

# 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 use the following link or email the clerk: [clerk@mostyn-council.wales](mailto:clerk@mostyn-council.wales) for further guidance.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjE3MmNIYWEtNWFiOC00YWVmLTgxOWEtZGNkYTBlzNzRi%40thread.v2/0?context=%7b%22Tid%22%3a%225fec017c-33a8-4a7e-843d-04d2b760c2ef%22%2c%22Oid%22%3a%226fc705e4-5b29-4b49-84c5-54f78ba9aa2d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjE3MmNIYWEtNWFiOC00YWVmLTgxOWEtZGNkYTBlzNzRi%40thread.v2/0?context=%7b%22Tid%22%3a%225fec017c-33a8-4a7e-843d-04d2b760c2ef%22%2c%22Oid%22%3a%226fc705e4-5b29-4b49-84c5-54f78ba9aa2d%22%7d)

**Dear Councillor / Annwyl Gynghorydd,**

You are summoned to a Hybrid Annual Meeting & Full Council Meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 19<sup>th</sup> May 2025 at 6.00 pm. The meeting will consider the items below:

A handwritten signature in black ink, appearing to be 'CL' or similar, representing Mrs Collette Lowry.

Mrs Collette Lowry – Clerk / Clerc

## **A G E N D A**

**19th May 2025  
Annual Meeting**

### **1. ELECTION OF CHAIR – MUNICIPAL YEAR 2025/26**

- a) Retiring Chair to request nominations for Election of Chairperson for 2025/2026.
- 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 note any apologies from members.
- b) To formally approve the reason(s) for non-attendance by Councillor(s) (s85, LGA 1972).

- c) 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. INCOMING CHAIR'S REMARKS:

#### 7. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2025/26:

- a) Election of Vice Chair 2025/2026.  
b) Signing of declaration of office.

#### 8. ATTENDANCE REPORT 2024/25:

Members to receive report of attendance for the year 2024/2025.

Councillor	Actual	Possible	% Attendance
Cllr David Seddon	7	10	70%
Cllr Pam Banks	8	9	89%
Cllr Patrick Heesom	6	10	60%
Cllr James Jackson	4	8	50%
Cllr Kristina Howells	8	10	80%
Cllr Hayley Jones	7	9	78%
Cllr Ray Knight	7	9	78%
Cllr Mike Lewis Jones	8	9	89%
Cllr Meg Stephens	8	10	80%
Cllr Steven Tomlinson	9	10	90%
Cllr Tom Beal	8	9	89%

#### 9. RECORD OF INTERESTS FOR THE YEAR 2024/25:

Name	Date of Meeting	Agenda Item no	Agenda Item	Purpose of Agenda Item	Nature of Interest
Cllr Hayley Jones	16/09/2024	7	Planning	Red Street planning application	Personal
Cllr Mike Lewis Jones	16/09/2024	7	Planning	Red Street planning application	Personal
Cllr Mike Lewis Jones	21/10/2024	13	Community Endeavour Awards	To consider nominations	Personal
Cllr David Seddon	22/10/2024	13	Community Endeavour Awards	To consider nominations	Personal
Cllr Pamela Banks	23/10/2024	13	Community Endeavour Awards	To consider nominations	Personal
Cllr David Seddon	20/01/2025	12	Financial Assistance	Trustee of Community Centre	Personal
Cllr David Seddon	17/03/2025	17	Financial Assistance	Governor to school	Personal
Cllr Mike Lewis Jones	17/03/2025	17	Financial Assistance	Governor to school	Personal
Cllr Pamela Banks	17/03/2-25	17	Financial Assistance	Organiser of foodbank	Personal

#### 10. COMMITTEES & OUTSIDE BODIES:

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

24/25 list attached for reference:

- a) **West Flintshire Town & Community Councils Working Group** – Cllr David Seddon
- b) **Minor Authority School Governors**: Cllr David Seddon
- c) **North & Mid Wales Association of Local Councils** – Cllr Patrick Heesom, Cllr Kristina Howells
- d) **Planning Committee**: - Councillors Meg Howells, Patrick Heesom, Steven Tomlinson, Hayley Jones, David Seddon, Chair as ex-officio  
Terms of Reference: Committee to be advisory capacity only and to meet the Wednesday before each full council meeting (pending applications).
- e) **Environmental Representative**: Councillor Ray Knight
- f) Consideration of introduction to any new committees/working groups e.g. play areas/biodiversity.

## 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).

Members to consider and approve. (Scheme of Delegation attached)

## 12. TO REVIEW & ADOPT RISK ASSESSMENT, 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.

## 13. POLICIES FOR REVIEW / INTRODUCTION SCHEDULE:

Adopted Policies for renewal	Renewal Date	Adopted Policies for renewal	Renewal Date
Code of Conduct	May-25	Participation Policy	Apr-26
Standing Orders	May-25	Document Retention Policy	Sep-26
Financial Regulations	May-25	Social Media & Communications Policy	Oct-26
Annual Investment Policy	May-25	Financial Risk Assessment	Mar-27
Scheme of Delegation	May-25	Data Protection Policy	Mar-27
MCC Annual Report	May-25	Hybrid Meetings Policy	Apr-27
Risk Assessment	May-25	Financial Assistance Policy	Jun-27
Training Policy	Oct-25	Financial Reserves Policy	Oct-27
Biodiversity Report	Mar-26	Local Resolution Procedure	Dec-27
Publication Scheme	Apr-26		
<b>To be developed</b>			
Website Accessibility Statement			
Carbon Footprint policy			
Employment Policy			

## 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 including BACS signed on behalf of the Council by two members &/or the clerk. Current authorised member signatories are: Councillors David Seddon, Mike Lewis-Jones & Meg Howells.
- b) To pre-authorise contracted variable recurrent payments by BACS/Direct Debit/Card as per 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
  - 10) Refreshment reimbursement

#### **15. TO CONFIRM GPOC FOR 2025/6**

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.

#### **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.)

#### **17. ANNUAL INVESTMENT STRATEGY:**

Members to consider and approve attached policy.

#### **18. DEMOCRACY AND BOUNDARY COMMISSION CYMRU - DETERMINATIONS 2025/26:**

**Members to discuss and resolve payment options for the following.** For detailed information refer to the former Independent Remuneration Panel for Wales: annual report 2025 to 2026 - attached with agenda. (now abolished with functions transferred to Democracy and Boundary Commission Cymru).

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. (forms provided).

Nb: Chair's allowance, Deputy chair allowance and Senior allowance 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)

## 19. CONFIRMATION OF INSURANCE COVER:

Members to note that the Council hold Liability Insurance with Zurich Municipal for the year 2025-26 for all insurable risks. (3 year LTA)

## 20. 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
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
Planter	Donation (Halendy)	£1.00
Bench (donation from Warwick International)	MCC 2016	£1.00
	The Cob	
Salt Bins	Rock Hill	£1,019.00
	Downing Road	
	Penrth Estate Near N0 32	
	Mostyn shops	
	Mostyn Community Centre	
	Isglan Road, Nr. Mertyn Hall	
	The Quays, Mostyn off A548	
	Tre Mostyn	
Dog waste bag dispensers	Penrth 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
<b>TOTAL</b>		<b>£34,390.11</b>

Members to approve as accurate.

## 21. MEETING DATES 2025/6:

- a) Members to approve before publication on the website:

**MONDAY 19<sup>TH</sup> MAY 2025**  
**MONDAY 16 JUNE 2025**  
**MONDAY 21 JULY 2025**  
**(AUGUST RECESS)**  
**MONDAY 15 SEPTEMBER 2025**  
**MONDAY 20 OCTOBER 2025**  
**MONDAY 17 NOVEMBER 2025**

(NO MEETING IN DECEMBER)  
MONDAY 19 JANUARY 2026  
MONDAY 16 FEBRUARY 2026  
MONDAY 16 MARCH 2026  
MONDAY 20 APRIL 2026

**26-27**  
MONDAY 18 MAY 2026

**22. ANNUAL REPORT 2023-2024:**

(See attached). The 2024-2025 report will be prepared as soon as is practicable.

**23. ANNUAL RETURN/AUDIT:**

Members to approve JDH as internal auditors for 2025-2026. Internal audit is currently being prepared for submission next week, prior to submission to external auditors.

**19<sup>th</sup> May 2025 Full Council Agenda**

**24. Public Speaking:**

John Burton to present on the 'Robert Davis Memorial Trust Land' left in Trust for the benefit of Mostyn's community.

**25. Minutes & Meetings:**

- a) To approve the minutes of the 14<sup>th</sup> April 2025 full council meeting.
- b) To receive any matters arising from those minutes.

**26. Clerk's Updates, Requests and Communications:**

**Clerks report –**

- a) The co-option process for the existing councillor vacancy is now underway. Closing date for expressions of interest is 6<sup>th</sup> June 2025.
- b) The Internal Audit is now being prepared. The audit report and recommended actions will be presented at the June full council meeting.
- c) The VAT return has been submitted to HMRC.

**Email Communications:**

27/04/2025	NMWALC	Link to Welsh Government Town and Community Council review
27/04/2025	Planning Aid Wales	Can you help?
27/04/2025	One Voice Wales	One Voice Wales E-Bulletin
27/04/2025	NMWALC	Agenda - 2nd May 2025
05/05/2025	Flintshire County Council	Recent PSOW decision
05/05/2025	NMWALC	Minutes of meeting 2nd May 2025
11/05/2025	DDBC.Gov	Electoral Review Programme 2025 (ERP 2025)

\*Members are welcome to raise an agenda item regarding any topics emailed throughout the month.

**27. Planning Matters:**

**a) Applications:**

Planning Application Number	Proposal	Address
FUL/000331/25	PROPOSED SITING OF 11 HOLIDAY LODGES (STATIC CARAVANS) (INCLUDING THE RELOCATION OF 1 STATIC CARAVAN) AND 6 SHEPHERDS HUTS WITH SUBSTANTIAL INTERNAL AND EXTERNAL STRUCTURAL LANDSCAPING AND AMENITY/ATTENUATION POND	Pennant Park Golf Club, Mertyn Downing Lane, Maes Pennant, Holywell, CH8 9EP

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

\* Viewing of the applications on the Flintshire County Council website is recommended.  
<https://planning.agileapplications.co.uk/flintshire>

**b) Decisions:**

None

**c) Updates:**

A list of planning applications to be submitted to the clerk in order for a planning officer to attend June full council meeting.

**28. Accounts & Finances:**

**To approve the April 2025 accounts paid:**

Payments made April 2025						
Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:
10/04/2025	Cllr Kristina Howells	PAYE & allowance	£400.00	BACS	24/14	01,02
10/04/2025	Cllr Mike Lewis Jones	March FC meeting refreshments	£5.10	BACS	24/41	3
04/04/2025	Scottish Power	Streetlighting closing payment	£1.32	DD	24/14	4
06/04/2025	Microsoft	Annual subscription - Office 365	£0.00	CARD	24/14	5
21/04/2025	HSBC	Monthly Bank Charges	£5.00	DR	24/14	6
25/03/2025	Multiple	Staffing costs	£1,117.50	BACS	24/14	07,08
27/02/2025	One Voice Wales	Annual membership 25/6	£374.00	BACS	March meeting	364
31/03/2025	ICO	General Data Protection fee 25-26	£0.00	DD	24/14	9
26/04/2025	Ionos Cloud Ltd	Monthly hosting fees	£7.20	DD	24/14	10
		<b>Total</b>	<b>£1,910.12</b>			

Duplicate payment of £374 paid to OVW. Refunded in May.

\*Payments may have been made using email authorisation/pre-authorisation (Financial Regulations 5.6)

**To review May 2025 accounts for payment:**



Invoice date	Supplier	Item	Amount inc VAT		Minute reference	Slip ref:	
02/05/2025	Cllr Mike Lewis Jones	April FC meeting refreshments	£2.11	BACS	24/41	11	
28/03/2025	Flintshire County Council	Financial Assistance donation - play provision	£500.00	BACS	21/41	12	
30/04/2025	Earl Haig Poppy Appeal	VE Day wreath	£24.00	CHEQUE	21/179	13	
06/05/2025	Ecotricity	Streetlighting March-April 25	£599.25	DD	24/14	14	
06/04/2025	Microsoft	Annual subscription - Office 365	£134.99	CARD	24/14		Carried over from 5 April
27/04/2025	Mijan Ltd	Annual accounting portal fees	£108.00	BACS	24/14	15	
19/04/2025	Zurich Municipal	Insurance 25-26	£485.39	BACS	23-37	16	
14/04/2025	Audit Wales	External audit fees 20/21	£285.00	BACS		17	
21/05/2025	HSBC	Monthly Bank Charges	£5.00	DR	24/14	18	
25/05/2025	Multiple	Staffing costs	£1,117.50	BACS	24/14	19,20	
31/03/2025	ICO	General Data Protection fee 25-26	£47.00	DD	24/14		Carried over from 9 April
		<b>Total</b>	<b>£3,308.24</b>				

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

#### April 2025 Income:

Date	Description	Supplier / customer	Total
30/04/2025	Precept (1 of 3)	Flintshire County Council	13,882.34
			<b>13,882.34</b>

#### 29. Police matters:

- Apologies received from police for not being able to attend.
- Members to report matters arising.

#### 30. Lighting & Streetscene:

- Updates from previous meetings.
- Members to report additional matters arising.

#### 31. Environmental Matters:

- Councillor Ray Knight to report on any matters arising.

#### 32. County Councillors reports:

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

#### 33. Holywell Banking Hub:

With reference to the West Flintshire Group Meeting held on 14<sup>th</sup> April 2025, members to refer to minute WF62 (attached) regarding request for letter of support to assist campaign for a banking hub in Holywell.

#### 34. Ysgol Bryn Pennant School Leaver's Gifts:

Members to consider the ongoing tradition of purchasing small gifts for the Year 6 leaver students. For reference 2024 gifts totalled £266.00 including VAT.

**35. Community Councillors reports:**

To receive Community Councillor updates from members.

**36. Close of meeting:**

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