

# 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](mailto:mostynclerk@hotmail.co.uk) for further guidance.**

**Dear Councillor / Annwyl Gynghorydd**

You are summoned to the hybrid Annual Meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 15<sup>th</sup> May 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 15th May 2023/ 15ed Mai 2023**

### **1. ELECTION OF CHAIR – MUNICIPAL YEAR 2023/24**

- a) Retiring Chair to request nominations for Election of Chairperson for 2023/2024.
- b) Signing of declaration of office.
- c) Chair to receive sealed envelope of contingency access information (Financial Regulations 6.11)

### **2. TO RECORD ATTENDANCE:**

### **3. APOLOGIES FOR ABSENCE:**

- a) To receive and accept any apologies from members prior to the meeting.
- b) To record any remaining members not present.

**4. DECLARATIONS OF INTEREST:**

To receive any declarations made by Members in accordance with Council's Code of Conduct.

**5. RETIRING CHAIR'S CLOSING REMARKS:**

**6. CHAIR'S REMARKS:**

**7. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2023/24:**

- a) Election of Vice Chair 2023/2024
- b) Signing of declaration of office.

**8. ATTENDANCE REPORT 2022/23:**

Members to receive report of attendance for the year 2022/2023.

Attendance	Actual	Possible	%
Councillor			
Cllr Sarah Calvert	7	12	58%
Cllr David Seddon	13	13	100%
Cllr Pamela Banks	12	12	100%
Cllr Patrick Heesom	12	13	92%
Cllr James Jackson	8	10	80%
Cllr Allison Gladwin	2	3	67%
Cllr Kristina Howells	8	10	80%
Cllr Hayley Jones	7	10	70%
Cllr Ray Knight	9	10	90%
Cllr Mike Lewis-Jones	13	13	100%
Cllr Sharon Harris	5	9	56%
Cllr Meg Stephens	5	5	100%

**9. RECORD OF INTERESTS FOR THE YEAR 2022/23:**

<u>Register of Members Interests 2022-2023</u>					
Name	Date of Meeting	Agenda Item no	Agenda Item	Purpose of Agenda Item	Nature of Interest
Cllr Pamela Banks	09/06/2022	4	Co-option applications	Co-option	Personal
Cllr Pamela Banks	18/07/2022	6	Planning	Lime Bank	Personal
Cllr Pamela Banks	26/09/2022	6c	Planning	Lime Bank	Personal
Cllr Ray Knight	21/11/2022	17a	Community Councillor Reports	Fire in Rhewl	Personal
Cllr David Seddon	16/01/2023	12	Financial Assistance	Estuary Cars	Personal

**10. COMMITTEES & OUTSIDE BODIES:**

To review and receive nominations to serve on committees and outside bodies and arrangements for reporting back.

22/23 list attached for reference:

- a) **Police & CA/ALM meetings** – Cllr David Seddon

- b) **West Flintshire Town & Community Councils Working Group** – Cllr David Seddon
- c) **Minor Authority School Governors:** Cllr David Seddon (to remain in post)

**11. RENEWAL OF DELEGATION OF FUNCTIONAL POWER TO THE CLERK:**

As per Model Standing Orders 21(f): Clerk to act in respect of urgent business arising between meetings of the council, (in consultation with the Chair/Vice-Chair).  
Also members to refer to document attached (Scheme of Delegation).

**Members to consider and approve.**

**12. TO REVIEW & ADOPT CODE OF CONDUCT & FINANCIAL REGULATIONS:**

(see attached documents) Approved copies to be uploaded onto the council website.  
**Council to approve/amend as appropriate.**

Nb. Reviewed Model Standing Orders to follow in due course (pending release from One Voice Wales).

**13. REPORTS & POLICIES FOR REVIEW / IMPLEMENTATION SCHEDULE:**

<b>For review</b>	
Risk Assessment	Feb-24
Biodiversity Report	Jan-26
Model Publication Scheme	Feb-25
Public Participation Policy	Jan-25
Policy on Unacceptable Behaviour	Jul-23
Annual Report	Nov-23
Training Policy	Oct-23
<b>To implement:</b>	
Document Retention Policy	Jun-23
Financial Assistance Policy	Sep-23
Financial Reserves Policy	Oct-23
Website Accessibility Policy	Mar-25
Local Resolution Procedure	Jul-23

**14. AUTHORITY FOR SIGNING ORDERS FOR PAYMENT:**

- a) 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 &/or the clerk. Current authorised member signatories are:  
Councillors David Seddon and James Jackson (in progress).
- b) To pre-authorise variable recurrent payments by BACS/Direct Debit as per 5.6 of Financial Regulations:
  - 1) Salaries
  - 2) PAYE/NI
  - 3) Streetlighting (Direct Debit)
  - 4) ICO (Direct Debit)
  - 5) Bank Charges (DR)
  - 6) Office 365
  - 7) Device Security
  - 8) Website domain

**15. INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT & DETERMINATIONS 2023/24:**

**Members to discuss and resolve payment options for the following.** For detailed information refer to the Independent Remuneration Panel for Wales: annual report 2023 to 2024 (pages 10-12) and annual report 2023-2024 for unchanged determinations (attached with agenda).

Councillors can turn down all or part of any payment that they are entitled to but they must do so by writing to the clerk of the council.

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

<b>Type of payment</b>	<b>Requirement</b>	<b>Town Council action</b>
Extra costs payment	£156 Mandatory for all members	Members to decline in writing if not claiming/members to resolve how unclaimed funds should be allocated/decision to reclaim should a member vacate position
Consumables reimbursement	£52 per year per member OR full reimbursement claim	Policy decision required/decision to reclaim should a member vacate position
Senior role	Optional up to 3 members	Policy decision required
Mayor or Chair	Optional up to a maximum of £1,500	Policy decision required/sum to agree
Deputy Mayor or Deputy Chair	Optional up to a maximum of £500	Policy decision required/sum to agree
Attendance Allowance	Optional	Policy decision required
Financial loss	Optional	Policy decision required
Travel & Subsistence	Optional	Policy decision required
Cost of Care or Personal Assistance	Mandatory	No resolution required (mandatory)

## 16. ASSET LIST:

ASSET	CUSTODIAN	VALUATION
Chairman's Chain of Office	Mostyn Community Council (MCC)	£7,000.00
	Location: Chairman's home	
Notice Board (Indoor)	MCC	£50.00
	Location: Mostyn Community Centre	
Outdoor Notice Board	MCC	£463.00
	Location: Rhewl	
Bench	MCC	£500.00
	Location:	
	Hafod Y Ddol	
Community Shield's	MCC	£565.14
	(with Cllr Seddon)	
Community Street Lighting	MCC	£17,535.00
	Location: Mostyn & Rhewl	
Flower boxes	MCC	£600.00
	2015	
	Location: Mostyn	
Planter	Hafod y Ddol	£687.00
Planter	Donated from Les Jones opposite Abakhan)	£1.00
Planter	Donated from Les Jones (Lletty Hill)	£1.00
Bench (donation from Warwick International)	MCC 2016	£1.00
	The Cob	
Salt Bins	Rock Hill	£819.00
	Downing Road	
	Penrho Estate Near N0 32	
	Mostyn shops	
	Mostyn Community Centre	
	Isglan Road, Nr. Mertyn Hall	
	The Quays, Mostyn (off A548)	
Dog waste bag dispensers	Penrho Estate (Top)	£158.00
	Glan y Don Playing Fields	£158.00
	Wirral View, Rhewl	£158.00
	Rhewl Cemetery	£158.00
	Mostyn shops	£158.00
	2 (awaiting installation)	£316.00
	(stored with Mega Electrical)	
Christmas tree lights	Mostyn	£125.00
Christmas tree lights	Rhewl	£26.40
Zoll Defibrillator	Front Entrance outside Mostyn Community Centre	£1,349.00
Zoll Defibrillator	Grass verge free standing pole near 1 Bryn Tirion CH8 9QW	£1,293.20
Defibrillator	Lloyd's Crescent Tre-Mostyn	£1.00
Defibrillator Cabinet	Lloyd's Crescent Tre-Mostyn	£377.00
Dell Screen/mouse/keyboard	Clerk's home and registered office	£65.84
Xerox printer/copier/scanner	Clerk's home and registered office	£132.44
Shredder machine	Clerk's home and registered office	£30.00
HP Pavilion Laptop Computer	Clerk's home and registered office	£436.09
<b>TOTAL</b>		<b>£33,164.11</b>

**Members to approve as accurate.**

**17. MEETING DATES 2023/4:**

MONDAY 19 JUNE 2023  
MONDAY 17 JULY 2023  
(AUGUST RECESS)  
MONDAY 18 SEPTEMBER 2023  
MONDAY 16 OCTOBER 2023  
MONDAY 20 NOVEMBER 2023  
(NO MEETING IN DECEMBER)  
MONDAY 16 JANUARY 2024  
MONDAY 19 FEBRUARY 2024  
MONDAY 18 MARCH 2024  
MONDAY 15 APRIL 2024  
MONDAY 20 MAY 2024

**Members to approve before publication on the website.**

**18. MINUTES & MEETINGS:**

- a) **To approve the minutes** of the 17<sup>th</sup> April 2023 meeting .
- b) **To receive any matters arising** from those minutes.

**19. CLERK'S REPORT:**

**Communications:**

22/04/2023	Mona Offshore Wind Project	Consultation launch notice
22/04/2023	Citizen's advice Flintshire	Advisers Network Forum May 18th 2023
24/04/2023	ni.mail.distribution	HyNet Carbon Dioxide Pipeline
28/04/2023	One Voice Wales	APRIL & MAY 2023 TRAINING DATES
28/04/2023	One Voice Wales	Written Statement: Democratic Health of Community and Town Councils
30/04/2023	20s plenty.org	Invite for Mostyn Community Council to our 3rd Diolch am 20
30/04/2023	Welsh Government	Welsh Government: News
09/05/2023	Member of the public	Planning Permission

**Updates:**

- a) Quotes for business insurance: current insurer's (Gallaghers) £906.72, or Zurich options of £561.07 for 1 year or a 3 year LTA at £528.75 per annum.  
**Members to consider.**
- b) King's Coronation debrief.
- c) Casual Vacancy – there were no elector's requests for an election. The process has now moved to co-option recruitment with members requested to circulate the vacancy. The closing date for expressions of interest is May 31<sup>st</sup> at 12.00pm.

**20. PUBLIC SPEAKING:**

No requests.

**21. STREETSCENE MATTERS:**

- a) Members to report any issues.

## 22. LIGHTING:

Members to report any matters arising.

## 23. POLICE ITEMS:

Members to report any matters arising.

## 24. PLANNING:

### a) Planning Applications:

Planning Application Number	Proposal	Address
FUL/000306/23	ERECTION OF AN AGRICULTURAL MACHINERY BARN.	Llwyn Ifor Uchaf, , Llwyn Ifor Lane , Whitford , Holywell , CH8 9ES
FUL/000301/23	REPAIR, CONSERVATION AND ADAPTION OF CAEAU FARMHOUSE	CAEAU FARM, Tre Mostyn, Holywell, CH8 9AR
FUL/000389/23	DEMOLITION OF EXISTING BUILDING TO BE RE-PLACED WITH 2 NEW DETACHED 2 STOREY 3 BED DWELLINGS	FFORDD YSGUBOR, Maes Pennant Road, Mostyn, Holywell, CH8 9PZ

\* Report accurate at time of dissemination – additional applications may be presented at the meeting and duly recorded within the minutes.

### b) Planning Decisions:

None

### c) Planning Updates:

Mostyn Lodge - LBC/000818/22 - The statutory consultation period is now closed but comments will be accepted until determination of the application.  
Land adjacent to Ffordd Pennant - OUT/000496/22 - A further notification period has been opened as new or amended documents have been received.

## 25. ACCOUNTS:

### a) EXPENDITURE:

1. Record of payments made in April 2023:

01/04/2023	Running Imp	Coronation gifts/bunting	£232.67	Card	Feb 23/15	122
21/04/2023	HSBC Bank	Bank Charges	£5.00	DR		123
25/04/2023	Multiple	March Staffing costs	£779.40	BACS		124/125
10/05/2023	ICO	Data protection renewal fee	£40.00	DD		126
10/04/2023	Viking Direct Ltd	Office supplies	£75.78	Card		127
12/04/2023	Delyn Press	Event Flyers	£52.00	BACS		128
04/04/2023	Scottish Power	Street lighting	£163.64	DD		129
26/04/2023	RE Eddy Leisure	Bungee trampolines	£900.00	BACS	Feb 23/15	130
26/04/2023	Mike Lewis-Jones	Reimbursement - refreshments/land registry fee	£5.04	BACS		131
26/04/2023	VE Reed	Facepainting - Event	£100.00	BACS	Feb 23/15	132
		Total	<b>£2,353.53</b>			

2.To approve submitted accounts for payment:

Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
25/05/2023	Multiple	March Staffing costs	£808.35	BACS		133/134
21/05/2023	HSBC Bank	Bank Charges	£5.00	DR		135
08/05/2023	Donna Lewis	Event entertainment	£150.00	BACS	Feb 23-15	136
08/05/2023	KL Sheridan	Event Stage (Howl at the Moon)	£470.00	BACS	Feb 23-15	137
08/05/2023	Hillglitz	Stall refund	£10.00	BACS		138
08/05/2023	Karen Donovan	Stall refund	£10.00	BACS		139
06/05/2023	Mega Electrical	Maintenance charge	£96.00	BACS		140
05/05/2023	Club Shop Direct Ltd	Coronation plaque	£16.14	BACS	March 23-14	141
		Total	<b>£1,565.49</b>			

\*Report accurate at time of dissemination – additional payments may be presented at the meeting and duly recorded within the minutes.

**b) INCOME:**

Date	Creditor	Receipt Details	Amount
12/04/2023	Olly's Fudge	Event booking fee	10.00
14/04/2023	Lea & the Pup's Art	Event booking fee	10.00
17/04/2023	Retrospect Energy	Event booking fee	10.00
28/04/2023	Flintshire County Council	Precept (1 of 3)	11,333.34
	<b>TOTAL</b>		<b>£11,363.34</b>

**c) OTHER FINANCIAL MATTERS:**

Bank mandate for new signatory to complete.

**26. YEAR END ACCOUNTS & ANNUAL RETURN:**

- a) **Members to note** the Year End full accounts & full bank reconciliation (attached). Chair & 2<sup>nd</sup> member required to sign off as per Financial Regulations.
- b) **Chair to sign** Annual Return documents.

**27. COUNTY COUNCILLOR INFORMATION ITEMS:**

To receive County Councillor updates on any relevant County issues not otherwise covered on the agenda.

**28. TOWN COUNCILLOR INFORMATION ITEMS:**

To receive Town Councillor updates on any relevant issues not otherwise covered on the agenda. (including Councillor Howell's Coronation Garden Party report.)

**29. DURATION OF MEETING:**