

**MINUTES of a MEETING
of the
BUCKLEY TOWN COUNCIL
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th February 2023 at 7pm**

PRESENT

Councillor C Cordery (Deputy Town Mayor) – in the Chair

Cllr V E Blondek*	Cllr R B Jones	Cllr L Rathbone
Cllr D Ellis	Cllr D Mackie	Cllr D Rose
Cllr I D Howes*	Cllr C M Preece	Cllr R L Stewart
Cllr E J Hutchinson	Cllr E L Preece	Cllr A Woolley
Cllr H D Hutchinson		

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant

18662- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors A Drury (holiday), C A Ellis (family commitments), L G Fox (holiday), J S Jones (illness), M J Peers (family commitments) and I Peters (family commitments).

18663- DECLARATIONS OF INTEREST

No declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

18664- PUBLIC QUESTION TIME

The Locum Town Clerk reported that no questions had been received. It was –

Resolved – that the Locum Town Clerk's report be received and noted.

18665- MINUTES

Resolved – that the minutes of the Meeting of the Buckley Town Council held on 24th January 2023 and the minutes of the Meeting of the Buckley Town Council held on 31st January 2023, as now submitted, be approved and adopted and signed as a correct record.

18666- MAYORAL AND COUNCIL ANNOUNCEMENTS

1. The Deputy Mayor thanked the Locum Town Clerk, Mr Shaun Jones, for saying prayers before the commencement of the meeting.
2. On 5th February the Deputy Mayor had attended the Mayor of Neston Town Council's Civic Service held at St Mary and St Helen Parish Church, Neston.
3. On 12th February the Deputy Mayor had attended the 100th Birthday celebration of Eileen Bowers at Bistre Nursing Home and presented her with a bouquet of flowers and a card.
4. On 18th February the Deputy Mayor had attended the Mayor of Mold Town Council's Charity Dinner Dance and Auction held at the Beaufort Park Hotel, New Brighton.
5. On 28th February the Mayor had attended the 107th Birthday celebration of Ilyd Jones at Marleyfield Residential Home and presented her with a bouquet of flowers and a card.

18667- MINUTES OF THE PLANNING COMMITTEE

Moved by Cllr R B Jones

Seconded by Cllr D Ellis and it was –

Resolved – that the Minutes of the Meeting of the Planning Committee held on 24th January 2023, as now submitted, be approved and adopted.

18668- MINUTES OF THE FINANCE & ECONOMIC DEVELOPMENT COMMITTEE

Moved by Cllr A Woolley

Seconded by Cllr D Ellis and it was –

Resolved – that the Minutes of the Meeting of the Finance and Economic Development Committee held on 24th January 2023, as now submitted, be approved and adopted.

18669- MINUTES OF THE GENERAL PURPOSES COMMITTEE

Moved by Cllr H D Hutchinson
Seconded by Cllr D Ellis it was –

Resolved – that the Minutes of the Meeting of the General Purposes Committee held on 24th January 2023, as now submitted, be approved and adopted.

18670- MINUTES OF THE HIGHWAYS AND LEISURE COMMITTEE

Moved by Cllr D Ellis
Seconded by Cllr D Mackie and it was -

Resolved – that the Minutes of the Meeting of the Highways and Leisure Committee held on 24th January 2023, as now submitted, be approved and adopted.

18671- MINUTES OF THE MEETING OF THE ESTABLISHMENT SUB-COMMITTEE HELD ON 9th FEBRUARY 2023

Resolved – that the minutes of the Establishment Sub-Committee held on 9th February 2023 were approved as a correct record by those Members present who had attended the Sub-Committee and the minutes of the Sub-Committee were received and noted by the Council.

18672- ELECTION OF THE TOWN MAYOR AND DEPUTY TOWN MAYOR

The Council received a report from the Locum Town Clerk which reminded them that at the March meeting of the Council, the Town Mayor elect and Deputy Town Mayor elect for the forthcoming year would need to be nominated and approved. The Mayor, therefore, advised the Council that the matter was included on the Agenda in order that consideration may be given between this meeting and the March meeting for nominations to be prepared for the above posts. It was –

Resolved – that the report from the Locum Town Clerk be received and noted and that nominations should be made 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.

18673- INTERNAL FINANCIAL CONTROLS (ADDENDUM 1) TO THE COUNCIL'S STANDING ORDERS

Members were advised that the contents of the Internal Financial Controls Document (Addendum 1) were reviewed on an annual basis.

Resolved – that the Council approved the updated document and were advised to

replace their existing Addendum 1 document in their Standing Orders with the revised Addendum 1.

**18674- ANNUAL TREASURY MANAGEMENT AND INVESTMENT STRATEGY
(ADDENDUM 2) TO THE CURRENT STANDING ORDERS**

The Council was advised that the contents of the Annual Treasury Management and Investment Strategy Document were reviewed on an annual basis. The most recent review had now been concluded. The Locum Clerk advised the Council that the amendments were purely to improve the internal administration housekeeping and reduce the need for constant revisions in relation to dates, interest rates and values.

Resolved – that the Council approved the updated document and were advised to replace their existing Addendum 2 document in their Standing Orders with the revised Addendum 2.

18675 – COMMUNICATIONS TASK AND FINISH / WORKING GROUP

It was resolved to thank Cllrs Preece (EL), Rose & Blondek for agreeing to join the Communications Task and Finish / Working Group and it is expected 2 additional members will accept invitations to join, subsequent to this meeting. The first meeting of the group will draft a Terms of Reference document which will be presented for approval by Full Council ahead of detailed work getting under way.

CHAIR

**MINUTES of a MEETING
of the
HIGHWAYS AND LEISURE COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th February 2023**

PRESENT

Councillor D Ellis – in the Chair

Cllr V E Blondek*	Cllr R B Jones	Cllr L Rathbone
Cllr C Cordery	Cllr D Mackie	Cllr D Rose
Cllr I D Howes*	Cllr C M Preece	Cllr R L Stewart
Cllr E J Hutchinson	Cllr E L Preece	Cllr A Woolley
Cllr H D Hutchinson		

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant

18676- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors A Drury (holiday), C A Ellis (family commitments), L G Fox (holiday), J S Jones (illness), M J Peers (family commitments) and I Peters (family commitments)

18677- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

18678- MINUTES

Resolved - that the minutes of the Meeting of the Highways and Leisure Committee held on 24th January 2023, as now submitted, be signed by the Committee Chair.

18679- SUMMER PLAYScheme 2023

The Committee was provided with the details of the Flintshire Summer Playscheme Programme for 2023.

Resolved – that the Locum Town Clerk's report and enclosed correspondence together with the projected overspend of £347.10 be received, noted and approved.

18680- 2022/23 MATCH FUNDING ARRANGEMENT WITH AURA LEISURE

The skatepark has been selected for up to £20,000 matched funding (Aura Leisure and Buckley TC 50:50) to make improvements. Already committed spend of £8275 on installation of LED flood lighting, fence maintenance and work on some panel sections. There is also a proposal to improve on the CCTV coverage but this requires further work on how best to achieve. The share of spend of £4137.50 as agreed and remaining £5862.50 will be placed in an earmarked reserve if not drawn by the end of this financial year.

Resolved – that all Members accepted this update.

18681- ITEM TABLED FOR MEMBERS' PERUSAL

The following item was 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

Resolved – that the item tabled for Members' perusal be received and noted.

CHAIR

**MINUTES of a MEETING
of the
PLANNING COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th February 2023**

PRESENT

Councillor R B Jones - in the Chair

Cllr V E Blondek*	Cllr H D Hutchinson	Cllr L Rathbone
Cllr C Cordery	Cllr D Mackie	Cllr D Rose
Cllr D Ellis	Cllr C M Preece	Cllr R L Stewart
Cllr I D Howes*	Cllr E L Preece	Cllr A Woolley
Cllr E J Hutchinson		

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant

18682- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors A Drury (holiday), C A Ellis (family commitments), L G Fox (holiday), J S Jones (illness), M J Peers (family commitments) and I Peters (family commitments).

18683- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

18684- MINUTES

Resolved - that the Minutes of the Meeting of the Planning Committee held on 24th January 2023, as now submitted, be signed by the Committee Chair.

18685- PLANNING APPLICATIONS

Resolved - (i) that the Town Clerk be authorised to convey to Flintshire County Council the Town Council's observations, as under (listed on the Agenda 4(a)), in respect of applications for development under the provisions of the relevant Town and Country Planning and Building Regulations legislation, namely:-

<u>Plan No.</u>	<u>Location and proposed Development</u>	<u>Observations</u>
FUL/000112/23	27 Manor Drive Two storey front extension and internal alterations	No observations
FUL/000117/23	Ulubris, Tabernacle Street Rear single storey extension	No observations

(ii) With regard to Agenda item 4(b) the Committee noted 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

18686- PLANNING APPEALS

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

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

CHAIR

**MINUTES of a MEETING
of the
FINANCE AND ECONOMIC
DEVELOPMENT COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th February 2023**

PRESENT

Councillor A Woolley – in the Chair

Cllr V E Blondek*
Cllr C Cordery
Cllr D Ellis
Cllr I D Howes*
Cllr E J Hutchinson

Cllr H D Hutchinson
Cllr R B Jones
Cllr D Mackie
Cllr C M Preece

Cllr E L Preece
Cllr L Rathbone
Cllr D Rose
Cllr R L Stewart

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant

18687- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors A Drury (holiday), C A Ellis (family commitments), L G Fox (holiday), J S Jones (illness) M J Peers (family commitments) and I Peters (family commitments).

18688- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

18689- MINUTES

Resolved - that the minutes of the Meeting of the Finance and Economic Development Committee held on 24th January 2023, as now submitted, be signed by the Committee Chair.

18690- ACCOUNTS FOR PAYMENT

Resolved - (i) that the accounts numbered 12926 – 12965 (inclusive as detailed in the Schedule of Accounts Numbered 540 dated

28th February 2023 [copies of which had been distributed to all Members] and amounting in total to the sum of £52,331.72) be approved for payment and the Locum Town Clerk be authorised to make the necessary arrangements to ensure that the payments were properly actioned through the Council's Bank Current Account in accordance with the Council's Internal Financial Controls.

(ii) that the expenditure be authorised in accordance with powers contained within the relevant local government acts and as identified and described within Appendix 1 of the NALC advice 'Governance and Accountability in Local Councils in England and Wales, a Practitioners' Guide' as revised and amended.

18691- PETTY CASH EXPENDITURE

The Committee received the Petty Cash Account as at 31st January 2023.

Resolved – that the Petty Cash Account Spreadsheet as at 31st January 2023 be received, noted and approved.

18692- INTERNAL AUDITOR'S STATEMENT OF INDEPENDENCE

Enclosed with this Agenda item was a letter from JDH Business Services Limited. Members noted 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 had been received, the Committee accepted the continued independence of the Internal Auditor.

Resolved – that the Committee received and noted the above report and acknowledged the continued independence of the Internal Auditor.

18693- REVIEW OF THE ADEQUACY OF INTERNAL AUDIT

The Committee were advised that each Town and Community Council must, on an annual basis, review the adequacy of Internal Audit. Enclosed with this Agenda item was JDH Business Services Limited's Internal Audit Plan 2022/23.

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

The Locum Clerk, therefore, advised the Committee that the work undertaken by the Internal Auditor provided the adequacy required of the Internal Audit.

Resolved – that the Committee received and noted the above report and to appoint JDH Business Services Limited as the Internal Auditors for the Financial Year 2022/23.

18694- 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 had been reviewed and it was now proposed to replace with Scribe – being tailored for Local Government. A financial proposal was included for Members review.

Resolved – to licence the Scribe Accounts System.

18695- FINANCIAL SERVICES COMPENSATION SCHEME – LOCAL AUTHORITIES

Resolved - to note the information sheet provided with the Agenda and recognise Buckley Town Council is currently covered by this, as our annual budget is less than the GDP equivalent of EUR500,000.

CHAIR

**MINUTES of a MEETING
of the
GENERAL PURPOSES COMMITTEE
held in the
Council Chamber, BUCKLEY
on a hybrid basis
on
Tuesday 28th February 2023**

PRESENT

Councillor H D Hutchinson - in the Chair

Cllr V E Blondek*
Cllr C Cordery
Cllr D Ellis
Cllr I D Howes*
Cllr E J Hutchinson

Cllr R B Jones
Cllr D Mackie
Cllr C M Preece
Cllr E L Preece

Cllr L Rathbone
Cllr D Rose
Cllr R L Stewart
Cllr A Woolley

*Joined remotely

IN ATTENDANCE

Mr S Jones – Locum Town Clerk and Responsible Financial Officer
Mrs L George – Personal Assistant
Mrs T J Reece – Personal Assistant

18696- APOLOGIES

Apologies for absence and reasons were received and approved from Councillors A Drury (holiday), C A Ellis (family commitments), L G Fox (holiday), J S Jones (illness), M J Peers (family commitments) and I Peters (family commitments).

18697- DECLARATIONS OF INTEREST

No Declarations of Interest were made in relation to this Agenda. It was –

Resolved – that no Declarations of Interest were noted.

18698- MINUTES

Resolved – that the Minutes of the Meeting of the General Purposes Committee held on 24th January 2023, as now submitted, be signed by the Committee Chair.

18699- TOWN EVENTS ORGANISER AND TOWN CENTRE SUPPORT PROVIDER (CONTRACTOR) MONTHLY REPORT

The Committee received the monthly report from the Town Events Organiser and Town Centre Support Provider (the Contractor). It was –

Resolved – that the Town Events Organiser and Town Centre Support Provider's report be received, noted and approved.

CHAIR

Meeting closed 19.55