

CYNGOR TREF CAERWYS

CAERWYS TOWN COUNCIL



Local Government and Elections

(Wales) Act 2021 (Section 52)

Annual Report

Year ending 31st March, 2023

The Council

Community Councils were established under the Local Government Act 1972 and replaced the previous system of Parish Councils. There are over 730 Town & Community Councils in Wales, with over 8,000 Councillors.

The administrative area of Caerwys Town Council reaches the village of Afonwen, part of Babell, Pen Y Cefn and Caerwys Town itself. The population of the area is 1,007 (January 2023 Register of Electors).

During the reporting year Council meetings were held remotely from April 2022, whereafter from September meetings were held hybrid in the Memorial Institute and since January 2023 - the face to face venue being the Llŷs Y Goron Community Meeting Room, in Holywell Road, Caerwys.

Council meetings are held on the third Tuesday of the month (no meetings held in August and December) and commence at 7.00pm. Non-scheduled meetings can be held in an emergency or possibly in relation to an urgent planning application – especially during the months of December and August. All meetings will be publicly advertised.

The agenda for the meetings are advertised locally including the Council's web site a few days prior to the meeting. Residents of the community and press are welcome to attend all meetings. Residents are also able to address the Council Members for a reasonable period of time at the commencement of the meeting on matters appertaining to the community.

Should any resident, or press member wish to connect to a meeting by audio, please advise the Clerk to the Council by providing at least three days notice prior to the meeting date.

Complaints

During the reporting year there were no complaints made against the Council, to either the Flintshire Standards Committee or the Wales Public Services Ombudsman

Councillors

During the reporting year there were eleven members of the Caerwys Town Council, with Councillor Lynette Edwards as Chair of Council (Mayor) and Councillor Jayne Morris as Vice Chair (Deputy Mayor).

Two vacant Councillor seats were filled by co-option.

Councillor attendances at meetings can be viewed in the minutes of meetings which are available on the Council web site. The following were Council Members during the 2022 / 2023 reporting period.

Councillor names and contact details

Councillor Susan A. Broadaway (Ind) Telephone 01352 – 720897	Councillor Gwen Jones 01352 – 720886
Councillor Steve Copple (Ind) Telephone 01352 – 720876	Councillor Jayne Morris Telephone: 01352 – 721331
Councillor Andy Delooze * 07831 – 444848	Councillor Lesley Roberts * 07368 – 501456
Councillor Peter Dooley* 07468 – 484817	Councillor Judith Standing * 01352 – 720669
Councillor Jonathan E. Duggan-Keen (Ind) Telephone 01352 – 720477	Councillor Tracey Temple * 07837 – 113135
Councillor Lynette Edwards (Ind) Telephone 01352 – 720531	(Ind) – Independent (*Co-opted Members)

Freedom of Information Act

During this reporting year no Freedom of Information requests were received.

Local Committees and Outside Bodies

Council Members who serve on Local Committees and Outside Bodies during 2022 / 2023

Name of Organisation	Councillor Representative
Caerwys Memorial Institute Management Committee	Councillors' Lesley Roberts & Judith Standing
Caerwys Town Hall Trustees	Councillor Andy Delooze
Flintshire County Council – Forum	Councillors' Susan Broadaway & Andy Delooze

FLUSH Committee (Public Conveniences)	Councillor Lynette M. Edwards
North Wales Association of Town and Larger Councils	Councillor Lynette M. Edwards
North Wales Police (Flintshire - Police and Community Consultative Group / Neighbourhood Watch)	Councillors' Susan Broadaway & Jonathan E. Duggan-Keen
Planning Sub Committee	All Members of the Council
West Flintshire Town & Community Working Group	Councillor Steve Copple
Ysgol Yr Esgob Caerwys - Governing Body	Councillor Gwen Jones

Contacting the Council

Contact details for the Clerk and Financial Officer to Caerwys Town Council

R. Phillip Parry, Ty Cornel, 51, St. Michael's Drive, CAERWYS, Flintshire, CH7 5BS.	Tel: 01352 720547 E-mail: town-clerk@caerwys.com Web site: www.caerwys-town.wales
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Council's objectives (2022 / 2023)

During this reporting year the key objectives of the Council were: *(Update in italics)*

- ❖ To continue with the environmental projects. *(on-going)*
- ❖ To continue to enhance the Town Square and surrounding areas. *(on-going)*
- ❖ To further discuss with Flintshire County Highways improvements to the Town Square road surface. *Town & Community Councillor Steve Copple has held site meetings with County Highway Officers. Awaiting an improvement plan.*
- ❖ The completion of the project to install pavements and other road safety improvements for pedestrians, together with the slowing of traffic on the B5122 road through the Town. *Completed.*
- ❖ To fund weekly outdoor activity sessions for the youth of the Town on a trial basis with Aura Leisure (Flintshire County Council). If successful, to consider an annual service level agreement. *The activity was held during the reporting year, awaiting costings for year 2023 / 2024*
- ❖ Multi Use Games Area: Match funding with Aura Leisure (Flintshire County Council) for repairs / upgrade, at a cost of £3,945.00. *Due for completion by Flintshire County Council in May 2023.*

- ❖ To re-issue Work Orders to Flintshire Street Lighting (not completed due to the pandemic) for BS7671 street lantern inspections at a cost of £1,616.00 / removal of a wooden box from lantern pole in Town Square £80.45. *Work Orders re-issued, not completed by the County.*
- ❖ To set up a sub-committee with a remit to enhance the Christmas lighting in the Town Square and immediate area. *Sub-committee recommended purchase of additional Christmas lights in the Town Square area; new lights purchased for display in North & South Streets and Memorial Institute. The lights were in situ for the 2022 Christmas period.*
- ❖ Ear-marked funds towards the provision of: Town Mayor's name board; projector and screen equipment; IT courses and purchase of equipment for use by the community. *Town Mayor's Name Board on display on the Council's web site. Funds held in Council's 2023 / 2024 ear-marked reserves for audio visual equipment AV Equipment*
- ❖ Additional:
 - (i) *During this reporting year the Council agreed to commission a Wooden Harp, to display same on a plinth with bench seating and trees under the Queen's Green Canopy UK project. The Harp has been commissioned, bench seat purchased and two trees temporarily planted – which will be re-sited once the project is completed together with a Queen's Green Canopy Plaque.*

Council's objectives - 2023 / 2024

- ❖ To support and enhance the Town Council area for the benefit of the residents
- ❖ Environmental Contract (Renewed for 2023)
- ❖ To continue to provide and repair street lighting to the community
- ❖ To complete the Wooden Harp project (as referred to above)
- ❖ To continue to work with Flintshire County Council to provide upgraded play area facilities within the Town Council area (Match funding) - including a teenage shelter.
- ❖ Setting up a Community Winter Volunteer Team
- ❖ To agree an annual Community Award Policy and Nomination form
- ❖ To purchase additional Christmas lighting
- ❖ To install Audio Visual equipment (Venue to be decided)
- ❖ To continue to provide funding for:
 - Children's Summer Play Scheme
 - Youth Sessions (Outdoor project)
 - Local Committees and Groups, including local and national charities who support the community

- Caerwys Public Conveniences
- Council Training budget

(Funding for the above projects will be utilised from the annual precept and reserves)

Financial

Asset Register

The value of the Town Council's asset register totals £88,768.00. A copy of the register can be obtained from the Clerk to the Council.

Council budget

The Caerwys Town Council precept for the financial year 2022 / 2023 was £39,100.00. This amount is precept on residential properties within the community, and equates to a figure of £58.33p per household on a Band D property. There were 670 Band D household properties within the Caerwys Community area – as at January 2022. The Band D household precept for the Caerwys Town Council area, is made up as follows:

£1,449.58 – Flintshire County Council

£316.80 – Police & Crime Commissioner

£58.33 – Caerwys Town Council

The Caerwys Town Council precept for the financial year 2023 / 2024 is £41,250.00

Financial Assistance

Each year, Caerwys Town Council considers requests for financial assistance to support the work of its local groups, organisations and charities. Grants are specifically made by the Council in the interest of its local area and its residents. The Council allocates grants for financial assistance from the annual precept, in accordance with Section 137 (Local Government Act 1972) and other National and Wales Government Acts.

During the reporting year the Town Council granted a number of applications for financial assistance, which totalled: £2,525.00 under Section 137 and £4,530.00 under various Local Government Acts.

Members Allowance

Payments (Allowances) to Members of Caerwys Town Council - 2022 / 2023.

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their Members by 30th September following the end of the year to which the payment relates. The information must also be sent to the Independent Remuneration Panel for Wales (IRPFW) by the same date.

Caerwys Town Council provided the previous years return prior to the required date to the (IRPFW). A copy of the information can be viewed on the Council's web site at: www.caerwys-town.wales (public notices and financial). The return for this reporting year will be published on the above web page in due course.

Publication of audited accounts for the year ended 31 March 2023

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2023, Caerwys Town Council publish its accounting statements for the year ended 31 March 2023 together with any certificate, opinion, or report issued, given or made by the Auditor General.

The Community & Town Councils in Wales – Annual Return for the Year Ended 31 March 2023, will be submitted to Wales Audit following confirmation at the May 2023 Council meeting. A copy of the Annual Return will thereafter be published on the Council's notice board and web site at: www.caerwys-town.wales (public notices and financial). Following audit, the certificate and other documents will be uploaded to the web page.

Environmental (Wales Act) 2016 (S6)

Under the above Act a Public Authority in Wales must prepare and publish a biodiversity plan. This Council's plan can be found at: www.caerwys-town.wales (public notices and financial).

Flintshire County Council

In 2014 the Town Council agreed to adopt the following: A Shared Community – Charter between Flintshire County Council and Town & Community Councils in the County. Two Councillors and the Clerk to the Council represent this Council at the County Forum meetings, which are generally held twice a year, together with representatives from all 34 Town & Community Councils in Flintshire. The Flintshire County Council did not arrange meetings during this reporting year.

Planning Applications

The Town Council is not a planning authority and as such does not make final decisions on planning applications; this is the responsibility of Flintshire County Council. However, the Community Council is a statutory consultee and as such receives all planning applications relating to the community. The Town Council do make their respective comments and suggestions on all planning applications, including requesting site meetings.

Details of the planning applications that this Council made comment upon, can be found in the monthly meeting minutes – on the following web site: www.caerwys-town.wales (minutes of meetings).

Street Lighting

The street lighting in the Caerwys Town Council area is administered jointly between the Town Council and Flintshire County Council. Whilst the majority of the street lights on the adopted housing estate roads are the responsibility of Flintshire County Council, the street lighting, generally sited on roadside wooden poles, are the responsibility of the Town Council.

To report a Town Council faulty street light, please contact the Clerk. Contact details for Flintshire County Council: 01352 701234, or e-mail the Street Scene Department on:

streetscene@flintshire.gov.uk or by completing an on-line form at:

www.flintshire.gov.uk/en/Resident/Streetscene/Street-lighting.aspx

Training plans

Under the Local Government and Elections (Wales) Act 2021 Section 67 - all Town & Community Councils in Wales are required to produce a training plan for Councillors and Clerk. This Council's Training Plan can be found at: www.caerwys-town.wales (public notices and financial).

**This End of Year report was adopted by the Members of Caerwys Town Council,
on Tuesday 18th April, 2023 - Minute number: 7(E). 97/23**