

Cyngor Cymuned Mostyn Mostyn Community Council



Minutes of Full Council Hybrid Meeting of Mostyn Community Council held in Mostyn Community Centre on

20th May 2024/ 20ed Mai 2024

24-01 ELECTION OF CHAIR – MUNICIPAL YEAR 2024/25

- a) Retiring Chair to request nominations for Election of Chairperson for 2024/2025.
- b) Signing of declaration of office.
- c) Chair to receive sealed envelope of contingency access information (Financial Regulations 6.11)

IT WAS RESOLVED: that Councillor Kristina Howells become Chair of Mostyn Community Council for the year 2024/5.

The signing of the Declaration of Office was witnessed by the Clerk

Sealed & confidential contingency access information was handed to the Chair for use in the event of incapacity of the Clerk.

24-01 TO RECORD ATTENDANCE:

Members: Councillors Ray Knight, Kristina Howells, Mike Lewis-Jones, Pam Banks, Thomas Beal, Hayley Jones, James Jackson, Steven Tomlinson

Officers: Collette Lowry (Clerk & Responsible Financial Officer)

Members of public: 1

24-02 APOLOGIES FOR ABSENCE:

- a) To receive and accept any apologies from members prior to the meeting. – apologies received from current Chair, Councillor David Seddon.
- b) To record any remaining members not present.

Members accepted apologies from Councillors David Seddon and Meg Howells. Councillor Patrick Heesom was absent.

24-04 DECLARATIONS OF INTEREST:

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

There were no such declarations.

24-05 RETIRING CHAIR'S CLOSING REMARKS:

Councillor Seddon had sent apologies for his absence.

24-06 INCOMING CHAIR'S REMARKS:

Councillor Kristina Howells thanked Councillor Pamela Banks for the nomination.

24-07 ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2024/25:

- a) Election of Vice Chair 2024/2025.
- b) Signing of declaration of office.

1 – Chair's Signature

IT WAS RESOLVED: that Councillor Meg Howells become Vice Chair of Mostyn Community Council for the year 2024/5.
Councillor Howells had sent apologies for the meeting. It was resolved the Declaration of Office be signed at the next meeting.

Councillor Pamela Banks exited the meeting 19.11.

24-08 ATTENDANCE REPORT 2023/24:

Members to receive report of attendance for the year 2023/2024.

Councillor	Actual	Possible	% Attendance
Cllr David Seddon	9	10	90%
Cllr Pam Banks	9	10	90%
Cllr Patrick Heesom	11	11	100%
Cllr James Jackson	8	11	73%
Cllr Kristina Howells	10	10	100%
Cllr Hayley Jones	8	10	80%
Cllr Ray Knight	10	10	100%
Cllr Mike Lewis Jones	10	10	100%
Cllr Meg Stephens	11	11	100%
Cllr Steven Tomlinson	7	8	88%
Cllr Tom Beal	6	7	86%

Members noted the report of attendance for the year 2023/24.

24-09 RECORD OF INTERESTS FOR THE YEAR 2023/24:



Register of Members Interests 2023-2024

Name	Date of Meeting	Agenda Item no	Agenda Item	Purpose of Agenda Item	Nature of Interest
Cllr Hayley Jones	17/04/2023	11a	Lighting & Streetscene	Red Street - resurfacing	Personal
Cllr Mike Lewis Jones	17/04/2023	11a	Lighting & Streetscene	Red Street - resurfacing	Personal
Cllr Hayley Jones	19/06/2023	6(f)	Clerk's report	Red Street - resurfacing	Personal
Cllr Mike Lewis Jones	19/06/2023	6(f)	Clerk's report	Red Street - resurfacing	Personal
Cllr Pam Banks	19/06/2023	15	Co-option	Assess applicants	Personal
Cllr David Seddon	18/09/2023	14	Financial Assistance	Request from Ysgol Bryn Pennant	Personal
Cllr Patrick Heesom	18/09/2023	14	Financial Assistance	Request from Ysgol Bryn Pennant	Personal
Cllr Pamela Banks	18/09/2023	14	Financial Assistance	Request from Ysgol Bryn Pennant	Personal
Cllr Mike Lewis Jones	18/09/2023	14	Financial Assistance	Request from Ysgol Bryn Pennant	Personal
Cllr Kristina Howells	18/09/2023	14	Financial Assistance	Request from Ysgol Bryn Pennant	Personal
Cllr Mike Lewis Jones	18/09/2023	8A - additional item	Planning application	Red Street rebuild	Personal
Cllr Hayley Jones	18/09/2023	8A - additional item	Planning application	Red Street rebuild	Personal
Cllr David Seddon	15/01/2024	13	Financial Assistance	Estuary Voluntary Car Scheme	Personal
Cllr David Seddon	15/01/2024	13	Financial Assistance	Mostyn Community Centre	Personal

Members noted the record of interests for the year 2023/4.

24-10 COMMITTEES & OUTSIDE BODIES:

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

23/24 list attached for reference:

3 – Chair's Signature



- 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
- d) North & Mid Wales Association of Local Councils – Cllr Patrick Heesom

IT WAS RESOLVED: To move the Committee and Outside Bodies agenda item to the next full council due to absences.

24-11 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.

IT WAS RESOLVED: to approve the document.

24-12 TO REVIEW & ADOPT CODE OF CONDUCT, STANDING ORDERS & FINANCIAL REGULATIONS:

(see attached documents) Approved copies to be uploaded onto the council website.

Council to approve/amend as appropriate.

IT WAS RESOLVED: to approve the documents.

24-13 REPORTS & POLICIES FOR REVIEW / IMPLEMENTATION SCHEDULE:

For review	
Risk Assessment	Feb-27
Biodiversity Report	Jan-26
Model Publication Scheme	Feb-26
Public Participation Policy	Sep-26
Policy on Unacceptable Behaviour	Jul-26
Annual Report	Nov-24
Training Policy	Oct-25
Local Resolution Procedure	Oct-25
Financial Reserves policy	Nov-26
Retention of Documents Policy	Sep-26
Financial Assistance Policy	Jul-26
Data Protection Policy	Jul-24
To implement:	
Website Accessibility Policy	Mar-25
Social Media Policy	Jun-24
Hybrid Meetings Policy	Jul-24
Annual Investment Policy	Sep-24
Employer Policy	Nov-24

IT WAS RESOLVED: to approve the schedule for renewing/adopting the council policies but to also implement a Carbon footprint policy.

24-14 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: Councillors David Seddon and James Jackson



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/hosting
- 9) Easy PC Accounts monthly fees

IT WAS RESOLVED: To pre-authorise the listed variable recurrent payments by BACS/Direct Debit as per 5.6 of Financial Regulations and to retain the current signatories. (in principle – Councillor David Seddon absent).

24-15 TO CONFIRM GPOC FOR 2024/5

Town and Community Council must annually declare their eligibility to adopt General Powers of Competence (power to act without referring to specific LGA powers). Members to note Mostyn Community Council is not currently eligible for this due to Clerk not currently holding Cilca qualification.

IT WAS RESOLVED: to note the information provided.

24-16 TO AUTHORISE MEGA ELECTRICAL NW LTD TO REMAIN APPROVED CASUAL CONTRACTOR OF LIGHTING INSPECTIONS/MAINTENANCE:

Due to limited availability of County Council approved electrical contractors, members to approve the continuation of casual agreement with Mega Electrical NW Ltd. (Clerk requests suspension of Financial Regulations to obtain 3 quotes due to nature of specialist services.)

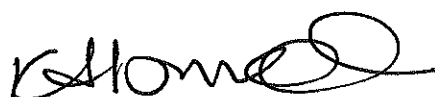
IT WAS RESOLVED: to continue with the services of Mega Electrical NW Ltd.

24-17 INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT & DETERMINATIONS 2024/25:

Members to discuss and resolve payment options for the following. For detailed information refer to the Independent Remuneration Panel for Wales: annual report 2024 to 2025 (from page 32) - attached with agenda.

Councillors can decline 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, Senior allowance and attendance are all taxable excluding expenses/donations.




Type of payment	Requirement	Town Council action
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)

IT WAS RESOLVED:

- a) For any claimed allowances to be repaid pro-rata should a member exit their post (subject to discretion).
- b) For any incoming members be offered the extra costs payment & consumables payment on a pro-rata basis.
- c) For no senior roles or Vice Chair allowances be made
- d) For the Chair to receive an allowance of £400 (subject to PAYE/NI)
- e) To award travel expenses as & when required.
- f) To not implement an attendance allowance.
- g) For those members claiming the extra costs allowance, to supply the Clerk with a written statement verifying no other working from home expenses were claimed from other sources. (payment to be made following receipt of this statement).
- h) To acknowledge the Cost of Care payment was mandatory where applicable.

24-18 ASSET LIST:

(amended due to addition of components following lighting inspection)



Asset Register Mostyn Community Council May 2024

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 (with Cllr Seddon)	£565.14
Community Street Lighting	MCC	£17,955.00
	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
Lenovo Thinkpad	Clerk's home and registered office	£605.00
HP Pavilion Laptop Computer	Clerk's home and registered office (to be decommissioned)	£436.09
TOTAL		£34,189.11

7 – Chair's Signature



Members to approve as accurate.

IT WAS RESOLVED: to approve the document save the requirement to add an additional planter in Halendy to the asst list at the value of £1.00.

Councillor Pamela Banks re-entered the meeting 19.34.

Councillor Pamela Banks exited the meeting 19.35

24-19 MEETING DATES 2024/5:

MONDAY 17 JUNE 2024
MONDAY 15 JULY 2024
(AUGUST RECESS)
MONDAY 16 SEPTEMBER 2024
MONDAY 21 OCTOBER 2024
MONDAY 18 NOVEMBER 2024
(NO MEETING IN DECEMBER)
MONDAY 20 JANUARY 2025
MONDAY 17 FEBRUARY 2025
MONDAY 17 MARCH 2025
MONDAY 21 APRIL 2025

25-26

MONDAY 19 MAY 2025

Members to approve before publication on the website.

IT WAS RESOLVED: to approve the list of scheduled meeting dates.

24-20 MINUTES & MEETINGS:

a) **To approve the minutes** of the 15th April 2024 meeting.

b) **To receive any matters arising** from those minutes.

IT WAS RESOLVED: to approve the minutes of the 15th April 2024 full council meeting as an accurate record and would be signed by the Chair of the Council.

Councillor Mike Lewis Jones reported the school were very pleased with the portrait of His Majesty, The King and sent their thanks. There were no further matters arising.

Councillor Pamela Banks re-entered the meeting 19.42.

24-21 CLERK'S REPORT:

Communications:

Email Communications		
16/04/2024	One Voice Wales	REMINDER - 2024 - APRIL, MAY & JUNE TRAINING DATES
22/04/2024	Welsh Government	Welsh Government: News
22/04/2024	NWMA	Minutes of Meeting 19th April 2024
25/04/2024	Welsh Government	Welsh Government: Consultation
25/04/2024	One Voice Wales	Education Welsh for All: Reaching the Objective
29/04/2024	Welsh Government	Welsh Government: News
08/05/2024	Welsh Government	Welsh Government: Consultation

IT WAS RESOLVED: for members to note the email communications received throughout the previous month.

8 – Chair's Signature



Updates:

The clerk informed council that:

- a) She had attended One Voice Wales network meeting for Understanding the new recycling rules for Community & Town Councils on 16th April 2024.
- b) Councillor Meg Howells had enrolled on multiple training modules via One Voice Wales.
- c) Flintshire playscheme had offered promotional banners for installation within the wards at £40.00 each.

IT WAS RESOLVED: not to purchase banners for the forthcoming year but to review in the future.

24-22 PUBLIC SPEAKING:

There were no such requests.

24-23 STREETSCENE MATTERS:

Councillor Banks informed members she had reported the disrepair of the Lime Bank road to the Highways manager. She also reported that she would contact Mostyn Estates about the collapsing wall on the Coast Road.

Members reported further fly tipping on the Cob.

A pothole near Glasfryn in Rhewl was mentioned as well as the signs for restricting heavy vehicles by Isglan.

24-24 LIGHTING:

There were no such matters.

24-25 POLICE ITEMS:

Members to report any matters arising.

Members reported off road bikes were still an issue and a loose dog out frequently from Coast Road.

Councillor Pamela Banks informed members that the local PCSO had agreed to weekend patrols by the new buildings following reports of ASB.

24-26 PLANNING:

a) Planning Applications:

Planning Application Number	Proposal	Address
COU/000248/24	CHANGE OF USE OF LAND FOR USE AS A CAR BOOT SALE ON SATURDAY AND WEDNESDAY MORNINGS	ABAKHAN FABRICS, Mostyn, Holywell, CH8 9DX

Members discussed the planning application submitted. No concerns were raised for application COU/000248/24.

IT WAS RESOLVED: for the Clerk to inform the Planning Department that the Community Council supported the application.

b) Planning Decisions:

None

c) Planning Updates:

LDC/000351/24 – Consultation of Application for a Certificate of Lawfulness for an existing use or operation or activity in Breach of a Planning Condition. (Hunters Lodge, Lime Bank Cottages, Maes Pennant, Holywell, CH8 9QB)

IT WAS RESOLVED: to await further information from Councillor Pamela Banks regarding the matter following a schedule planning committee meeting.



*Councillor Steven Tomlinson accepted the invitation to join the planning Committee.

24-27 ACCOUNTS:

a) EXPENDITURE:

1. Record of payments made in April 2024:

Apr-24						
Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
21/04/2024	HSBC	Bank Charges March 24	£5.00	DR	23/32	253
26/03/2024	Ionos Cloud Ltd	Hosting March/April 24	£7.20	CARD		254
31/03/2024	Safelincs Ltd	Defibrillator pads	£328.61	CARD		255
25/04/2024	Multiple	Staff costs (March 24)	£998.31	BACS	23/32	257,258
04/04/2024	Scottish Power	Streetlighting March 24	£358.73	DD	23/32	259
22/04/2024	MCllr M Lewis-Jones	April refreshments	£5.09	BACS		261
		Total	£1,702.94			

IT WAS RESOLVED: to note and approve the accounts paid in April 2024.

2. To approve submitted accounts for payment May 2024:

May-24						
Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
17/04/2024	Mijan Ltd	Accounting software fees 24-25	£96.00	BACS		260
26/04/2024	Ionos Cloud Ltd	Hosting April/May 24	£7.20	CARD		262
01/05/2024	Zurich Municipal Ltd	2024-25 Insurance	£537.18	BACS		263
21/05/2024	HSBC	Bank Charges 24April	£5.00	DR	23/32	264
25/04/2024	Multiple	Staff costs (April 24)	£803.08	BACS	23/32	265
04/05/2024	Scottish Power	Streetlighting April 24	£347.26	DD	23/32	266
30/04/2024	Mega Electrical Ltd	Remedial works	£1,020.00	BACS	23/112	267
30/04/2024	Mega Electrical Ltd	Faults	£504.00	BACS		268
		Total	£3,319.72			

IT WAS RESOLVED: to approve the accounts submitted for payment in May 2024.

b) INCOME:

Income - April 24			
Date	Creditor	Receipt Details	Amount
23/04/2024	HMRC	VAT reclaim	£1,057.75
30/04/2024	Flintshire County Council	Precept (1 of 3)	£12,333.34
	TOTAL		£13,391.09

IT WAS RESOLVED: to note and approve the income received in April 2024.

c) OTHER FINANCIAL MATTERS:

Time Sensitive Financial Assistance request from Llangollen Eisteddfod. (see attached letter). Members to consider.

IT WAS RESOLVED: not to award financial assistance at this time.

24-28 YEAR END ACCOUNTS & ANNUAL RETURN:

Members to approve JDH as the appointed internal auditors for 2023-2024.

IT WAS RESOLVED: to approve the internal auditors for 2023-24.



24-29 MATCH FUNDING:

Members to considered the attached letter from Aura regarding play area match funding for 2024/25. Members were requested to agree a sum and consider investment into the Maes pennant Skate park.

IT WAS RESOLVED: to request £5,000 match funding in principle with Aura, but to request public consultation prior to committing to re-development of the skate park.

24-30 PUBLIC CONSULTATION:

Reviewing the Council Tax Premium Scheme for Long Term Empty Properties and Second Homes in Flintshire.

Members to refer to attached document (provided by Flintshire County Council). For anyone wishing to take part in this consultation, a short on-line questionnaire is now available until 5pm on 8th July 2024 at www.flintshire.gov.uk/CouncilTaxPremium

Members noted the report.

24-31 COUNTY COUNCILLOR INFORMATION ITEMS:

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

Councillor Pamela banks reported that she had met with the Streetscene manager to inspect the path on Penrho, and had raised £420 for Ysgol Bryn Pennant at a recent fundraiser.

24-32 COMMUNITY COUNCILLOR INFORMATION ITEMS:

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

Councillor Kristina Howells reported there was to be a litter picking exercise on the following Sunday within the village.

Councillor Howells also informed members the bingo would be contributing their raised funds towards the repair of the Church's broken organ.

Members suggested the introduction of Community Awards.

24-33 DURATION OF MEETING:

Chair closed the meeting at 20.36.

