rhewl
 - The overgrown walk through between Y Dreflan and Ffordd Pennant & collapsed wall
 was reported to housing. Housing Officer has now visited the property and will
 investigate the possibility of a community skip for Mostyn.
 - Any sign erected for the church would need to be paid and maintained by Mostyn Community Council. Members to consider.
 - There is a statutory requirement to review staff salaries in the month of October. However, there is no increment required currently for the clerk although Unison have informed councils a pay award is about to be finalised for the financial year 2022/23.
 - Joint One VOICE Wales/SLCC Event Wednesday 9 November 2022 This
 event is an especially important one for councils given that it focuses on key topic
 areas such as climate change, digitally levelling up your Council, biodiversity and the
 Section 6 duty, the new finance and governance toolkit, place planning and the
 importance of training and development. Members to approve for the Clerk to

- **attend.** Members are welcome to attend also. There is a fee of £45.00 plus VAT for each delegate.
- One Voice Wales FREE on-line Conference The importance of Community & Town Councils in creating resilient spaces for nature. Thursday October 27th, 10 am-4pm. All are welcome to attend.

Email Communications:

Members are welcome to raise an agenda item regarding any topics emailed throughout the month:

Email Commu	inications October	
03/10/2022	Awel y Mor	Awel y Môr Newsletter
05/10/2022	Welsh Government	Welsh Government: Consultation - A Fairer Council Tax
	Welsh Government	Welsh Government: Consultation - National Transport Deliver Plan 2022-2027
11/10/2022	Public Sector Executive	Public Sector Levelling Up

6. Planning Matters (A) Applications

No planning applications have been formally submitted by Flintshire County Council. However, the outline planning application for Bychton Hall Farm is now visible on the planning portal: OUT/000496/22 - Outline planning application for residential development with all matters reserved except for means of access. The application has been allocated to a Case Officer for checking and is awaiting the consultation period being opened.

(B) Decisions

None

7. Accounts & Finances: - To approve the September accounts paid:

Payments ma	de Sep	tem	ber 2022		
Date	Slip no)	Supplier	Detail	Amount
20/09/2022	51	ВР	LE Dugger Keen	Provide Microsoft Office,	
20/03/2022	31	DP	J.E.Duggan-Keen	website services Reimbursement - Conference	£184.99
20/09/2022	52	ВР	Mrs C Lowry	speaker	£71.99
21/09/2022	53	ВР	HSBC	Bank Charges	£5.00
05/09/2022	54	ВР	HMRC	PAYE - Period 5	£140.40
20/09/2022	55	ВР	JRB Enterprises	Dog glove dispensers	£199.80
25/09/2022	56	ВР	Mrs C lowry	Salary - August 22	£587.00
20/09/2022	57	ВР	Mrs C Lowry	Reimbursement - Mc Afee Security	£39.99
20/09/2022		ВР	Mrs C Lowry	Reimbursement - Royal Condolence book/pens	£10.28
21/09/2022	59	DD	Scottish Power	Electricity (Lighting)	£359.72
				Total:	£1,599.17

To review Octobers accounts for payment:

Oct-22						
Invoice date	Supplier	Item	Amount inc		Minute reference	Slip ref:
07/10/2022	HSBC	Bank Charges	f5.00	DR (automatic payment)		60
	Flintshire County Council		£1,540.00		April 22/10	61
25/10/2022		Salary	£613.20			62
07/10/2022	HMRC	PAYE	£114.20	BACS		63
04/10/2022	Scottish Power	Street lightiing - Sept 22		DD (18/10/22)		64
			£2,620.15			

September Income:

Income - Sept	ember	2022		
Date		Creditor	Receipt Details	Amount
02/09/2022	CR	HSBC	Gross Interest	£6.95
		TOTAL		£6.95

Banking matters:

To resubmit mandate to remove Bob Hazlehurst as authorised signatory due to bank sending alternative forms.

8. Police:

CA/ALM meeting held Tuesday 4th October 2022. Councillor Jackson to report on the 3 matters raised:

- Speeding
- Aggressive dog
- Mostyn Lodge

9. Lighting & Streetscene update:

Dog bins/standard waste bins for Mostyn, Rhewl & Tre-Mostyn:

Streetscene require plans for each location to be considered and access with van to cleanse. Members to consider locations and inform Nigel Seaburg.

Streetscene, matters reported:

Streetscene Officer, Nigel Seaburg to attend and discuss issues arising,

Lighting:

- (A) Flintshire County Council meeting update.
- (B) Lighting quotes and information.

10. Financial Assistance:

Members have been provided with application forms to distribute to interested parties prior to the January 2023 decision meeting.

11. Remembrance Sunday:

- Service arrangements
- Purchasing & laying of wreath

12. Co-option for the Mostyn Ward:

Members to consider the application/s and resolve to select a candidate.

13. 1/2 year budget & bank reconciliation report:

Members to review and approve the documents.

14. IRPW - Independent Remuneration Panel for Wales Draft Annual Report - February 2023 Members required to assess the report and send collective views to the panel.

15. Civility and Respect Pledge:

To pass a resolution to sign up for the Civility and respect Pledge.

Definition of Civility and Respect

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 put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all 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 signed up to Code of Conduct for councillors	
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 when if and when it happens.	

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

16. County Councillor reports:

Report from Cllr Banks on West Flintshire T&CCs Working Group held Monday 10th October 2022.

17. Community Councillors reports:

Councillor James Jackson:

To update members on Christmas lighting supply options. Councillors Lewis-Jones, Howells & Banks to update on Christmas dinner preparations.

18. Close of m	ieeting:		

MINUTES OF THE HYBRID MEETING OF MOSTYN COMMUNITY COUNCIL

Monday 26 September 2022 / Dydd Llun 26 Medi 2022

1. (A) To record attendance

Councillors:

Councillor Dave Seddon (Chair), James Jackson (Vice Chair), County Councillor Pamela Banks, Councillors Sarah Calvert, Patrick Heesom, Michael Lewis-Jones, Kristina Howells, Ray Knight, Hayley Jones.

Officers:

Collette Lowry - Clerk and Responsible Financial Officer

Public gallery:

1 person

(B) To record apologies.

Cllr Allison Gladwin (resigned), Cllr Sharon Harris

2. Chairman's Remarks:

- The Chair held a minutes silence as a mark of respect for the passing of Queen Elizabeth II. The Clerk was thanked for organising the Royal book of condolence.
- The Chair updated members on the summer uniform event, coastal path barrier notice, the summer playscheme, Fit, Fed & Read and the vacancy of a Mostyn ward member.
- The Chair informed members he had been expecting a member of the public to attend regarding a potential flooding issue by Morgan Freight. (The MoP attended towards the end of the meeting but was advised he had missed the allocated time).
- The Chair updated members on communications regarding the potential intention of blocking vehicular access along the Coastal path towards the Fun Ship.

3. To record declarations of interest in relation to the listed agenda items.

Agenda item 6 (C)– Cllr Pamela Bank (personal interest)

4. a. To approve the minutes of the 18th July 2022 meeting and Special Meeting 3rd August 2022.

Cllr Jackson proposed the minutes of 18th July 2022 and 3rd August 2022 as a true account with Cllr Lewis-Jones seconding the motion. All members agreed.

b. To receive any matters arising from those minutes. None

5. Clerk's Updates and Communications:

- The Clerk reminded members that her trial period of employment had expired.
- The Clerk informed members that Cllr Gladwin had provided her with litter picking equipment for public use.
- The Clerk explained that the requirements for a local election had not been met and the casual vacancy for a Mostyn ward councillor would move to a co-option process.

• The Clerk provided information regarding a potential warm space scheme for the village of Mostyn. Members were informed that funding was being investigated by the Volunteering Matters Department.

Email Communications:

Resolved - marked as noted.

6. Planning Matters (A) Applications

(A) PLANNING APPLICATION CONSULTATION - Ref No: FUL/000372/22 PROPOSAL. Members resolved they had no concerns on the planning application.

(B) Decisions

None

(C) Further Communications -

Re: FUL/000147/22

Resolved: Members noted the further information provided by Flintshire County Council and for the Clerk to inform the planning department there were no objections.

7. Accounts & Finances: - it was resolved that the following accounts be noted and/or paid:

	Payment			
Date	Method	Creditor Name	Payment Details	Amount
04/07/2022	BACS	Cllr Calvert	Basic Allowance	150.00
21/07/2022	DD	Scottish Power	Electricity (Lighting)	347.75
21/07/2022	DR	HSBC	Bank Charges	5.40
25/07/2022	BACS	Mrs C Lowry	Salary - June 22	587.00
01/08/2022	BACS	HMRC	PAYE - back payment Perio	0.20
01/08/2022	BACS	HMRC	PAYE - Period 4	140.40
03/08/2022	BACS	Flintshire County Council	Election fees	388.00
03/08/2022	BACS	Cllr M. Lewis-Jones	Reimbursement refreshme	3.31
03/08/2022	BACS	One Voice Wales	Membership fees	301.00
21/08/2022	DR	HSBC	Bank Charges	5.00
22/08/2022	BACS	Scottish Power	Electricity (Lighting)	359.72
25/08/2022	BACS	Mrs C Lowry	Salary - July 22	587.20
			Totals:	2,874.98

To review Septembers accounts for payment:

(approved on 14th September by Chair and 1 other signatory using delegated powers due to postponed meeting)

		Provide Microsoft			
		office, website			
16/08/2022	Caerwys Computer Cli	nicservices	£184.99	BACS	
		Reimbursement -			
24/08/2022	Collette Lowry	Conference speaker	£71.99	BACS	July 5(b)
				DR (automatic	
21/08/2022	HSBC	Bank Charges	£5.00	payment)	
02/09/2022	HMRC	PAYE	£140.40	BACS	
23/08/2022	JRB Enterprise Ltd	Dog Glove dispensers	£199.80	BACS	Jul-22
25/09/2022	C Lowry	Salary (September)	£587.00	BACS	
		reimbursement -	Calliw you		1
		McAfee Security (2 yr			
08/09/2022	C Lowry	deal)	£39.99	BACS	June 6(d)
		Reimbursement -	3.00,000.11		
		Operation London			
11/09/2022	C Lowry	Bridge	£10.28	BACS	
		Electricity - Street	/ /		
06/09/2022	Scottish Power	lighting	£359.72	DD	
			£1,599.17		
		Basic Allowance			
		Replacement cheque -			
19/09/2022	Patrick Heesom	101752	£150.00		May-14

July/August Income: Members noted as received.

Date		Creditor	Receipt Details	Amount
			Insurance excess refund	
13/07/2022	CR	Keoghs LLP	(2021/22)	350.00
30/08/2022	CR	HSBC	Refund of overcharges	31.06
		Flintshire County		
31/08/2022	CR	Council	Precept - Installment 2	10,003.33
		TOTAL		£10,384.39

Banking matters:

(A) Cheque for Patrick Heesom (misplaced) – old cheque cancelled/new cheque to issue (B) Mandate to remove Bob Hazlehurst as authorised signatory.

Resolved: To issue Cllr Heesom with a replacement cheque relating to member's basic allowance and to authorise the request to remove ex councillor Bob Hazlehurst from the bank signatory list.

8. Standards Committee - Town and Community Council Representative

A vote was taken from some members for a collective first and second choice of an area volunteer for the Flintshire County Council Standards Committee. It was resolved for other members not yet voted to contact the clerk with their preferred choices.

9. Police:

Council were informed that the police had conducted a leaflet drop around Maes Pennant mainly for the elderly residents regarding Twilight Burglaries and had held a drop in session at the local police station.

It was resolved for Cllr James Jackson to attend the next police CA/ALM meeting in October.

10. Lighting & Streetscene update:

(A) Streetscene, matters reported:

Members were updated on a variety of ongoing issues including the request of bins for the Coastal Path, The Clocktower, Tre Mostyn and Rhewl. Overgrown hedging and a collapsed wall was also reported near the cut through from Ffordd Pennant to Y Dreflan. It was resolved to invite Nigel Seaburg to the next full council meeting. General fly tipping was also discussed at length. It was resolved to investigate the possibility of a community skip via Flintshire County Council.

(B) Lighting:

The Clerk updated members on the re-commencement of the LED improvement project for community council street lighting.

11. Match Funding Play Area

Members resolved to support the match funded play area scheme for Rhewl park and approved the design of the structure.

Proposed by: Cllr Seddon Seconded by: Cllr Knight.

12. Training:

It was resolved for those members who had not yet attended Code of training to enrol in the forthcoming sessions.

Cllrs Seddon and Jackson also expressed their interest in the free training spaces available from One Voice Wales. It was resolved for the Clerk to book these spaces once she had been advised of the course dates chosen.

13. Defibrillators:

It was resolved for Cllr Howells to be enlisted on the defibrillator circuit and for Cllr Jackson to become primary user of the system for the Mostyn defibrillator with Cllr Lewis-Jones remaining primary guardian of the Rhewl defibrillator. Members opted not to purchase additional pads for stand by stock.

14. County Councillor Reports:

County Councillor Pam Banks updated members on a number of items including an access issue at the Tavern Pub.

Cllr Kristina Howells was thanked for her contribution to the community and her commitment to holding fundraising events throughout the year.

15. Community Councillor Reports:

Councillor Mike Lewis-Jones:

- (A) Cllr Lewis-Jones requested a sign post directing people to the church off Coast Road. It was resolved to enquire with Streetscene about this possibility.
- (B) Cllr Lewis-Jones requested support from the council for the workers of Warwicks Chemicals Cllr Banks informed members Rob Roberts was taking action on this matter. Cllr Lewis-Jones also commented that a form of acknowledgement to the community from Warwicks would be appreciated.

Councillor James Jackson:

Cllr Jackson updated members on his progress with investigating Christmas lighting options. Members discussed the supply of Christmas trees from Mostyn Estates but did not commit to purchasing at this time.

Councillors Kristina Howells/Pam Banks: Pensioners Christmas dinners

Following on from Cllr Howells' request to support the local pensioners, members were informed that Cllr Banks had secured free Christmas dinners and free transport to Nant Hall for the village pensioners. It was resolved for Cllrs Lewis Jones, Banks & Howells to commence informing residents of the plans.

16. Potential agenda items for forthcoming meetings:

Members were provided with advance notice of matters for discussion:

- Working group meeting for 5 year plan warm spaces, food bank, eco group, clubs etc.
- Updates of policies
- Remembrance Sunday plans
- Financial Assistance applications process

Chair closed the meeting at 20.50



MOSTYN COMMUNITY COUNCIL QUARTER 1 BANK RECONCILIATION

1 June 2022 - 30 September 2022

PRESENTED TO MEMBERS OF MOSTYN COMMUNITY COUNCIL

BALANCE BROUGHT FORWARD END

£44,338.77

Income to date (receipts)

£23,348.30

Expenditure to date (payments)

Unpresented Cheques

Accounts:

£16,028.17

Patrick Heesom

£51,658.90

Current

101751 (now re-issued)

£150.00

BANK

Deposit

£41,658.90 £10,000.00

£51,658.90

Signed Clerk Signed Chair

Chair Councillor Dave Seddon

Mrs Collette Lowry

Payments towards costs and expenses of members of Community and Town Councils; Determination 4

Last year the Panel carried out a major review of the remuneration framework for community and town councils and undertook a comprehensive consultation exercise with the sector. The Framework was updated then and this year the Panel has decided to make limited but important changes.

The Panel recognise that all members of community and town councils necessarily spend time working from home on council business. This was the case before and during COVID and is continuing. As a result, members have extra domestic costs and also need office consumables.

The Panel considers members should not be out of pocket for carrying out their duties. It therefore proposes the following.

Basic payment for extra costs of working from home

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

Set payment for consumables

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables. It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

The level of payments is set out in Table 2.

Table 2 – Payments to Community and Town Councils

Type of payment	Requirement		
Group 1	Electorate over 14,000		
Extra Costs Payment	Mandatory for all Members		
Senior Role	Mandatory for 1 member; optional for up to 7		
Mayor or Chair	Optional - Up to a maximum of £1,500		
Deputy Mayor or Deputy	Optional - Up to a maximum of £500		
Chair			
Attendance Allowance	Optional		
Financial Loss	Optional		
Travel and Subsistence	Optional		
Costs of Care or Personal	Mandatory		
Assistance	~		

Type of payment	Requirement
Group 2	Electorate 10,000 to 13,999
Extra Costs Payment	Mandatory for all members
Senior Role	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy	Optional - Up to a maximum of £500
Chair	
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal	Mandatory
Assistance	
Group 3	Electorate 5,000 to 9,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy	Optional - Up to a maximum of £500
Chair	
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal	Mandatory
Assistance	
Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy	Optional - Up to a maximum of £500
Chair	
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal	Mandatory
Assistance	
Group 5	Electorate less than 1,000
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

Group number	Size of Electorate
Group 1	Electorate over 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

There are no further changes to the payments and benefits paid to elected members and therefore all other Determinations from 2022 to 2023 still stand and should be applied in 2023 to 2024, including those covering:

- · Payments for undertaking senior roles;
- Contributions towards costs of care and personal assistance;
- Reimbursement of Travel and subsistence costs;
- Compensation for financial loss:
- · Attendance allowance and
- Co-opted Members

Payments to National Parks Authorities and Fire and Rescue Authorities: Determination 5

The three national parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park.

National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

Payments will increase as a result of the uplift proposed for elected members of principal councils. Therefore, there will also be an uplift of 4.76% in the basic salary element.

The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils. Therefore there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Therefore their role element of pay will remain frozen. The increase in basic salary will apply. Full details of the levels of remuneration for members of National Park Authorities and Fire and Rescue Authorities, is set out in Table 3.

Consultation on Draft - Questions

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the **1 December 2022** and you can either email us your comments or complete the form on our website <u>HERE</u>.

Question 1

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the <u>ASHE 2021</u> data.

Yes No No Opinion	
Any additional cor	ments
Question 2 The Panel has ma community and to element?	de changes to the payment of costs and expenses of members of no councils. Do you agree with the addition of the "consumables"
Yes No No Opinion	
Any additional cor	ments

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?
Yes No No Opinion
Any additional comments
Question 4
We have significantly reduced the size of the report this year to concentrate on key decisions made and intend to make more use of the website to provide easy to use guidance to users. This approach is also in line with our efforts to respect the challenges facing us in protecting our planet.
How would you would like to access information and guidance from the Panel? (choose all that apply)
Summary report with links to detailed guidance Easy to use guidance notes Frequently asked questions Website Social media Information events Other
If other, please specify:

Question 3

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?
Question 5 The Panel intend to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.
Have you any comments that would help the Panel shape this engagement?
For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.
Would you like to be involved in any future engagement events? Yes No
Contact details