

Cyngor Cymuned Mostyn Mostyn Community Council



Note: The following meeting will be a hybrid meeting. If members of the public or press wish to attend remotely, they should email the clerk: mostynclerk@hotmail.co.uk for further guidance.

Dear Councillor / Annwyl Gynghorydd

You are summoned to a hybrid meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 16th January 2023 at 7.00 pm. 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 January 2023 / 16ed Ionawr 2022

1. a) **To record attendance**
b) **Apologies for absence**
2. **Chairman's Remarks:**
Including Standards Committee letter & West Flintshire group minutes summary.
3. **Declarations of interest:**
To receive any declarations made by Members in accordance with Council's Code of Conduct.
4. **Minutes & Meetings:**
 - a) **To approve the minutes** of the 21st November 2022 meeting .
 - b) **To receive any matters arising** from those minutes.
5. **Clerk's Updates and Communications:**
Clerks report –
 - a) Defibrillator cabinet installation costs – **members to review quotes** supplied (see supporting paperwork)
Quote 1 - £720.00
Quote 2 - between £190.00 to £240.00
Quote 3 – £210.00

- b) **Members are reminded** to refer to the training opportunities supplied from One Voice Wales via email and propose attendance if required.
- c) **The clerk requests permission** to attend a new Clerk training seminar on 2nd March via SLCC at a cost of £20.00 + VAT. The course incorporates year end, policy reviews, AGM and PAYE training.

Email Communications:

Email Communications November-January		
22/11/2022	Flintshire County Council	Road Closure - Maes Pennant
30/11/2022	One Voice wales	WEBINAR/GWEMINAR Cost of living crisis
30/11/2022	Flintshire County Council	Winter Preparations
01/12/2022	Flintshire County Council	Consultation on the Draft Well-being Plan 2023 - 2028
05/12/2022	Awel y Mor	Cylchlyr Awel y Môr Newsletter
03/01/2023	One Voice wales	Single-use Plastics Bill
03/01/2023	One Voice wales	JANUARY, FEBRUARY & MARCH 2023 TRAINING DATES
08/01/2023	Flintshire County Council	Budget & Council Services 2023/24

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

6. Planning Matters:

(A) Applications:

Planning Application Number	Proposal	Address
FUL/000725/22	CONSTRUCTION OF 3 NUMBER ANNEX CHALETS FOR FAMILY MEMBERS	Land Adj. to Glan Asaph Terrace, Rose Cottage, Mostyn, Holywell, CH8 9DX
FUL/000820/22	TO FORM A NEW DROP KERB, VEHICLE ENTRANCE AND DRIVE / PARKING AREA WITHIN THE APPLICATION BOUNDARY	Y GOB, A548 Rock Hill To Isglan Road, Mostyn, Holywell, CH8 9DX

The Clerk wishes to remind members the new Flintshire County Council portal is now in operation, and planning matters can now be viewed via accessing the following link: <https://planning.agileapplications.co.uk/flintshire>

(B) Decisions

None

7. Accounts & Finances:

To approve the November/December accounts paid:

Nov & Dec 22						
Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
21/11/2022	HSBC	Bank Charges	£5.00	DR		68
04/11/2022	Scottish Power	Electricity (Lighting)	£170.17	DD		69
25/11/2022	HMRC	PAYE Period 8	£187.00	BACS		70
25/11/2022	Mrs C Lowry	Pay Award 22/23 Back pay	£291.20	BACS	Nov 22 06	71
25/11/2022	Mrs C Lowry	Salary Oct 22	£613.20	BACS		72
08/11/2022	HMRC	Period 6 PAYE amendment	£25.93	BACS		73
11/11/2022	SLCC	Resources book - Local Council Administration	£141.80	BACS	May 22 16(a)	74
25/11/2022	Cllr M. Lewis-Jones	Refreshments reimbursement	£4.65	BACS		75
25/11/2022	J.E.Duggan-Keen	Domain, fee & services	£198.12	BACS		76
21/11/2022	Cllr Megan Howells	Basic Allowance remuneration	£56.25	BACS		77
18/12/2022	Mostyn Estates Ltd	Christmas trees x2	£120.00	BACS	Oct 22 17	78
09/12/2022	James Jackson	Reimbursement - Christmas lights	£26.40	BACS	Nov 22 17d	79
06/12/2022	SADS UK	Steel cabinet for defibrillator	£450.00	BACS	Nov 15a	80
23/12/2022	Collette Lowry	Salary Nov 22	£654.80	BACS		81
07/12/2022	HMRC	PAYE Period 9	£124.60	BACS		82
12/12/2022	Collette Lowry	Reimbursement - Christmas tree stand	£29.99	BACS	Nov 17d	83
21/12/2022	Scottish Power	Electricity (Lighting)	£163.62	DD		84
21/12/2022	HSBC	Bank Charges	£5.00	DR		85
02/01/2022	Collette Lowry	Reimbursement - Ethernet lead (IT)	£8.00	BACS		86
			£3,275.73			

*Some payments made using powers of section 5.6 of standing orders.

To review January accounts for payment:

Jan-23						
Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/01/2023	HMRC	PAYE Period 10	£124.60	BACS		87
25/01/2023	Mrs C Lowry	Salary Dec 22	£654.60	BACS		88
03/01/2023	Mega Electrical NW Ltd	Christmas installation	£1,776.00	BACS		89
03/01/21023	Scottish Power	Street lighting December 22	£163.64	DD	Nov 22 17d	90
09/01/2023	Mostyn Community Centre	Hall hire (meetings)	£180.00	BACS		91
		Total	£2,898.84			

Nov/December Income:

Income - December 2022			
Date	Creditor	Receipt Details	Amount
02/12/2022	HSBC	Gross Interest	£40.04
29/12/2022	Flintshire County Council	Precept - Installment 3	£10,003.33
	TOTAL		£10,043.37

Bank reconciliation Quarter 3:

Members to review and approve the document attached.

Other financial matters:

Request for members to present any cheques issued to them in May or to cancel the cheques before year end.

8. Police:

Members to report any police matters.

9. Lighting & Streetscene update:

a) **Streetscene, matters & updates reported:**

b) **Lighting:**

10. Public Participation policy:

Following the introduction of the Local Government and Elections (Wales) Act 2021, **members are requested to consider** a public participation policy for future council meetings (refer to supporting documents).

11. Publication Scheme:

Councils are required by law to publish core documents including a publication scheme. **Members are required to consider** the draft policy provided. (refer to supporting documents).

12. Applications for Financial Assistance:

Members to consider applications referring to the Mostyn Community Council awarding criteria.

Organisation	Donation requested	Donations made in 21/22
Holywell Leisure Centre	At Council's discretion	N/A
Mostyn Community Centre	£2,000	£2,000
Mostyn Arts & Crafts	£250	£250
Mostyn & District gardening Club	£250	£250
Estuary Voluntary Car Scheme	£500	£500
Mostyn Christchurch	At Council's discretion	£300
Urdd national Eisteddfod	At Council's discretion	£150
Yes Cymru	At Council's discretion	N/A

13. Budget approval:

Further to briefing meeting held on 10th January 2023, full council to refer to attached report and **consider the proposed budget/precept** for the year 2023/2024.

14. Community Councillors reports:

15. Community Councillors reports:

Request for provision of additional bin outside Maes Pennant Stores – Cllr Meg Howells to report.

16. Close of meeting:

MINUTES OF THE HYBRID MEETING OF MOSTYN COMMUNITY COUNCIL

Monday, 21st November 2022 / Dydd Llun 21ed Tachwedd 2022

1. a) To record attendance

Members: Councillor Dave Seddon (Chair), County Councillor Pamela Banks, Councillors Patrick Heesom, Michael Lewis-Jones, Hayley Jones, James Jackson, Ray Knight, Sharon Harris, Meg Howells, Kristina Howells.

Officers: Collette Lowry – Clerk

Public gallery: – 1 member of the public & an Independent Members of the Standards Committee.

b) Apologies for absence

Councillor Sarah Calvert

2. Chairman's Remarks:

The Chair updated council on various matters including a report from Janet Roberts (Playscheme Co-ordinator) and the installation of dog waste bins.

3. Declarations of interest:

Councillor Ray Knight declared a personal interest to agenda item 17a. (family member)

4. Minutes & Meetings:

- a) Members approved the minutes as a true record. (with the exception of a query arising regarding amended minutes presented at the meeting which was refuted.)
- b) No matters were arising from those minutes.

5. Co-Option:

- a) Meg Howells signed the declaration of acceptance of office in the presence of the Clerk at the start of the meeting and was welcomed by council.
- b) **Members resolved to approve** the provision of members basic allowance (pro rata £56.25).

6. Clerk's Updates and Communications:

Email Communications:

Email Communications November		
24/10/2022	Welsh Government	School Uniform Consultation
24/10/2022	CAB	Cost of Living Event - Flintshire
07/11/2022	Wales NHS	Men's Mental Health Discussion
09/11/2022	Rob Roberts MP	Cost Of Living Payments
12/11/2022	One Voice Wales	Council Tax Consultations
15/11/2022	One Voice Wales	Electoral Consultation
15/11/2022	One Voice Wales	Training Dates
15/11/2022	One Voice Wales	Finance & Governance Toolkit Update
15/11/2022	Mostyn Clerk	Biodiversity S6 Report information Request

Following an email update, a few members expressed a wish to be involved in the Finance & Governance Toolkit exercise.

Clerks report:

The Clerk reported on various events attended, updated council on the NJC National Salary Award, confirmed with members a date for the council photograph and informed council she had secured a bursary to cover the required CiLCA qualification. The chair was to sign the agreement. **Members resolved to revisit training opportunities** following the December recess.

7. Delegated powers throughout recess:

It was resolved for the Chair and Vice Chair to hold delegated powers throughout the December recess period.

8. Planning Matters (A) Applications:

Planning Application Number	Proposal	Address
OUT/000496/22	OUTLINE PLANNING APPLICATION FOR RESIDENTIAL DEVELOPMENT WITH ALL MATTERS RESERVED EXCEPT FOR MEANS OF ACCESS	Land adj. to Ffordd Pennant, Maes Pennant, Mostyn, Holywell, Flintshire, CH8 9PY
FUL/000624/22	MATERIAL CHANGE OF USE TO REPLACE THE TOURING CARAVANS PERMITTED ON SITE FOR MOBILE HOMES USED FOR HOLIDAY ACCOMMODATION	OLD TAVERN, A548 Rock Hill To Isglan Road, Mostyn, Holywell, CH8 9DX
FUL/000657/22	CONVERSION OF ROOF SPACE TO CREATE STORE, INCLUDING THE ADDITION OF A DORMER WINDOW TO THE REAR ELEVATION, A ROOFLIGHT TO THE FRONT ELEVATION AND A NEW INTERNAL STAIRCASE FOR ACCESS FROM THE GROUND FLOOR	Hilltop, Mostyn, Holywell, CH8 9DX
OUT/000571/22	USE OF LAND FOR SITING OF MOBILE CHALET FOR USE AS HOLIDAY LET	Ty Coch, Red Street, Rhewl, Mostyn, CH8 9QZ

OUT000489/22 – Members were informed following discussion with the Chair, a copy of the views and community responses sent to the agents (re minute ref: 3rd August 5.4) had been sent to the planning department prior to the meeting due to the consultation period closing beforehand.

FUL/000624/22 – Members expressed concern regarding the access to the land, with heavy traffic, the speed limit and other existing business entrances all requiring consideration along with a need to be mindful of drainage from the site onto a main road already susceptible to flooding.

FUL/000657/22 – There were no objections or observations.

OUT/000571/22 – Concerns were raised regarding the access to the site, reporting restricted access to rights of way, and fencing forcing motorists to keep to one section of the track only, resulting in deterioration of the unadopted road. A member of the public also presented documents relating to the site stating that planning permission had been refused in 1990 from the Welsh Office. Members noted there were currently no water, utilities or sewerage provisions for the site. Members referred to a major fire that had occurred recently on the lane and the issues the fire brigade had in accessing the property and locating nearby water hydrants.

It was resolved for the clerk to contact Flintshire County Council with member's views.

(B) Decisions

There were none.

9. Accounts & Finances:

To approve the October accounts paid:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
07/10/2022	HSBC	Bank Charges	£5.00	DR (automatic payment)		60
16/09/2022	Flintshire County Council	Summer Playscheme	£1,540.00	BACS	April 22/10	61
25/10/2022	Clerk	Salary	£613.20	BACS		62
07/10/2022	HMRC	PAYE	£114.20	BACS		63
04/10/2022	Scottish Power	Street lighting - Sept 22	£347.75	DD (18/10/22)		64
14/10/2022	Printerland	Replacement toner	£62.62	BACS		65
18/10/2022	Clerk	Collette Lowry - reimbursement poppy wreath	£20.00	BACS	Oct 22/11	66
18/10/2022	SLCC	Conference fee	£54.00	BACS	Oct 22/05	67
			£2,756.77			

Members approved the accounts paid.

To review Novembers accounts for payment:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
21/11/2022	HSBC	Bank Charges	£5.00	DR		68
04/11/2022	Scottish Power	Electricity (Lighting)	£170.17	DD		69
25/11/2022	HMRC	PAYE Period 8	£187.00	BACS		70
25/11/2022	Mrs C Lowry	Pay Award 22/23 Back pay	£291.20	BACS		71
25/11/2022	Mrs C Lowry	Salary Oct 22	£613.20	BACS		72
08/11/2022	HMRC	Period 6 PAYE amendment	£25.93	BACS		73
11/11/2022	SLCC	Resources book - Local Council Administration	£141.80	BACS	May 22 16(a)	74
			£1,434.30			

Members approved the accounts payable.

October Income:

None.

10. Budget meeting:

Members resolved to call a budget task group prior to the budget presentation and resolution at January full council meeting.

11. Police:

There were no matters to report.

12. Lighting & Streetscene update:

a) Streetscene, matters & updates reported:

Cllr Seddon reported a new location for the waste dispenser in Tre Mostyn was required.

b) Lighting:

Members reported issues which would be reported to either County or the contractors maintaining MCC managed streetlights, including a faulty light near the Windfarm supply shop, community centre streetlight and a streetlight opposite the Rhewl Cemetery.

The clerk reported the Mostyn Community Council street lighting upgrade contract had now re-commenced following a halt throughout Covid.

13. Financial Assistance:

Members were reminded of the closing date for any interested parties requiring financial assistance grants.

14. Playscheme 2023/24:

Members resolved to support the County Council summer playscheme in principle.

15. Tre-Mostyn Defibrillator project:

Councillor Dave Seddon reported on the proposed defibrillator installation for the Tre Mostyn area.

(a) Members considered and approved the purchase and installation of a cabinet at a cost of approximately £620.00.

(b) Members considered training options as per terms and conditions of defibrillator donation and expressed their interest in attending sessions. Councillor Jackson also expressed his interest in becoming a primary guardian for the Tre Mostyn defibrillator.

16. County Councillor reports:

Councillor Pam Banks updated council on her activities.

17. Community Councillors reports:

a) Councillor Ray Knight

Members considered the water access issues experienced at a fire in Rhewl the previous month. **It was resolved for the clerk to request a report regarding the matter.**

b) Councillor Hayley Jones:

Councillor Jones reported on a Cost of Living Event attended on behalf of the council.

c) Councillor Kristina Howells:

Councillor Kristina Howells discussed the lighting surrounding the community centre. It was resolved for Cllr Seddon to investigate existing arrangements.

d) Councillors Seddon & James Jackson :

Members considered quotes and options of the Christmas tree lighting and supply for 2022. It was resolved to contract Mega Electrical to install the posts for electrical supply and installation of lighting. Members and clerk had investigated privately purchasing the lighting but a problem remained of sourcing local HERS registered suppliers approved by the County Council.

e) Councillors Lewis-Jones, Howells & Banks:

Council were updated on the progress of the pensioners Christmas dinner scheme.

18. Chair closed the meeting at 20:50

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



Mostyn Community Council
2, Ffordd Pennant
Maes Pennant
Holywell
CH8 9NU

Your Ref/Eich Cyf
Our Ref/Ein Cyf FUL/000725/22
Date/Dyddiad 06-Jan-2023
Ask for/Gofynner am Alison Dean
Direct Dial/Rhif Union 01352 703331

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Management Procedure)
(Wales) Order 2012;
Environmental Impact Assessment (England & Wales) Regulations 1999 (as Amended)

PLANNING APPLICATION CONSULTATION - Ref No: FUL/000725/22

PROPOSAL: CONSTRUCTION OF 3 NUMBER ANNEX CHALETS FOR FAMILY MEMBERS

LOCATION: Land Adj. to Glan Asaph Terrace, Rose Cottage, Mostyn, Holywell, CH8 9DX

Is a Departure from the Development Plan	N
Affects a Right of Way	N
Accompanied by an Environmental Impact Assessment	N

You can view the application, the plans and any other documents submitted with the application on the Council's website:

<https://planning.agileapplications.co.uk/flintshire> and make your comments online.
Alternatively, comments can be e-mailed to planning.consultation@flintshire.gov.uk

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 dderbynnir drwy gyfwrng y Gymraeg.



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



Mostyn Community Council
2, Ffordd Pennant
Maes Pennant
Holywell
CH8 9NU

Your Ref/Eich Cyf
Our Ref/Ein Cyf FUL/000820/22
Date/Dyddiad 10-Jan-2023
Ask for/Gofynner am Nicola Drury
Direct Dial/Rhif Union 01352 703331

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Management Procedure)
(Wales) Order 2012;
Environmental Impact Assessment (England & Wales) Regulations 1999 (as Amended)

PLANNING APPLICATION CONSULTATION - Ref No: FUL/000820/22

PROPOSAL: TO FORM A NEW DROP KERB, VEHICLE ENTRANCE AND DRIVE / PARKING AREA WITHIN THE APPLICATION BOUNDARY

LOCATION: Y GOB, A548 Rock Hill To Isglan Road, Mostyn, Holywell, CH8 9DX

Is a Departure from the Development Plan	N
Affects a Right of Way	N
Accompanied by an Environmental Impact Assessment	N

You can view the application, the plans and any other documents submitted with the application on the Council's website:

<https://planning.agileapplications.co.uk/flintshire> and make your comments online.
Alternatively, comments can be e-mailed to planning.consultation@flintshire.gov.uk

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-oddi i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.



MOSTYN COMMUNITY COUNCIL QUARTER 1 BANK RECONCILIATION

1 October 2022 - 31 December 2022

PRESENTED TO MEMBERS OF MOSTYN COMMUNITY COUNCIL

BALANCE BROUGHT FORWARD END

£44,338.77

Income to date (receipts)

£33,391.67

Expenditure to date (payments)

£22,202.67

Accounts:

Unpresented Cheques

Patrick Heesom

101751 (now re-issued)

£150.00

£55,527.77

BANK

Current
Deposit

£10,000.00

£45,677.77

£55,677.77

Signed Chair
Signed Clerk

Chair Councillor Dave Seddon
Mrs Collette Lowry

Cyngor Cymuned Mostyn Mostyn Community Council



PUBLIC PARTICIPATION POLICY

Section 48 of the 2021 Local Government and Elections (Wales) Act makes provision for public participation at full community council meetings or those part of meetings which are open to the public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion.

The Community Council encourages public participation at its meetings. To ensure that everyone gets an opportunity to talk, we have introduced guidance on how you can best have your say and make the most of your time when you speak. As the public section of the agenda must be restricted to allow other business the public participation section is restricted to ten minutes.

Should there be several members of the public all wishing to speak, each speaker will be required to keep their "speeches" to a three minute maximum. This is to ensure everyone gets a fair share of the available time, or if there is only one speaker you will be able to speak for up to ten minutes.

Generally

- The speaker should be over 16 and a resident of the Mostyn community. The Clerk will check the name and address in the electoral register to confirm this is the case before accepting the request (or in the case of a speaker under 18 the address of the parents). Non residents may only speak if invited to do so.
- To make the best use of your time, please be brief and to the point. You may find it helpful to rehearse what you have to say to ensure that everything is included. You will not be allowed to over-run your time.
- You may find that if there are significant numbers of objectors / supporters that it would be better to appoint one person to speak for you all.
- Written submissions, photographs or display material will not be accepted at the meeting but may be sent to the Clerk at least 5 days before the meeting, so they can be copied and given to the Councillors.

Approved by Full Council – Date:

Minute Number:

Chairman's Signature

- Please avoid derogatory or defamatory statements. If the Chairman feels that this is the case, you may be asked to stop speaking. The Council does not tolerate inflammatory or abusive behaviour towards its councillors, staff or members of the community.
- Owing to the short time that you have to put your views across, it may not be appropriate to bring plans or elaborate visual aids to illustrate your points.

Procedures at the meeting

- Most meetings of the Community Council take place in Mostyn Community Centre. Please check with the Clerk before the meeting in case there has been any change. If you want to speak, please arrive at least 15 minutes before the meeting and introduce yourself to the Clerk. Remote attendance and presentation is also an option.
- You will be asked to sit in the public area.
- The Chairman will announce that Public Participation has commenced and if you wish to speak, invite you to do so.
- If you are speaking on an issue for which there are other speakers who hold differing views. Objector(s) will be invited to speak first, followed by the supporter(s).
- You will be invited to speak for up to three minutes. The time limit will be strictly enforced, and the Chairman will notify you when you have 30 seconds left. Please have the respect and courtesy you would wish for yourself when others present their thoughts.
- After you have finished speaking, you may be asked questions by the Councillors to clarify issues that have arisen.
- After Public Participation section of the Agenda, the Community Council will continue with items as listed in the Agenda. You are welcome to sit and listen to the debate and other workings of the Council but will not be able to take part in further discussion.
- If the item you have raised is not on the agenda, Members will not be able to debate or vote on the item. This is proper Council procedure.
- The Chairman has responsibility for the smooth running of the meeting. His/her decision on procedural matters is final.
- Please note that the Council will generally not comment on planning matters until a formal application to the County Council has been made.

To contact the Clerk call 07715271032 or email mostynclerk@hotmail.co.uk

Approved by Full Council – Date:

Minute Number:

Chairman's Signature

Cyngor Cymuned Mostyn Mostyn Community Council



Model publication Scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information:

Approved by full Council – Date:
Minute Number
Chairman's Signature:

Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Approved by full Council – Date:

2

Minute Number

Chairman's Signature:

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Mostyn Community Council – Information Publication & Accessibility
 Website: <http://mostyn-council.wales>

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Information about us, structures, locations and contacts</p> <p>Current information only</p>	hard copy or website	
<p>Who's who on the Council and its Committees:</p> <p>list of Council's members, party affiliation (if any), office held and, if relevant, the ward each member represents</p>	hard copy <i>and</i> website	
<p>A telephone number and generic email address as well as postal address. Where possible, provide the contact details for Clerk and Council members (including co-opted members), with telephone number, and email address</p>	hard copy, website & notice board Clerk Collette Lowry 2 Ffordd Pennant, Mostyn, Flintshire, CH8 9NU 07715271032 mostynclerk@hotmail.co.uk	
<p>Location of main Council office and accessibility details</p>	Appointment only To meet at Mostyn Community Centre	
<p>Staffing structure</p>	1 employee	
<p>Gender Pay Gap Reporting in line with the Government's guidance on the gender pay gap reporting (if applicable)</p>		
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p>	hard copy or website	

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Provide this information for the current and previous financial year.		
Annual audited accounts	hard copy <i>and</i> website	
Finalised budget	Email or hard copy	
Precept	Email or hard copy	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Website, email or hard copy	
Grants given and received	Website (minutes), email or hard copy	
List of current contracts awarded and value of contract	On request to the clerk	
Members' allowances and expenses	Website	
Statement of payments made to all elected members	Website	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>As a minimum, provide this information for the current and previous year</p>	hard copy or website	
Community Plan	TBC	
Annual Report	On website	
Local charters drawn up in accordance with WG and Welsh Local Government Association (WLGA) guidelines	TBC	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	TBC	
<p>Class 4 – How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>As a minimum, provide this information for the current and previous council year</p>	hard copy or website - minutes	

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Timetable, agenda and minutes of meetings, including Council and any committee/sub-committee meetings and community meetings, unless an exemption applies to the information or parts of it. In so far as reasonably practicable, we also publish documents referred to at those meetings	hard copy, website & noticeboard	
Reports presented to Council meetings, unless an exemption applies to the information or parts of it	Available via Clerk 3 clear days before meeting or at meeting	
Responses to consultation papers	Refer to minutes or clerk	
Responses to planning applications	Refer to minutes or clerk	
Bye-laws	None	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	hard copy, website or email	
Policies and procedures for the conduct of Council business, eg: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements • 	Hard copy, website or email	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policies • Health and safety policy • Recruitment policies and current vacancies, including opportunities for becoming a co-opted member • Policies and procedures for handling requests for information • Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme 	TBC	
Information security policy	TBC	

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Records management policies, including records retention, destruction and archive	Minutes kept forever Finance details 7 years Other documents kept in accordance with data protection guidance.	
Data protection policy (including data sharing and CCTV usage) and privacy notice	Registered under the Data Protection Act	
Welsh Language standards, ie details of how we comply with the requirements of the Welsh Language Act 1993 and/or the Welsh Language Measure (Wales) 2011	TBC	
Class 6 – Lists and Registers Currently maintained lists and registers only	hard copy or website; (some information may only be available by inspection)	
Any publicly available register or list, in most circumstances existing access provisions will suffice		
Assets register	Email or hard copy	
Disclosure log detailing responses to previous FOI and EIR requests		
Register of members' interests	hard copy <i>and</i> website	
Register of gifts and hospitality	Refer to clerk	
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	hard copy or website; (some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Refer to clerk	
Seating, litter bins, clocks, memorials and lighting	Refer to clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
	N/A	

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Services for which we are entitled to recover a fee, together with those fees (eg burial fees)		
Additional Information		
Any additional information published proactively that is not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

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MOSTYN COMMUNITY COUNCIL BUDGET 2022/2023										
1 April 2022 - 31 March 2023	Previous budget 21/22	Actual 21/22	Confirmed Budget 2022/2023	projected January	projected February	projected March	TOTAL	Proposed budget 23/24	Explanations of overspend	23/24 notes
COST CENTRES										
INCOME										
Interest							121	120		
Precept							30010	34000		
VAT refund							2551	1000		
Other							750	0		
Total Income	32000	36031	32010				33432	35120		
Clerk Salary and Taxable WFH	9,900	6787	9,900	628.80	628.80	828.80	7,482.00	10,432.00		
PAYE Prev categorised with Salary)	0	571	0	124.60	124.60	124.60	1,871.00	1,570.00		
Home Office Allowance	900	0	960	26.00	26.00	26.00	312.00	312.00		Non taxable home office allowance Pension offered (opted out) is not correct pension fund listed in contract, would amount to £2750 annually if opted in.
Pension (employees and employers contribution)	400	500	400	0.00	0.00	0.00	0.00	0.00		
Misc Office costs	0	0	0	0.00	0.00	0.00	630.83	200.00		
Bank Charges	0	15	60	5.00	5.00	5.00	60.40	60.00		
Website / ICT	450	256	550	0.00	0.00	0.00	495.09	2,000.00		Approx £1500 compliant website development + £500 ring fence for new equipment, £250 website hosting & £135 licence
Insurance	550	691	700	0.00	0.00	0.00	865.92	960.00		
Utilities - Electricity	1200	1115	1,140	170.00	170.00	170.00	3,325.92	4,000.00		Electric costs not budgeted accurately, currently on a government discount scheme
Community street lighting renewal/capital costs	4000	3180	4,000	0.00	0.00	7,800.00	7,800.00	2,000.00		Costs should come down again when lighting upgrade is complete
Community street lighting maintenance	3500	8457	3,000	0.00	0.00	0.00	168.00	2,385.00		Contingency of £2,000 allowed - to be carried over into reserves account if unused
Community Centre Hall Hire	150	0	150	0.00	0.00	0.00	200.00	250.00		£25 per column inspection
Chair's Allowance	400	400	400	0.00	0.00	0.00	400.00	400.00		
Members Annual Allowance / Determinations	1650	150	1,650	0.00	0.00	0.00	1,106.25	2,288.00		New IRPW guidance
Training and Expenses	200	110	250	24.00	0.00	0.00	78.00	400.00		
Financial Audit Fees	500	227	500	0.00	0.00	0.00	270.00	325.00		
One Voice Wales Membership	250	0	250	0.00	0.00	0.00	301.00	250.00		
SLOC Membership	100	185	100	0.00	0.00	0.00	134.00	135.00		
Information Commissioner	0	0	0	0.00	0.00	0.00	35.00	35.00		
Financial Assistance	4000	3700	4000	0.00	0.00	0.00	3,967.88	4,000.00		
Mostyn Sports Hub	1500	0	0	0.00	0.00	0.00	0.00	1,500.00		

Play Area Equipment	3000	0	0	0.00	5,000.00	9,600.00	10,000.00	21/22 also invoiced in 22/23	use £5,000 from reserves and ring fence for skatepark (4 year period), approx £20,000 suggested donation towards £60,000
Election Expenses	0	0	0	0.00	0.00	388.00	1,000.00		Any unused sums to be ringfenced for 2027 election
Summer Playscheme	2260	1429	1500	0.00	0.00	1,540.00	2,000.00		Incorporating community hall hire?
Defibrillator costs	1700	1735	0	0.00	200.00	660.00	100.00		
Environmental	0	825	0	0.00	400.00	871.54	1,000.00	Bin purchase for shops?	
Other	500	770	500	2,000.00	100.00	2,532.98	1,000.00	Christmas column installation	
Christmas	0						660.00		£375 contract & 2 x trees
Remembrance	0						20.00		
Community Projects	0						1,000.00		Events/community engagement
TOTAL	37100	31106	30,010	2,978.40	954.40	£46,085.81	60,262.00		

Balances End Dec 2022: £55,678.00
 Projected expenditure end March £22,437.00
 Projected Balances to carry over £33,241.00
 Ideal balances/reserves no more than £30,010

Balances had been earmarked in previous years for LED upgrade

Forecasted expenditure £50,262.00
 Suggested precept £34,000.00
 Plus additional forecasted income £1,120.00
 Balances brought forward £33,241.00
 Predicted end balances 23/24 (less ringfenced) £18,099.00 plus £6500 earmarked reserves (skate park, IT equipment, election)

22/23 Precept Proposed 23/24 £34,000.00
 £30,010.00 precept
 Base precept
 £710.48 23/24 £716.22
 Current Band D £42.78 23/24 Band D £47.47
 Increase/decreas £4.69
 Percentage 11%

Forecasted 24/25
 Expenditure 47,500
 Balances 17099
 Forecasted income 2500
 Precept 40,000
 End balances 12,099 plus £13,000 earmarked reserves (skate park, IT equipment, election)

Forecasted 25/26
 Expenditure 48000
 Balances 12099
 Forecasted income 2000
 Precept 43000
 End balances 9099 plus £19500 earmarked reserves (skate park, IT equipment, election)

Aim for skate park works to begin (Mostyn CC anticipated spend of £20,000 - £15,000 from reserves/£5,000 from grants)

Forecasted 26/27
 Expenditure 44000 (no more reserve for skate park)
 Balances 9099
 Forecasted income 2000
 Precept 43000 stand still precept (excluding inflation)
 End balances 10099