

# CYNGOR TREF CAERWYS

# CAERWYS TOWN COUNCIL



## Local Government and Elections

### (Wales) Act 2021 (Section 52)

### Annual Report

### Year ending 31<sup>st</sup> March, 2024

### 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 1,012 (January 2024 Register of Electors).

During the reporting year all Council meetings were held hybrid with the face to face venue being The Llys Y Goron Community Meeting Room, 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 two complaints made against Councillors, these were received directly to the Town Council. There were no complaints received by either the Wales Public Services Ombudsman, or the Flintshire County Standards Committee.

## Councillors

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

One Councillor Tracey Temple resigned just prior to the commencement of this reporting year. Councillor Richard Dolphin was co-opted during this reporting year as a Town Councillor following the issuing of Public Notices. Councillor Dolphin was co-opted as there was no call for an election.

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 2023 / 2024 reporting period.

### Councillor names and contact details

Councillor Susan A. Broadaway (Ind) Telephone 01352 – 720897	Councillor Lynette Edwards (Ind) Telephone 01352 – 720531
Councillor Steve Copple (Ind) Telephone 01352 – 720876	Councillor Gwen Jones 01352 – 720886
Councillor Andy Delooze * 07831 – 444848	Councillor Jayne Morris Telephone: 01352 – 721331
Councillor Richard Dolphin * 07526 – 515873	Councillor Lesley Roberts * 07368 – 501456
Councillor Peter Dooley* 07468 – 484817	Councillor Judith Standing * 01352 – 720669
Councillor Jonathan E. Duggan-Keen (Ind) Telephone 01352 – 720477	(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 2023 / 2024

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: <a href="mailto:town-clerk@caerwys.com">town-clerk@caerwys.com</a> Web site: <a href="http://www.caerwys-town.wales">www.caerwys-town.wales</a>
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### **Council's objectives - 2023 / 2024**

During the 2023 / 2024 financial year, the Council had agreed the following priorities:

*(Update in italics)*

- ❖ To support and enhance the Town Council area for the benefit of the residents. *The Town Council continued their support to the community, with many examples listed below*
- ❖ Environmental Contract. *The hours for this contact were increased*
- ❖ To continue to provide and repair street lighting to the community. *This has continued*
- ❖ To complete the Wooden Harp project *(Unfortunately, due to circumstances beyond the control of the Town Council the project has not been completed)*

- ❖ 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. *Following discussions with Flintshire County Council a financial sum of £49,500.00 is included in a Section 106 planning agreement to be utilised in the Chapel Street play area. However, the County Council are unable to provide a timescale at the present time as to the release of the funds*
- ❖ Setting up a Community Winter Volunteer Team. *Following a public consultation a Winter Team was created. Both the Town Council and Flintshire Highways provided equipment*
- ❖ To agree an annual Community Award Policy and Nomination form. *The Award Policy and Nomination form were agreed and advertised within the Community. Residents were able to nominate residents who had provided a service to the community on a voluntary basis. The worthy recipients were: Mr. Roland Ward and Mrs. Sandra Evans. Both were presented with engraved glassware, framed certificates and bouquets of flowers*
- ❖ To purchase additional Christmas lighting. *Additional outside street lighting units were purchased. The Town Council were appreciative of a resident and the Memorial Institute in allowing outside electrical sockets to be installed at their premises*
- To install Audio Visual equipment (Venue to be decided). *A large wall mounted LED television was installed in the Llys Y Goron Community meeting room. Whilst the Council utilise the television for their meetings which results in an almost paperless environment, the television has a HDMI cable and can be used by Groups, Committees and others that hire the meeting room for presentations.*
- ❖ To continue to provide funding for:
  - Children's Summer Play Scheme. *The play scheme was held with a good number of attendees*
  - Youth Sessions (Outdoor project). *These youth sessions were held during this reporting year, however, the scheme was funded by the Welsh Government, with the Town Council providing funding for the floodlights during the darker evenings*
  - Local Committees and Groups, including local and national charities who support the community. *This has continued as reported in the below Financial section of this report. Details can also be found in the Council's minutes of meetings*
  - Caerwys Public Conveniences. *The Town Council continue to financially support the Voluntary Committee with purchasing everyday products, including financial assistance for repairs*
  - Council Training budget. *A number of Councillors and the Clerk attended various training courses*

**Additional:**

- *Meeting held with Hannah Blythyn MS (Welsh Government), together with representatives from North Wales Police and Flintshire County Highways, to*

*address the parking concerns within the Town Square area and surrounding streets*

- *The Town Council have been proactive in reporting concerns to Flintshire Street Scene, such as pot holes, fly-tipping and other highway related concerns, including public footpath defects – as evidenced in the Council's Minutes of meetings*
- *Provided security equipment to enhance safety in the Town Square area*
- *Following requests from residents continued to provide seasonal painting features on the Town Square bus shelter*
- *Funded a Town Mayor's Christmas-themed afternoon tea for the senior citizens, held in St. Michael's Church*
- *New public notice board installed adjacent to the bus shelter on the A451 road in Afonwen, following vandalism to existing board*
- *New public notice board ordered to replace existing over 20 year old board in South Street, Caerwys*
- *Facilitated a special Council meeting for pupils from Ysgol Yr Esgob Primary School*

### **Council's objectives - 2024 / 2025**

During the 2024 / 2025 financial year, apart from the general powers and lawfully required duties, the Town Council have agreed the continual and additional following priorities:

- ❖ To continue to support and enhance the Town Council area for the benefit of the residents
- ❖ To continue to provide funding for an Environmental Contract. This will ensure that the Town Square and streets of Caerwys are pleasing to both residents and visitors
- ❖ To continue to provide and repair street lighting to the community
- ❖ To provide the Community Winter Volunteer Team with additional equipment
- ❖ To provide further additional outside Christmas lighting
- ❖ To ensure that the Wooden Harp project reaches fruition
- ❖ To install a wooden bench seat in memory of Councillor Helen Priestley, either in the area of the above Harp, or adjacent to the play area
- ❖ The Town Council will continue to be proactive in reporting concerns to Flintshire Street Scene, such as pot holes, fly-tipping and other highway related concerns, including public footpaths
- ❖ To continue to work with Flintshire Bio-diversity Officers, including others, to enhance bio-diversity within the Town Council area

- ❖ To replace the following plaques currently displayed on the Town Square stone wall surround: Tree planting in 1968, Royal Charter in 1990 and Millennium in 1999 / 2000
- ❖ The Town Council will continue to seek ways to alleviate both the inconsiderate parking and breaches of the Highway Code within the Town Square area and adjoining streets
- ❖ To continue to provide funding for:
  - Children's Summer Play Scheme
  - Youth Sessions (Outdoor project) with floodlighting during the winter months
  - Local Committees and Groups, including local and national charities who support the community
  - Caerwys Public Conveniences
  - Council Training budget

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

## **Financial**

### **Asset Register**

The value of the Town Council's asset register totals £91,070.00. 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 2023 / 2024 was £41,250.00. This amount is precept on residential properties within the community, and equates to a figure of £63.39p per household on a Band D property. There were 650 household properties within the Caerwys Community area – as at January 2023. The Band D household precept for the Caerwys Town Council area, is made up as follows:

£1,521.33 – Flintshire County Council

£333.09 – Police & Crime Commissioner

£63.39 – Caerwys Town Council

The Caerwys Town Council precept for the financial year 2024 / 2025 is £42,500.00

### **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: £725.00 under Section 137 and £6,800.00 under various Local Government Acts.

### **Members Allowance**

Payments (Allowances) to Members of Caerwys Town Council - 2023 / 2024.  
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 30<sup>th</sup> 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](http://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 2024**

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2024, Caerwys Town Council publish its accounting statements for the year ended 31 March 2024 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 2024, will be submitted to Wales Audit following confirmation at the May 2024 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](http://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](http://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](http://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](mailto:streetscene@flintshire.gov.uk) or by completing an on-line form at:

[www.flintshire.gov.uk/en/Resident/Streetscene/Street-lighting.aspx](http://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](http://www.caerwys-town.wales) (public notices and financial).

### **DRAFT**

**This End of Year report was adopted by the Members of Caerwys Town Council,  
on Tuesday 16<sup>th</sup> April, 2024 - Minute number: XXX XXX**