

Buckley Town Council

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SJ/LG/TJR

22nd February 2023

To: All Members

Dear Member,

Please find enclosed the Agenda papers for the Meeting of the Town Council and its Standing Committees Meetings to be held in the Council Chamber on a hybrid basis on Tuesday next 28th February 2023 commencing at 7pm.

Meetings of the Standing Committees will be held in the order below:-

Highways and Leisure

Planning

Finance and Economic Development

General Purposes

Yours sincerely,

Shaun Jones
Clerc y Dref Locwm a'r Swyddog Ariannol Cyfrifol.
Locum Town Clerk and Responsible Financial Officer.

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AGENDA

1. APOLOGIES

To receive apologies for absence.

2. DECLARATIONS OF INTEREST

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

3. 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.

4. MINUTES

To approve and to sign as a correct record the Minutes of the Meeting of the Town Council held on 24th January 2023 (pages 6980 – 6982) and the Minutes of the Meeting of the Town Council held on 31st January 2023 (pages 6992 – 6994).

5. MAYORAL AND COUNCIL ANNOUNCEMENTS

To receive any announcements.

6. MINUTES OF COMMITTEES

To approve the Minutes of meetings of the undermentioned Standing Committees of the Council held on 24th January 2023.

<u>Committee</u>	<u>Page Nos.</u>
(i) Planning	6983 – 6984
(ii) Finance and Economic Development	6985 – 6987
(iii) General Purposes	6988 – 6989
(iv) Highways and Leisure	6990 – 6991

**7. MINUTES OF THE MEETING OF THE ESTABLISHMENT
SUB-COMMITTEE HELD ON 9th FEBRUARY 2023**

Enclosed with this Agenda item are the Minutes of the meeting of the Establishment Sub-Committee held in the Council Chamber on a hybrid basis on 9th February 2023. The Committee is advised that the Establishment Sub-Committee has delegated powers to act.

Those Members who were present at the Sub-Committee meeting are requested to approve the Minutes as a correct record. The Council is requested to receive and note the content of the minutes and is also requested to acknowledge that the above Minutes relate to Staffing matters and are therefore confidential to this Council.

8. ELECTION OF THE TOWN MAYOR AND DEPUTY TOWN MAYOR

Members will recall that at the meeting of the Council held on 27th January 2009, it was resolved that the "... Town Mayor elect and the Deputy Town Mayor elect be chosen at the March meeting with the formal appointments being made at the Annual General Meeting" (minute 12640 refers).

The matter is included on the Agenda at this time in order that consideration may be given between now and the March meeting for nominations to be prepared for the post of Town Mayor elect and Deputy Town Mayor elect.

The Council is requested to receive and note the above report and to ensure that nominations are available for the posts of Town Mayor elect and Deputy Town Mayor elect for consideration at the meeting of the Council due to be held on 28th March 2023.

**9. INTERNAL FINANCIAL CONTROLS (ADDENDUM 1) TO THE
COUNCIL'S STANDING ORDERS**

Members are advised that the contents of the Internal Financial Controls Document should be reviewed on an annual basis.

The Council is recommended to approve the updated document and to advise Members to replace their existing Addendum 1 document in their Standing Orders with the revised Addendum 1.

**10. ANNUAL TREASURY MANAGEMENT AND INVESTMENT
STRATEGY (ADDENDUM 2) TO THE CURRENT STANDING
ORDERS**

Members are advised that the contents of the Annual Treasury Management and Investment Strategy Document are reviewed on an annual basis. The most recent review has now been concluded and enclosed. The Clerk advises the Council that the amendments are purely to improve the internal

administration housekeeping and reduce the need for constant revisions in relation to dates, interest rates and values.

The Council is recommended to approve the revised document and to advise Members to replace their existing Addendum 2 document in their Standing Orders with the revised Addendum 2.

11. COMMUNICATIONS TASK AND FINISH / WORKING GROUP

To confirm the initial 5 members to make up the new Communications Task and Finish / Working Group. At their first meeting draw up a terms of reference and initial action plan.

HIGHWAYS AND LEISURE COMMITTEE
28th FEBRUARY 2023

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 24th January 2023.

4. SUMMER PLAYSCHHEME 2023

Enclosed with the Agenda item is an email from the Playscheme Supervisor, Flintshire County Council advising of the costs for the Summer Playschemes 2023. Members did receive the same information circulated back in November 2022.

Members will note from the enclosed email that the standard three week Playscheme is £1,595.80 per location with an additional week costing £531.00. Replicating the provision funded last year, to provide four Playscheme locations each running for 4 weeks the total cost will be £8,507.20 (£6,383.20 for four Playscheme locations for three weeks and £2,124.00 for an additional week across all four locations). The provision of a snack pack for each child is estimated at £2.85 (£2.50 last year) giving a spend of £6,840.00 (120 snack packs x 20 sessions x £2.85).

The Approved Budget for 2023/24 carries a provision for the Summer Playschemes of £15,000 to have four Playschemes for four weeks and provide a snack pack for each child is projected to overspend by £347.20.

The Committee is requested to receive and note the above report and enclosed correspondence and approve the projected overspend of £347.20.

5. 2022/23 MATCH FUNDING ARRANGEMENT WITH AURA LEISURE

Locum Clerk to update Members on Hawkesbury Skateboard Park being identified as the nominated project.

6. ITEM TABLED FOR MEMBERS' PERUSAL

The following item is tabled for Members' perusal:-

1. Play for Wales Issue 60 Winter 2022. To view this online -
https://issuu.com/playwales/docs/play_for_wales_winter_2022?fr=sMDliOTM2NDMxNzk

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

PLANNING COMMITTEE
28th FEBRUARY 2023

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 24th January 2023.

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</u>	<u>Proposed Development</u>
FUL/000112/23	27 Manor Drive	Two storey front extension and internal alterations

To view online: [Click here](#)

FUL/000117/23	Ulubris, Tabernenacle Street	Rear single storey extension
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To view online: [Click here](#)

(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 and Proposed Development</u>	<u>Observations</u>
FUL/000811/22	14 The Windmill, Mill Lane Sub-Division of three-bedroom apartment to form two self contained units.	No observations

FUL/000056/23	96 Church Road Replacement of existing garage and porch flat roof with a new pitched HIP roof in addition to the creation of a veranda below the new roof.	No observations
FUL/000096/23	1 Chester Road Division of existing house to provide additional house and extension. Demolish existing single storey extension to the rear. Erection of front porch and associated car parking.	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.

FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE
28th FEBRUARY 2023

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 24th January 2023.

4. ACCOUNTS FOR PAYMENT

The Committee is requested to approve for payment the accounts of the Council for the month of February 2023 (copy enclosed).

5. PETTY CASH EXPENDITURE

Enclosed with this Agenda item is the Petty Cash Account as at the end of January 2023.

The Committee is requested to receive and note the Petty Cash Account Spreadsheet and to approve the spreadsheet accordingly.

6. INTERNAL AUDITOR'S STATEMENT OF INDEPENDENCE

Enclosed with this Agenda item is a letter from JDH Business Services Limited. Members will note that the letter states "We can confirm continued independence in our role as Internal Auditors for the above financial year **and you can assume this to be the case for future financial years unless we inform you otherwise in writing**". As no contra correspondence has been received, the Committee can accept the continued independence of the Internal Auditor.

The Committee is requested to receive and note the above report and to acknowledge the continued independence of the Internal Auditor.

7. REVIEW OF THE ADEQUACY OF INTERNAL AUDIT

Each Town and Community Council must, on an annual basis, review the adequacy of Internal Audit. Enclosed with this Agenda item is JDH Business Services Ltd's Internal Audit Plan 2022/23.

JDH Business Services Ltd is an accredited Internal Auditor under the auspices of the Institute of Chartered Accountants in England and Wales.

The Locum Clerk, therefore, advises the Council that the work undertaken by the Internal Auditor provides the adequacy required of the Internal Audit.

Based on the above report the Committee is requested to receive and note. It is resolved to appoint JDH Business Services Limited as the Internal Auditors for the Financial Year 2022/23.

8. REVIEW OF CURRENT ACCOUNTANCY/BOOKKEEPING SYSTEM

Recently Buckley Town Council have used the services of a firm of accountants to assist with preparation of final year accounts. Reliance on Sage as the bookkeeping system has been reviewed and it is now proposed to replace with Scribe – being tailored for Local Government. A financial proposal is included for Members review.

Resolve to licence the Scribe Accounts System.

9. FINANCIAL SERVICES COMPENSTATION SCHEME – LOCAL AUTHORITIES

To note information sheet provided and recognise Buckley Town Council is covered by this.

GENERAL PURPOSES COMMITTEE
28th FEBRUARY 2023

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 24th January 2023.

4. TOWN EVENTS ORGANISER AND TOWN CENTRE SUPPORT PROVIDER'S (CONTRACTOR) MONTHLY REPORT

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

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