

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, please use the following link or email clerk@mostyn-council.wales for further guidance.

<https://teams.microsoft.com/meet/3629694594718?p=yb6HBIUMauXYIZz4WQ>

TO ALL MEMBERS OF COUNCIL:

Dear Councillor / Annwyl Gynghorydd,

You are summoned to a hybrid meeting of Mostyn Community Council to be held at Mostyn Community Centre on Monday 16th March 2026 at 6.00 pm. The meeting will consider the items below:

A handwritten signature in blue ink, appearing to be 'CL', is written above the name of the clerk.

Mrs Collette Lowry – Clerk / Clerc

A G E N D A

18th May 2026/18ed Mai 2026

Annual Meeting 6.00PM

1. ELECTION OF CHAIR – MUNICIPAL YEAR 2026/27

- a) Retiring Chair to request nominations for Election of Chairperson for 2026/2027.
- 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.
Councillor David Seddon

Mike Lewis Jones

- 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. RETIRING CHAIR’S CLOSING REMARKS:

- a) Retiring Chair to provide report of previous month’s activities.
- b) Retiring Chair to provide exit speech.

5. INCOMING CHAIR’S REMARKS:

6. DECLARATIONS OF INTEREST:

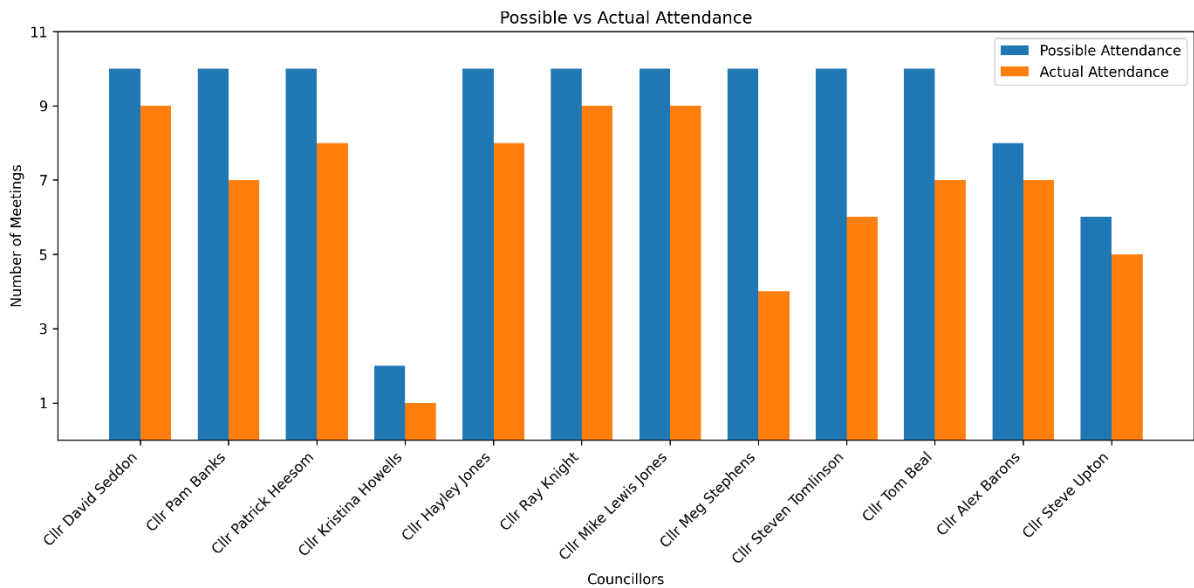
To receive any declarations made by Members in accordance with Council’s Code of Conduct.

7. ELECTION OF VICE CHAIR – MUNICIPAL YEAR 2026/27:

- a) Election of Vice Chair 2026/2027.
- b) Signing of declaration of office.

8. ATTENDANCE REPORT 2025/26:

Members to receive report of attendance for the year 2025/2026.



9. RECORD OF INTERESTS FOR THE YEAR 2025/26:

Name	Date of Meeting	Agenda Item no	Agenda Item	Purpose of Agenda Item	Nature of Interest

Cllr Meg Howells	10/20/2025	4	Member co-option	To co-opt member for Mostyn ward	personal
Cllr David Seddon	2/16/2026	12	Financial Assistance	Community requests for donations	Personal (trustee)

10. COMMITTEES & OUTSIDE BODIES:

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

2025-2026 resolutions for reference:

a) West Flintshire Town & Community Councils Working Group – Cllr David

Seddon

b) Minor Authority School Governors: Cllr David Seddon

c) LEA School Governors: Cllrs Pamela Banks & Mike Lewis-Jones.

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

~~Kristina Howells~~

e) Planning Committee: - Councillors Meg Howells, Patrick Heesom, Steven

Tomlinson, Hayley Jones, David Seddon.

Terms of Reference: Committee to be advisory capacity only and to meet the Wednesday before each full council meeting (pending applications).

f) Environmental Representative: Councillor Ray Knight

and

g) Formation of a working group for Bowling Green land development when the need arises.

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

- The Clerk, in consultation with the Chair (or Vice-Chair if the Chair is unavailable), may act on behalf of the Council in cases of urgency between meetings.
- The Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - I. The day to day administration of services, together with routine inspection and control
 - II. Day to day supervision and control of all staff employed by the Council

- III. The day to day administration and oversight for organised events and activities
- IV. Authorisation of routine expenditure with the agreed budget
- V. Emergency expenditure up to £5000 outside the agreed budget (FPRs)
- VI. Matters specifically delegated by Council or Committee

Members to consider and approve attached policy.

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.**

The Clerk also confirms to the council that currently although all audits remain unqualified, the council is still ineligible to claim GPOC status due to Cilca not being held by Clerk.

13. POLICIES FOR REVIEW/INTRODUCTION SCHEDULE 2026/27:

Annual Review at Annual Meeting	
Code of Conduct	✓
Standing Orders	✓
Financial Regulations	✓
Annual Investment Policy	✓
Scheme of Delegation	✓
Annual Report	✓
Risk Assessment	✓

Policies for renewal/implementation 26-27

Adopted Policies for renewal	Renewal Date
Participation Policy	Jun-26
Document Retention Policy	Jun-26
Social Media & Communications Policy	Jul-26
Local Resolution Procedure	Jul-26
Data Protection Policy	Sep-26
Hybrid Meetings Policy	Sep-26

Financial Assistance Policy	Oct-26
Training Policy	Oct-26
Publication Scheme	Nov-26
To be developed	
Website Accessibility Statement	
Carbon Footprint policy	
Employment Policy	

14. AUTHORITY FOR SIGNING ORDERS FOR PAYMENT:

- a) To authorise the Council's appointed bank (Lloyds) 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 formally approve contractual direct debits for services/utilities.
- c) 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) Microsoft Office 365
 - 6) Website hosting/domain renewal (Direct Debit)
 - 7) Device Security
 - 8) Meeting room hire
 - 9) Bank Charges
 - 10) Accounting fees
 - 11) Meeting Refreshment reimbursement

15. ANNUAL INVESTMENT STRATEGY:

Members to consider and approve attached policy.

16. ANNUAL RISK ASSESSMENT:

Members to consider to approve attached policy.

17. DEMOCRACY AND BOUNDARY COMMISSION CYMRU - DETERMINATIONS 2026/27:

Members to discuss and resolve payment options for the following.

For detailed information refer to the Democracy and Boundary Commission Cymru Annual Remuneration Report 2026 to 2027 - attached with agenda.

Councillors may 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.

Determination 6/2026: Payments to community and town council (CTC) members

55. CTCs can opt to pay financial loss compensation to their members, where such loss has occurred for attending approved duties. The Commission has determined to maintain the alignment with the daily rate of ASHE as follows:
- Up to £67.45 for each period not exceeding 4 hours.
 - Up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours.
56. Other than this change to the financial loss compensation, no changes are made to payments to CTC members. Remuneration is due as set out in Tables 5 and 6 below.

Table 5: Extra costs payment (per group) for all members of CTCs

Type of payment	Group 1	Group 2 and 3	Group 4 and 5
Extra costs payment	Mandatory £156 for all members	Mandatory £156 for all members	Mandatory £156 for all members
Senior role	Mandatory £500 for 1 member; optional for up to 7	Mandatory £500 for 1 member; optional up to 5	Optional up to 3 members
Mayor or chair	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500
Deputy mayor or chair	Optional up to a maximum of £500	Optional up to a maximum of £500	Optional up to a maximum of £500
Attendance allowance	Optional up to a maximum of £30	Optional up to a maximum of £30	Optional up to a maximum of £30
Financial loss	Optional	Optional	Optional
Travel and subsistence	Optional	Optional	Optional
Costs of care or personal assistance	Mandatory	Mandatory	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members

18. CONFIRMATION OF INSURANCE COVER:

Members to note that the Council hold Liability Insurance with Zurich Municipal for the year for all insurable risks although quotes are currently underway for June 2026 onwards.

19. 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	Donation (Halendy)	£1.00
Bench (donation from Warwick International)	MCC 2016	£1.00
	The Cob	
Salt Bins	Rock Hill	£1,019.00
	Downing Road	
	Penrho 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	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
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
Meeting screen/monitor	Clerk's home and registered office	£94.00
TOTAL		£33,980.18

Members to approve as accurate.

20. MEETING DATES 2026/7:

Members to approve before publication on the website:

MEETING DATES 2026-27

MONDAY 18TH MAY 2026

MONDAY 15 JUNE 2026

MONDAY 20 JULY 2026

(AUGUST RECESS)

MONDAY 21 SEPTEMBER 2026

MONDAY 19 OCTOBER 2026

MONDAY 16 NOVEMBER 2026

(NO MEETING IN DECEMBER)

MONDAY 18 JANUARY 2027

MONDAY 15 FEBRUARY 2027

MONDAY 15 MARCH 2027

MONDAY 19 APRIL 2027

27-28

MONDAY 17 MAY 2027

All full council meetings usually take place in Mostyn Community Centre at 6.00 pm. Additional special and finance meetings will additionally be called as and when necessary and will be publicly displayed as per LGA (1972)s12.

21. ANNUAL REPORT 2025-2026:

Members to review attached document before publication.

22. SECTION 137 ANNUAL REPORT 2025-2026:

Section 137 of the Local Government Act (LGA) 1972 authorises a local council to spend money (subject to the statutory limit) for the direct benefit of its area, or parts of its area, or all or some of its inhabitants.

The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was set at £11.10 per elector.

Air Ambulance - £50

Mostyn Arts & Crafts - £200

Mostyn Community Centre - £2,000

Mostyn Food Bank - £250

Ysgol Bryn Pennant (transport for swimming) - £250

Gwella additional play provision £500

A further £250 had been set aside in Ear Marked Reserves for Robert Davis Memorial Trust Fund (awaiting charity status & bank account).

Total £3500

18th May 2026 Full Council Agenda

1. MINUTES OF THE PREVIOUS MEETING:

To receive and confirm as a correct record the minutes of the previous meeting of the Council held on 20th April 2026 and to be signed by the Chairman.

2. PUBLIC SPEAKING:

None.

3. LIGHTING & STREETSCENE:

Members to report any matters arising.

4. POLICE ITEMS:

- a) Members to report any matters arising.

5. CLERK'S REPORT:

Communications:

Email Communications		
13/05/2026	Planning Inspectorate	Connah's Quay Low Carbon Power Project
13/05/2026	One Voice Wales	REMINDER - TRAINING DATES - MAY - JUNE 2026
13/05/2026	Gwella	Summer Playscheme request

Updates:

- a) Clerk has submitted VAT claim and is currently working through internal audit.
- b) Police Crime Commissioner has confirmed attendance of July meeting.

Requests:

To consider the request for the Gwella Summer Playscheme to move to the school grounds (see circulated email).

6. PLANNING:

a) Planning Applications:

Planning Application Number	Proposal	Address
FUL/000197/26	RETROSPECTIVE CHANGE OF USE OF LAND TO A TRAVELLER SITE INCLUDING THE SITING OF STATIC CARAVANS, ASSOCIATED HARDSTANDING, ACCESS ARRANGEMENTS AND ANCILLARY WORKS.	Land adj. to Limebank Cottages, Mostyn, Holywell, CH8 9QB
FUL/000090/26	ERECTION OF FOUR LODGES ON LAND OFF LLWYN-IFOR LANE, TOGETHER WITH ACCESS VIA THE EXISTING FIELD ACCESS, INTERNAL ACCESS ROAD, PARKING, REFUSE STORAGE, AND ASSOCIATED INFRASTRUCTURE INCLUDING A SEPTIC TANK	Land Adj. Llwyn Ifor Bach, Llwyn-Ifor Lane, Whitford, Holywell, CH8 9ES
FUL/000307/26	SINGLE STOREY REAR EXTENSION INCLUDING PARTIAL DEMOLITION OF EXISTING EXTENSION. NEW FIRST FLOOR EXTENSION OVER EXISTING UTILITY ROOM.	GLENHURST, Mostyn, Holywell, CH8 9DX

* 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/Amendments:

None

7. ACCOUNTS:

a) Record of payments made in April 2026:

*(Regular payments may be pre-authorized in accordance with minute reference 24/14 of the Annual Meeting)

Payments made April 2026							
Invoice date	Supplier	Item	Amount inc VAT	Form of payment	Minute reference	Slip ref:	Power
3/10/2026	Viking Direct Ltd	Office supplies for new financial year	£80.31	BACS	25/180	107	#4
3/10/2026	Viking Direct Ltd	Printer toner	£77.03	BACS	25/180	108	#92
4/14/2026	Cllr Mike Lewis Jones	March FC meeting & drop in day refreshments	£5.94	BACS	25/14	1	#4
3/23/2026	Mostyn Community Centre	Meeting room hire - Jan - March FC meetings	£60.00	BACS	25/14	3	#63
4/24/2026	Multiple	Staffing costs	£1,155.88	BACS	25/14	5,6	*** /
30/04/2026	lonos Cloud Ltd	Monthly hosting fees	£7.20	DD	25/14	9	#141
		Total	£1,386.36				

b) To approve submitted accounts for May 2026 payment:

To authorise May 2026							
Invoice date	Supplier	Item	Amount inc VAT	Form of payment	Minute reference	Slip ref:	Power
14/04/2026	Microsoft	Annual Office 365 licence	£115.20	CARD	25/14	2	#32
31/03/2026	One Voice Wales	Annual Subscription fee	£391.00	BACS	25/194d	4	#121
31/03/2026	ICO	Data protection annual fee	£47.00	DD	25/14	7	#4
17/04/2026	Mega Electrical NW Ltd	Faults and repair	£841.19	BACS	25/194b	8	#80
24/04/2026	Mijan Ltd	Easy PC Accounting annual fees	£108.00	BACS	26/14	10	#144
13/05/2026	Cllr Meg Howells/HMRC	Chairs allowance	£368.52	BACS	25/18	11	^^^
24/04/2026	Multiple	Staffing costs	£1,155.88	BACS	26/14	12,13	*** /
11/05/2026	Ecotricity	Streetlighting Oct 25-May 26	£2,387.73	DD	26/14	14	#80
Total			£5,414.52				

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

Powers to make payments:

POWER TO MAKE PAYMENTS		
Salaries	LGA 1972 s 112(2)	*** /
Chairmans allowance	LGA 1972 ss. 15(5) & 34(5)	^^^
Anything conducive to discharge of councils functions	LGA 1972 s.111	#4
Computer; purchase & maintenance of, purchase of software	LGA 1972 s.137	#32
Hire of hall or room	LGA 1972 s. 134(4)	#63
Lighting of highways, footpaths	PCA 1957 ss.3(1) & 7, HA 1980 s.301	#80
Office equipment; purchase and maintenance of	LGA 1972 s.111	#92
Subscription to LG associations (GAPTC, SLCC, NALC)	HA 1980 s.146 1)	#121
Web site; creation & running costs	1923 LGA 1948 s.133(2)	#141
a local authority shall have power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions	LGA 1972 s.111	#144

c) April 2026 income:

Date	Description	Supplier / customer	Total
30/04/2026	Precept (1 of 3)	Flintshire County Council	£14,571.67
			£14,571.67

d) Other Financial matters:

None

8. ENVIRONMENTAL MATTERS:

- Members to consider and approve the Community Council Biodiversity Report
- Environmental updates

9. COUNTY COUNCILLOR REPORTS:

10. TOWN COUNCILLOR INFORMATION ITEMS:

11. DURATION OF MEETING:

