



MOSTYN COMMUNITY COUNCIL

Minutes of the Annual Meeting and Full Council Meeting held at Mostyn Community Centre / Hybrid Meeting
on Monday 18 May 2026 at 6.00 pm

ANNUAL MEETING

26/01 ELECTION OF CHAIR - MUNICIPAL YEAR 2026/27

The retiring Chair invited nominations for Chair of the Council for the municipal year 2026/27. Members were reminded that the Chair would be required to sign the declaration of acceptance of office and receive the sealed contingency access information referred to in Financial Regulations 6.11.

Councillor Meg Howells was nominated. No further nominations were recorded. Members confirmed their support by unanimous vote.

Resolved: That Councillor Meg Howells be elected Chair of Mostyn Community Council for the municipal year 2026/27. All Members present voted in favour.

Action: The Chair to complete the declaration of acceptance of office and receive the sealed contingency access information in accordance with Financial Regulations 6.11.

26/02 TO RECORD ATTENDANCE

Attendance was recorded at the commencement of the meeting. Eight Members were present at the start of the meeting, together with the Clerk and one member of the public. The Council was quorate. Councillor Tom Beal left the meeting at 7.10 pm; quorum remained present thereafter.

Councillor / Officer	Present / Apologies	Notes
Cllr Meg Howells	Present	Elected Chair for 2026/27
Cllr Mike Lewis Jones	Present	Elected Vice Chair for 2026/27
Cllr Ray Knight	Present	
Cllr Tom Beal	Present	Left the meeting at 7.10 pm
Cllr Steve Upton	Present	
Cllr Hayley Jones	Present	
Cllr Pam Banks	Present	Declared prejudicial interest in FC06, Planning
Cllr Patrick Heesom	Present	
Cllr David Seddon	Apologies	
Cllr Steve Tomlinson	Apologies	
Cllr Alex Barons	Apologies	
Clerk, Mrs Collette Lowry	Present	
Members of public	1	

Quorum: The meeting was quorate at commencement and remained quorate throughout the business conducted.



26/03 APOLOGIES FOR ABSENCE

Apologies for absence were received and considered. The reasons for non-attendance were accepted for the purposes of section 85 of the Local Government Act 1972.

Resolved: That the apologies received from Councillors David Seddon, Steve Tomlinson and Alex Barons be accepted.

Absences: No further absences were recorded beyond those listed above.

26/04 RETIRING CHAIR'S CLOSING REMARKS

The agenda provided for the retiring Chair to report on the previous month's activities and provide closing remarks. No retiring Chair's closing remarks were recorded.

No resolution was required.

26/05 INCOMING CHAIR'S REMARKS

The incoming Chair was invited to address the Council. No incoming Chair's remarks were recorded.

No resolution was required.

26/06 DECLARATIONS OF INTEREST

Members were invited to declare any personal or prejudicial interests in accordance with the Council's Code of Conduct. Councillor Pam Banks declared a prejudicial interest in agenda item FC06, Planning, in relation to application FUL/000307/26.

Action: The declared interest to be recorded in the minutes. Councillor Pam Banks to withdraw from the room during consideration of the relevant planning application.

26/07 ELECTION OF VICE CHAIR - MUNICIPAL YEAR 2026/27

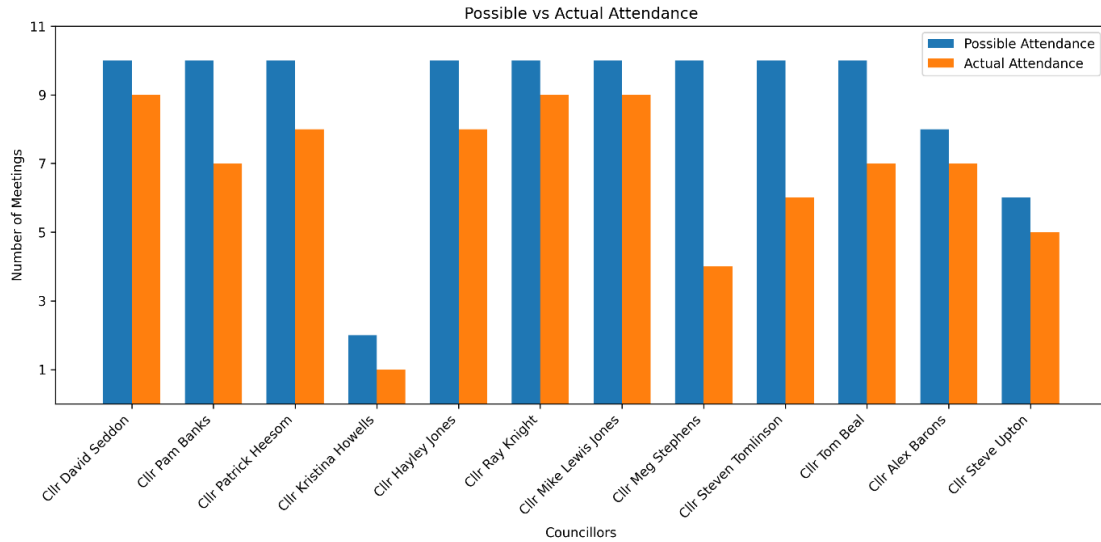
The Chair invited nominations for Vice Chair for the municipal year 2026/27. Councillor Mike Lewis Jones was nominated. No further nominations were recorded and Members indicated agreement.

Resolved: That Councillor Mike Lewis Jones be elected Vice Chair of Mostyn Community Council for the municipal year 2026/27. All Members present were in agreement.

Action: The Vice Chair to complete the declaration of acceptance of office.

26/08 ATTENDANCE REPORT 2025/26

Members received the attendance report for the 2025/26 municipal year. The agenda included a chart comparing possible and actual attendance for Members during the year. Members noted the report for the record.



No amendments to the attendance report were recorded.

26/09 RECORD OF INTERESTS FOR THE YEAR 2025/26

Members reviewed the record of interests for 2025/26 as included in the agenda. The following declarations were recorded for the year:

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)

Members noted the record of interests. No amendments were recorded.

26/10 COMMITTEES AND OUTSIDE BODIES

Members reviewed appointments to committees and outside bodies for the municipal year 2026/27 and arrangements for reporting back. The prior year appointments were considered for reference. Members agreed the appointments listed below.

Committee / Outside Body	Appointment / Note
West Flintshire Town & Community Councils Working Group	Cllr David Seddon
Minor Authority School Governor	Cllr David Seddon
LEA School Governors	Cllrs Pam Banks and Mike Lewis Jones
North & Mid Wales Association of Local Councils	Cllr Patrick Heesom; substitute Cllr Steve Upton
Planning Committee	Cllrs Meg Howells, Patrick Heesom, Steven Tomlinson, Hayley Jones, David Seddon, Alex Barons and Steve Upton. To be re-assessed at Full Council in July 2026.
Environmental Representative	Cllr Ray Knight
Working Group for Bowling Green land development	Currently paused pending further steps

Resolved: That the committee and outside body appointments for 2026/27 be approved as recorded above.

Action: Planning Committee membership to be re-assessed at the July 2026 Full Council meeting.

26/11 RENEWAL OF DELEGATION OF FUNCTIONAL POWER TO THE CLERK

Members considered the renewal of delegated authority to the Clerk. The agenda set out that 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. Members considered that the delegation supports continuity of routine services, urgent operational decision-making and effective administration between meetings.

Ref	Delegated matter
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 within the agreed budget
V	Emergency expenditure up to £5,000 outside the agreed budget in accordance with Financial Regulations
VI	Matters specifically delegated by Council or Committee

Resolved: That the delegated authority to the Clerk, in consultation with the Chair or Vice Chair if required, be renewed for urgent business between meetings and routine operational matters as set out in the policy.

26/12 TO REVIEW AND ADOPT CODE OF CONDUCT, STANDING ORDERS AND FINANCIAL REGULATIONS

Members reviewed the Council's Code of Conduct, Standing Orders and Financial Regulations. The Clerk advised that, although all audits remained unqualified, the Council was currently ineligible to claim General Power of Competence status because the Clerk did not hold CiLCA. Members noted the governance position and considered the adoption or amendment of the governance documents as appropriate.

Resolved: That the Code of Conduct, Standing Orders and Financial Regulations be reviewed and adopted or amended as agreed, and that approved copies be uploaded to the Council website.

Action: The Clerk to arrange publication of the approved governance documents on the Council website.

26/13 POLICIES FOR REVIEW / INTRODUCTION SCHEDULE 2026/27

Members considered the policy review and introduction schedule for 2026/27. The annual review items and scheduled renewals were considered as follows:

Annual Review at Annual Meeting	Status
Code of Conduct	Reviewed at Annual Meeting
Standing Orders	Reviewed at Annual Meeting
Financial Regulations	Reviewed at Annual Meeting
Annual Investment Policy	Reviewed at Annual Meeting
Scheme of Delegation	Reviewed at Annual Meeting
Annual Report	Reviewed at Annual Meeting
Risk Assessment	Reviewed at Annual Meeting
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
Policies to be developed	
Website Accessibility Statement	
Carbon Footprint Policy	
Employment Policy	

Resolved: That the policy review and introduction schedule for 2026/27 be approved.



26/14 AUTHORITY FOR SIGNING ORDERS FOR PAYMENT

Members considered the banking mandate and arrangements for signing cheques and other orders or instructions, including BACS. The current authorised Member signatories were noted as Councillors David Seddon, Mike Lewis Jones and Meg Howells. Members also considered contractual direct debits and pre-authorisation of contracted variable recurrent payments in accordance with Financial Regulations.

Contractual / recurrent payment category
Salaries
PAYE/NI
Streetlighting (Direct Debit)
ICO (Direct Debit)
Microsoft Office 365
Website hosting/domain renewal (Direct Debit)
Device Security
Meeting room hire
Bank Charges
Accounting fees
Meeting refreshment reimbursement

Resolved: That Lloyds Bank be authorised to honour cheques and other orders or instructions, including BACS, signed on behalf of the Council by two Members and/or the Clerk as required.

Resolved: That the contractual direct debits and variable recurrent payments listed above be approved in accordance with Financial Regulations.

26/15 ANNUAL INVESTMENT STRATEGY

Members considered the Annual Investment Strategy. The purpose of the strategy was to provide a formal framework for management of Council funds and balances.

Resolved: That the Annual Investment Strategy be approved.

26/16 ANNUAL RISK ASSESSMENT

Members considered the Annual Risk Assessment. The assessment was reviewed as part of the Council’s annual governance cycle.

Resolved: That the Annual Risk Assessment be approved.

26/17 DEMOCRACY AND BOUNDARY COMMISSION CYMRU - DETERMINATIONS 2026/27

Members considered the Democracy and Boundary Commission Cymru Annual Remuneration Report 2026 to 2027 and discussed Member payment options. It was noted that Councillors may decline all or part of any payment to which they are entitled by writing to the Clerk. The Chair’s allowance, Deputy Chair allowance and senior allowance were noted to be taxable, excluding expenses and donations. Members noted that the mandatory senior roles allowance was not applicable to the Council.

Determination / Payment Type	Council decision / note
Extra costs payment	Mandatory £156 for all members
Senior role	Not applicable to this Council; mandatory senior roles allowance not applicable
Mayor or Chair	Optional allowance considered; Chair to receive £400 taxable allowance
Deputy Mayor or Chair	No payment recorded
Attendance allowance	No payment recorded
Financial loss	Optional; to be considered where applicable
Travel and subsistence	To be assessed on a case by case basis
Costs of care or personal assistance	Mandatory where applicable
Office consumables	Mandatory reimbursement where applicable



Resolved: That Member payment options for 2026/27 be approved as agreed, with Members able to decline all or part of any payment in writing to the Clerk, the Chair to receive a £400 taxable allowance, and travel costs to be assessed on a case by case basis.

26/18 CONFIRMATION OF INSURANCE COVER

Members noted that the Council held liability insurance with Zurich Municipal for all insurable risks. The Clerk reported that quotes were underway for insurance cover from June 2026 onwards.

No resolution was required.

Action: The Clerk to continue obtaining insurance quotations for June 2026 onwards.

26/19 ASSET LIST

Members reviewed the asset list and considered whether it was accurate. Members identified the omission of a salt bin on The Nant and requested removal of planters due to wear and tear.

Asset	Custodian / Location	Valuation
Chairman's Chain of Office	Mostyn Community Council (MCC); Location: Chairman's home	£7,000.00
Notice Board (Indoor)	MCC; Location: Mostyn Community Centre	£50.00
Outdoor Notice Board	MCC; Location: Rhewl	£463.00
Bench	MCC; Location: Hafod Y Ddol	£500.00
Community Shield's	MCC	£565.14
Community Street Lighting	MCC; Location: Mostyn & Rhewl	£17,955.00
Flower boxes	MCC; 2015; Location: Mostyn	£600.00
Planter	Hafod y Ddol	£687.00
Planter Donation	Halendy	£1.00
Bench (donation from Warwick International)	MCC 2016; The Cob	£1.00
Salt Bins	Rock Hill; Downing Road; Penrho Estate near No. 32; Mostyn shops; Mostyn Community Centre; Isglan Road near Mertyn Hall; The Quays, Mostyn off A548; Tre Mostyn	£1,019.00
Dog waste bag dispensers	Penrho Estate (Top)	£158.00
Dog waste bag dispensers	Glan y Don Playing Fields	£158.00
Dog waste bag dispensers	Wirral View, Rhewl	£158.00
Dog waste bag dispensers	Rhewl Cemetery	£158.00
Dog waste bag dispensers	Mostyn shops	£158.00
Dog waste bag dispensers	2 awaiting installation, stored with Mega Electrical	£316.00
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

Resolved: That the asset list be approved as accurate, subject to the addition of the salt bin on The Nant and the removal of planters due to wear and tear.

Action: The Clerk to update the asset list to include the salt bin on The Nant and remove planters identified as no longer serviceable.

26/20 MEETING DATES 2026/27

Members considered the proposed meeting dates for 2026/27 before publication on the Council website.

Meeting Dates 2026-27
Monday 18 May 2026
Monday 15 June 2026
Monday 20 July 2026

Cyngor Cymuned Mostyn
Mostyn Community Council



August recess - no ordinary meeting
Monday 21 September 2026
Monday 19 October 2026
Monday 16 November 2026
December - no meeting
Monday 18 January 2027
Monday 15 February 2027
Monday 15 March 2027
Monday 19 April 2027
2027/28: Monday 17 May 2027

All Full Council meetings usually take place in Mostyn Community Centre at 6.00 pm. Additional special and finance meetings may be called as necessary and publicly displayed in accordance with the Local Government Act 1972.

Resolved: That the meeting dates for 2026/27 be approved for publication on the Council website.

Action: The Clerk to publish the approved meeting dates on the Council website.

26/21 ANNUAL REPORT 2025/26

Members reviewed the Annual Report 2025/26 before publication.

Resolved: That the Annual Report 2025/26 be approved for publication.

Action: The Clerk to arrange publication of the Annual Report 2025/26.

26/22 SECTION 137 ANNUAL REPORT 2025/26

Members received the Section 137 Annual Report 2025/26. It was noted that section 137 of the Local Government Act 1972 authorises a local council to spend money, subject to the statutory limit, for the direct benefit of its area or inhabitants. The maximum expenditure for 2025/26 was noted as £11.10 per elector.

Section 137 expenditure / allocation	Amount / note
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
Robert Davis Memorial Trust Fund	£250 set aside in Earmarked Reserves, awaiting charity status and bank account
Total	£3,500

The report was noted. No further resolution was required.

FULL COUNCIL MEETING

26/23 MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the previous meeting of the Council held on 20 April 2026. No amendments were recorded.

Resolved: That the minutes of the Full Council meeting held on 20 April 2026 be confirmed as a correct record and signed by the Chair.

26/24 PUBLIC SPEAKING

The agenda recorded that there were no public speaking items. One member of the public was present. No public representations were recorded.

7 – Chair's Signature



No resolution was required.

26/25 LIGHTING AND STREETSCENE

Members reported matters relating to lighting and streetscene. It was noted that the Wirral View lighting matter had been reported to Scottish Power. No additional streetscene resolutions were recorded.

Action: The Clerk to continue to monitor the Wirral View lighting issue and follow up as required.

26/26 POLICE ITEMS

Members raised ongoing concerns regarding off road bikers within the wards

The Police and Crime Commissioner's attendance at the July meeting was also noted under the Clerk's report.

Action: Members to continue reporting incidents of off road biking through the appropriate police channels. The matter to be raised as appropriate when the Police and Crime Commissioner attends the July meeting.

26/27 CLERK'S REPORT

Members received the Clerk's report, including communications, updates and requests circulated with the agenda.

Date	Sender	Subject / Communication
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

The Clerk reported that the VAT claim had been submitted and that internal audit work was ongoing. Members noted that the Police and Crime Commissioner had confirmed attendance at the July meeting. The Clerk further reported that the Council laptop had become faulty and was awaiting repair. Authorisation was requested to purchase a replacement if necessary, to ensure continuity of Council administration.

Resolved: That the purchase or repair costs for the Council laptop be authorised as necessary.

Members considered the request from Gwella for the Summer Playscheme to move to the school grounds. Members had no objection to the request.

Resolved: That the Council raise no objection to the Gwella Summer Playscheme moving to the school grounds.

Action: The Clerk to inform Gwella that the Council has no objections to the Summer Playscheme moving to the school grounds.

26/28 PLANNING

Planning applications received were considered as circulated. Councillor Pam Banks had declared a prejudicial interest in application FUL/000307/26 and withdrew from the room for consideration of the relevant application. Members considered each application in turn and agreed the consultation responses recorded below. No planning updates or amendments were recorded.

Planning Application Number	Proposal	Address	Council response
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 adjacent to Limebank Cottages, Mostyn, Holywell, CH8 9QB	Object
FUL/000090/26	Erection of four lodges on land off Llwyn-lfor Lane, together with access via the existing field access, internal access road, parking, refuse storage, and associated infrastructure including a septic tank.	Land adjacent to Llwyn lfor Bach, Llwyn-lfor Lane, Whitford, Holywell, CH8 9ES	Object
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	Support

**Cyngor Cymuned Mostyn
Mostyn Community Council**



Resolved: That the Council's responses to the planning applications be submitted as follows: FUL/000197/26 - Object; FUL/000090/26 - Object; FUL/000307/26 - Support.

Action: The Clerk to submit the agreed planning consultation responses to the Local Planning Authority.

26/29 ACCOUNTS

Members received the record of payments made in April 2026, considered the submitted accounts for May 2026 payment and noted income received in April 2026. It was noted that regular payments may be pre-authorised in accordance with the Annual Meeting minute on authority for signing orders for payment. No other financial matters were recorded.

Invoice date	Supplier	Item	Amount inc VAT	Form of payment	Minute reference	Slip ref	Power
03/10/2026	Viking Direct Ltd	Office supplies for new financial year	£80.31	BACS	25/180	107	#4
03/10/2026	Viking Direct Ltd	Printer toner	£77.03	BACS	25/180	108	#92
14/04/2026	Cllr Mike Lewis Jones	March FC meeting & drop in day refreshments	£5.94	BACS	25/14	1	#4
23/03/2026	Mostyn Community Centre	Meeting room hire - Jan - March FC meetings	£60.00	BACS	25/14	3	#63
24/04/2026	Multiple	Staffing costs	£1,155.88	BACS	25/14	5,6	***
30/04/2026	Ionos Cloud Ltd	Monthly hosting fees	£7.20	DD	25/14	9	#141
Total			£1,386.36				

Submitted accounts for May 2026 payment:

Invoice date	Supplier	Item	Amount inc VAT	Form	Minute ref	Slip ref	Power	Notes
14/04/2026	Microsoft	Annual Office 365 licence	£115.20	CARD	25/14	2	#32	Signed April FC
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	Signed April FC
17/04/2026	Mega Electrical NW Ltd	Faults and repair	£841.19	BACS	25/194b	8	#80	Signed April FC
24/04/2026	MiJan Ltd	Easy PC Accounting annual fees	£108.00	BACS	26/14	10	#144	
13/05/2026	Cllr Meg Howells / HMRC	Chair's 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	£2,491.14	DD	26/14	14	#80	
Total			£5,517.93					

Powers to make payments:

Payment purpose	Power	Code	
Salaries	LGA 1972 s.112(2)	***	
Chairman's allowance	LGA 1972 ss.15(5) & 34(5)	^^^	
Anything conducive to discharge of Council's functions	LGA 1972 s.111	#4	
Computer; purchase and 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 Local Government associations	HA 1980 s.146(1)	#121	
Website; creation and running costs	LGA 1948 s.133(2)	#141	
Power to do anything calculated to facilitate, conducive or incidental to discharge of functions	LGA 1972 s.111	#144	
Date	Description	Supplier / customer	Total
30/04/2026	Precept (1 of 3)	Flintshire County Council	£14,571.67
		Total	£14,571.67

Resolved: That the submitted accounts for May 2026 payment totalling £5,517.93 be approved.

The record of payments made in April 2026 totalling £1,386.36 and income received in April 2026 totalling £14,571.67 were noted.



26/30 ENVIRONMENTAL MATTERS

Members considered the Community Council Biodiversity Report and received environmental updates. Councillor Ray Knight reported work in relation to One Voice Wales biodiversity packs. Members agreed that Councillor Knight would enhance the biodiversity report before submission.

Resolved: That the Community Council Biodiversity Report be considered and enhanced by Councillor Ray Knight before submission.

Action: Councillor Ray Knight to enhance the Biodiversity Report before submission. The Clerk to support submission as required.

26/31 COUNTY COUNCILLOR REPORTS AND TOWN COUNCILLOR INFORMATION ITEMS

County Councillor reports were noted. Town Councillor information items were received and noted, including a report that a large tree had been felled in Mostyn/Rhewl woods. No decision was required.

No resolution was required.

26/32 DURATION OF MEETING

There being no further business, the Chair closed the meeting at 7.47 pm.

Meeting closed: 19.47.

DRAFT