



Our Ref/Ein Cyf

Your Ref/Eich Cyf

Date/Dyddiad

MBW/LG/TJR

21st October 2020

Dear Councillor,

YOU ARE HEREBY SUMMONED to attend the **ANNUAL GENERAL MEETING** of **BUCKLEY TOWN COUNCIL** to be held via Zoom on Tuesday next, the 27th October 2020 at 7pm.

The Agenda for the Meeting is as follows:-

1. **APOLOGIES**

To receive and approve apologies and reasons for absence.

2. **ELECTION OF MAYOR**

Members will be aware that due to the Corona Virus and the continued disruption to both normal and working life, physical meetings have been unable to take place in March, April, May and June 2020, since July 2020 Council Meetings have been held via Zoom. Councillor A Woolley has continued, since May 2020, to fulfil the role of Mayor. It is recommended to the Council that Councillor Woolley be invited to continue in the role of Town Mayor through this difficult period and until the Annual General Meeting in May 2021. Should the Council decide against the recommendation it needs to appoint Councillor V E Blondek as the Town Mayor for the period up to the Annual General Meeting in May 2021. The Clerk has written to all Members on the subject, making the same recommendation as above.

The Council is requested to receive and note the above report and to approve Councillor A Woolley to continue with the role of Town Mayor until the next Annual General Meeting due to be held in May 2021. Should the Council approve Councillor Woolley in his continued role as Town Mayor, the Mayoral Allowance (£1,500) should be paid to him for the year 2020/21.

3. **MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Should the Council approve Councillor A Woolley to continue as Town Mayor until the next Annual General Meeting due to be held in May 2021, there will be no requirement for the signing of the Mayor's Declaration of Acceptance of Office.

The Council is requested to receive and note the above report and if Councillor A Woolley is approved to continue as the Town Mayor until the next Annual General Meeting due to be held in May 2021, the Clerk will arrange for Councillor Woolley to sign a Continuation Certificate.

4. **APPOINTMENT OF DEPUTY MAYOR**

Following on from the Agenda item 2. above, the Council is recommended to confirm Councillor V E Blondek as continuing as Deputy Mayor until the next Annual General Meeting due to be held in May 2021. If, however, the Council does not approve Councillor A Woolley as the Town Mayor continuing on until the next Annual General Meeting due to be held in May 2021, the Council will be required to nominate and approve a new Deputy Mayor. This assumes that Councillor V E Blondek would be appointed as Town Mayor until the next Annual General Meeting due to be held in May 2021. The Clerk has written to all Members on the subject, making the same recommendation as above.

The Council is requested to receive and note the above report and to approve Councillor V E Blondek to continue with the role of Deputy Town Mayor until the next Annual General Meeting due to be held in May 2021. Should the Council approve Councillor V E Blondek in her continued role as Deputy Town Mayor, the Deputy Mayoral Allowance (£500) should be paid to her for the year 2020/21.

5. **APPOINTMENT OF MAYORESS AND DEPUTY MAYOR'S CONSORT**

On the assumption that the recommendations made in Agenda items 2 and 4 above are approved, there will be no requirement to appoint the Town Mayoress and Deputy Mayor's Consort, as they will continue in their respective positions.

The Council is requested to receive and note the above report.

At this point under normal circumstances the Town Council's Annual General Meeting would be Adjourned and Resumed at a later date. However, due to the circumstances the Council finds itself in, the Adjourned Meeting will immediately Resume with the Agenda Items below.

6. **DECLARATIONS OF INTEREST**

To receive and note any Declarations of Interest made by Members relating to the content of this Council Meeting Agenda.

7. **PUBLIC QUESTION TIME**

To receive written questions from the public, if any, and for the Mayor and/or relevant Chair to respond to those questions. Please note the questions and answers will be delivered without debate in accordance with Addendum 4 to the Council's Standing Orders.

8. **MINUTES**

To approve and to sign as a correct record the Minutes of the Meeting of the Town Council held on 22nd September 2020.

9. **MAYORAL AND COUNCIL ANNOUNCEMENTS**

To receive any Mayoral and Council Announcements.

10. **DESIGNATION OF STANDING COMMITTEES**

To designate the Standing Committees of the Town Council for the remainder of the Municipal Year to May 2021 and to appoint Members to serve on each Standing Committee. By convention, all Members of the Council serve on each Standing Committee. The current Standing Committees are the Finance and Economic Development Committee, the General Purposes Committee, the Highways and Leisure Committee and the Planning Committee.

The Council is requested to receive and note the above report and confirm the status quo should remain.

11. **APPOINTMENT OF STANDING COMMITTEE CHAIRS AND VICE CHAIRS**

To appoint **Chairs/Vice Chairs** of each designated Standing Committee. The Standing Committees of the Town Council and the Chairs of those Committees were for the year 2019/20, those Chairs and Vice Chairs have continued on during the Covid-19 pandemic.

Chair/Vice Chair

Finance and Economic Development -	J F Thornton/N Phillips
General Purposes -	H D Hutchinson/D Ellis
Highways & Leisure -	J S Jones/C A Ellis
Planning -	M J Peers/R B Jones

The Council is recommended to receive and note the above report and to confirm the above Members continue with their current roles until the next Annual General Meeting due to be held in May 2021.

12. **DATES OF MEETINGS**

To approve the dates of Meetings of the Town Council and its Standing Committees for the remainder of the Municipal Year 2020/21 as follows:-

24 th November 2020	23 rd March 2021
8 th December 2020	27 th April 2021
26 th January 2021	*11 th May/25 th May 2021
23 rd February 2021	
	*Annual Meeting

The Council is requested to receive and approve the above information.

13. **SUB-COMMITTEES AND REVIEW GROUPS**

It is recommended that the Membership of the Sub-Committees and Review

Groups should remain the same until the Annual General Meeting due to be held in May 2021.

See Appendix A for membership of the Sub-Committees and Review Groups prior to 26th May 2020.

The Council is requested to receive and note the above report and to approve the Clerk's recommendations.

14. AUTHORISED SIGNATORIES

To authorise three of the undermentioned office-holders, one of which must be the Town Clerk & Financial Officer to sign cheques/approve Bank Transfers and to authorise two of the undermentioned office-holders, one of which must be the Town Clerk & Financial Officer to sign other official and legal documents:-

Town Clerk and Financial Officer
Town Mayor
Deputy Town Mayor
Chair of Finance and Economic Development Committee
Chair of General Purposes Committee

15. DELEGATED POWERS TO ACT

Members are advised that there are currently no Delegated Powers to Act in force. The Delegated Powers to Act normally cover the Recess period. However, Members will recall that the Clerk in conjunction with the Mayor and Vice Chair of the Finance and Economic Development Committee, together with the Chair of the the Planning Committee (for planning matters) was given Delegated Powers to Act during the first wave of the Covid-19 pandemic. It is recommended that should a second lockdown or more severe restrictions be brought in by the Welsh Government, the Clerk should be given Delegated Powers to Act in conjunction with the above Members. The Council are advised that under legislation it is the Clerk who is given the Delegated Powers to Act.

The Council is requested to receive and note the above report and to approve the recommendations contained within it.

16. MINUTES OF COMMITTEES

To approve the Minutes of the meetings of the undermentioned Standing Committees of the Council held on 22nd September 2020.

- (i) Highways and Leisure Committee
- (ii) General Purposes Committee
- (iii) Planning Committee
- (iv) Finance and Economic Development Committee

17. SCRUTINY COMMITTEE

Members will recall that at the meeting held via Zoom on 23rd July 2020, it was resolved with regard to the above that "... the Clerk's notes be received and noted and that he be

instructed to prepare formalised terms of reference for a Scrutiny Committee to be presented to a subsequent meeting of the Council" (minute 17966 refers). Enclosed with this Agenda item are proposed terms of reference for the Scrutiny Committee together with a detailed note as indicated under the Terms of Reference 3(a).

The Council is requested to receive and note the above report and to approve the recommendation to introduce a Scrutiny Committee to the Council from 1st January 2021 or earlier if the Council so decides.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M B Wright', written over a horizontal line.

M B Wright FCPFA AFA MAAT
Town Clerk and Financial Officer

Buckley Town Council

Council Offices, Buckley, Flintshire. CH7 2JB
Telephone and Fax: 01244 544540
www.buckleytc.org.uk

Town Clerk and Financial Officer:
Martin B. Wright CPFA AFA MAAT
E mail: mbw@buckleytc.org.uk



Cyngor Tref Bwcle

Swyddfa'r Cyngor, Bwcle, Sir y Fflint. CH7 2JB
Rhif Ffôn a Ffacs: 01244 544540
www.buckleytc.org.uk

Clerc y Dref a Swyddog Cyllid:
Martin B. Wright CPFA AFA MAAT
E bost: mbw@buckleytc.org.uk

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Date/Dyddiad

MBW/LG/TJR

21st October 2020

To: All Councillors

Dear Councillor,

I enclose Agenda papers for the Annual General Meeting of the Town Council and its Standing Committees Meetings to be held via a Zoom meeting on Tuesday next 27th October 2020 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

General Purposes

Planning

Highways and Leisure

Finance and Economic Development

Yours sincerely,

Town Clerk and Financial Officer

Enc

GENERAL PURPOSES COMMITTEE
27th OCTOBER 2020

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 22nd September 2020.

**4. EVENTS ORGANISER AND TOWN CENTRE SUPPORT PROVIDER
MONTHLY REPORT**

Enclosed with this Agenda item is the monthly report presented by the Events Organiser and Town Centre Support Provider.

The Committee is requested to receive and note the enclosed report.

**5. THE ROYAL BRITISH LEGION – BUCKLEY BRANCH –
REMEMBRANCE DAY SERVICE AND PARADE –
SUNDAY 8th NOVEMBER 2020**

As at the date these Agendas were posted to Members, no information has been received from The Royal British Legion regarding the arrangements for the above.

The Committee is requested to receive and note the above report and to be advised that the Clerk will forward details to Members as soon as they are received.

6. FLINTSHIRE CITIZENS ADVICE BUREAU STATISTICS

Members will be aware that each year the Town Council funds the CAB Buckley Outreach Station, which is housed in the Council Offices (first floor). As the Citizens Advice have not been in physical attendance since 11th March 2020, the staff of the CAB have joined a national telephone platform, displayed posters and have dealt with enquiries through the above telephone platform. Members will also note that in the Payment Schedule, due to be approved in the Finance and Economic Development Committee, there is £3,900 charged by the CAB for the first half of this Financial Year.

Enclosed with this Agenda item is a covering email from the CAB outlining the actions taken in relation to the operation of the Outreach Station during 2020/21 so far, together with the Statistical Report for people dealt with at the Outreach Station when it was open from January to March 2020. During that period 18 individuals were seen 11 of whom came from Buckley. Also

enclosed is the Ward Dashboard for those people dealt with by the CAB as described in the covering email.

The Committee is requested to receive and note the above report and enclosed statistical information.

PLANNING COMMITTEE

27th OCTOBER 2020

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 22nd September 2020.

4. PLANNING APPLICATIONS

(a) The Committee is requested to consider applications for planning consent which are listed below (copies enclosed).

<u>Plan No.</u>	<u>Location and Applicant</u>	<u>Proposed Development</u>
061597	106 Church Road Ms J Watson	Alterations to convert an extension flat roof to a pitched roof.
060614	Land side of 61 Brunswick Road Mr Gary Cook	Application for approval of reserved matters following outline approval.
061618	Former Lloyds TSB Bank Plc 2 Mold Road Four Square NW Ltd	Change of use from former bank (A2) to residential development (C3) and conversion of building to six apartments.

Full details are available for perusal in the office and can be viewed by prior appointment between 9am – 1pm by contacting the Clerk – mbw@buckleytc.org.uk

(b) The following applications were dealt with in consultation with local Ward Members in view of the time limit for observations.

<u>Plan No.</u>	<u>Location, Applicant and Proposed Development</u>	<u>Observations</u>
061858	12 Wilkinson Court Mr P Iacurti Erection of single garage to side of property	No observations

5. PLANNING APPEALS

There have been no Planning Appeals notified to the Town Council by Flintshire County Council this month.

The Committee is requested to receive and note the above report.

6. PLANNING APPLICATION DECISIONS

Enclosed with this Agenda item is the monthly update of planning decisions that have been notified to this Council by Flintshire County Council.

The Committee is requested to receive and note the spreadsheet.

HIGHWAYS AND LEISURE COMMITTEE
27th OCTOBER 2020

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 22nd September 2020.

4. BUS SHELTER ON MOLD ROAD NEAR BISTRE CLOSE, BUCKLEY

Enclosed with this Agenda item are certain emails with regard to the above. The first email is dated 21st September 2020 and is from the Clerk, to Flintshire County Council. In the email the Clerk requests copies of the letter of objection to the erection of the shelter and confirmation that Flintshire County Council will still agree to the 50% match-funding of the shelter. The second email dated 21st September 2020 and is from Councillor C A Ellis to Flintshire County Council and the Clerk. In this email, Councillor Ellis argues that the need for the shelter out ways the complaints. Councillor Ellis also states that many from Bistre Close support the need as do lots on Mold Road and Southdown Estate who have nowhere to shelter in the wind and rain. The next email is dated again 21st September 2020 and is in response to the Clerk's email above. The response states that Flintshire County Council only have the scans of the objections, which they attached to the email. Unfortunately, there were no attachments to the email. Flintshire County Council also confirm that they will honour the £1,250 contribution to the shelter from Buckley Town Council. The email does however state "The ITU would not recommend going ahead with the proposed shelter due to the objections received. However, if you were to continue with the request, complaints relating to this would be forwarded to the Town Council for a response. Perhaps [Councillor C A Ellis] could meet to discuss this with the objectors before it goes ahead".

The Clerk requested the scans (see above). The scans were received via email on 19th October 2020 (see enclosed letters). Upon receipt of the objection letters, the Clerk contacted Flintshire County Council and requested copies of any letters of support for the shelter. Flintshire County Council replied that they had received no letters of support.

The Committee is requested to receive and note the above report and to decide what action it wishes to take on the matter of the bus shelter on Mold Road near Bistre Close.

5. ITEMS TABLED FOR MEMBERS' PERUSAL

The following items are tabled for Members' perusal:-

1. Play Wales Publications – Making it possible to do play sufficiency.

2. Play Wales Publications – Thinking about loose parts in school.
3. Play Wales e-bulletin – October 2020.
4. Fields in Trust – email bulletin – Green Spaces for Good.
5. Fields in Trust – email – Green Spaces for Good – Revaluing parks and green spaces in Wales.

The Committee is requested to receive and note the items tabled for perusal.

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE
27th OCTOBER 2020

AGENDA

1. APOLOGIES

To receive and approve apologies for absence.

2. DECLARATIONS OF INTEREST

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

3. MINUTES

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 22nd September 2020.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of October 2020 (copy enclosed).

5. BANK RECONCILIATION

Enclosed with this Agenda item is a copy of the Bank Reconciliation for the two Bank Accounts and two High Interest Deposit Accounts administered by this Town Council for the period ended 30th September 2020.

The Committee is requested to receive and approve the Bank Reconciliation for the period ended 30th September 2020. The Committee is also requested to acknowledge that a copy of the Bank Reconciliation was forwarded to all Members on 1st October 2020.

6. LOCAL COUNCILS IN WALES ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2020

The Annual Return has not yet been returned by BDO LLP.

The Committee is requested to receive and note the above report and to be advised that the Clerk will present the Annual Return to a subsequent meeting of this Committee following its return to the Council.

7. EXCLUSION OF THE PRESS AND PUBLIC

In view of the confidential financial/Staff procedural nature of the following Agenda items about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they be instructed to withdraw. The Committee is, therefore, requested to so resolve.

8. STAFF PERSONAL EQUIPMENT, HOME USE

9. THE STUDIO BY CLARE ALEXANDRA LIMITED