

# CYNGOR TREF CAERWYS

# CAERWYS TOWN COUNCIL



## Local Government and Elections

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

### Annual Report

### Year ending 31<sup>st</sup> March, 2025

### 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 1,047 (January 2025 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 no complaints made against Councillors. 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 Gwen Jones as Vice Chair (Deputy Mayor).

Councillor Lesley Roberts tendered their resignation for personal reasons and following publication of Public Notices the County Returning Officer advised, that there had been no call for an election and the Town Council were authorised to fill the vacancy by co-option. Councillor Janet Legget-Jones was co-opted.

Towards the end of this reporting year two Councillors Richard Dolphin and Peter Dooley tendered their resignations for personal reasons and following publication of Public Notices the County Returning Officer advised, that there had been no call for an election and the Town Council were authorised to fill the vacancies by co-option. The co-option Public Notices are currently advertised within the Council area with a closing date for Expressions of Interest by 12 Noon on Monday 9<sup>th</sup> June 2025.

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 2024 / 2025 reporting period.

### Councillor names and contact details

Councillor Susan A. Broadaway (Ind) 01352 – 720897	Councillor Lynette Edwards (Ind) 01352 – 720531
Councillor Steve Cople (Ind) 01352 – 720876	Councillor Gwen Jones 01352 – 720886
Councillor Andy Delooze * 07831 – 444848	Councillor Jayne Morris 01352 – 721331
Councillor Jonathan E. Duggan-Keen (Ind) 01352 – 720477	Councillor Judith Standing * 01352 – 720669
Councillor Janet Legget-Jones * 07779 – 303376	(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 2024 / 2025

Name of Organisation	Councillor Representative
----------------------	---------------------------

Caerwys Memorial Institute Management Committee	Councillor Judith Standing / Vacancy
Caerwys Town Hall Trustees	Councillor Andy Delooze
Community & Events (Caerwys Entertainments Committee)	Vacancy
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 Cople
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>
--	---

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

During the 2024 / 2025 financial year, the Council had agreed the following priorities:

*(Update in italics)*

- ❖ To continue to support and enhance the Town Council area for the benefit of the residents. *(Completed & On-going)*
- ❖ 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 *(Completed & On-going)*

- ❖ To continue to provide and repair street lighting to the community (*Completed & On-going*)
- ❖ To provide the Community Winter Volunteer Team with additional equipment. *Completed*
- ❖ To provide further additional outside Christmas lighting (*Completed*)
- ❖ To ensure that the Wooden Harp project reaches fruition (*Completed*)
- ❖ 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 (*Completed. The seat is placed in the children's 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 (*Completed & On-going*)
- ❖ To continue to work with Flintshire Bio-diversity Officers, including others, to enhance bio-diversity within the Town Council area (*Completed & On-going*)
- ❖ 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 (*Part Completed – apart from a new cast iron plaque dated 1968*)
- ❖ 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 (*Traffic Regulation Orders have been advertised by the Flintshire County Council. The Town Council are awaiting notification as to the implementation date for the Orders to be effective*)
- ❖ Community Award: *The 2024 / 2025 Community Award was presented to the Caerwys Chronicle Team who received a framed certificate and crystal glassware*
- ❖ To continue to provide funding for: (*The Town Council funded all the below sub-sections during this financial year*)
  - 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
  - Bus shelter seasonal and other national themes
  - Council Training budget

**Additional:**

- ❖ *The Town Council purchased an advertising banner in support of the Caerwys Agricultural Show*

- ❖ *The Town Council funded a children's entertainer for the Town Mayor's charity event held in The Royal Oak Marquee, including:*
- ❖ *Town Mayor's Christmas Tea party for the elderly residents of the Council area in St Michael's Church*
- ❖ *Financial assistance to the Caerwys Entertainments Committee for their VE Day celebrations*
- ❖ *Town Councillors have been attending site meetings with the County Children's Play Design Officer – whereby the Town Council will be the deciding body in agreeing the new children's play equipment, including enhanced facilities within the play area grounds*

### **Council's objectives – 2025 / 2026**

During the 2025 / 2026 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
- ❖ Community Winter Volunteer Team: To continue to support the team and to purchase any necessary protective clothing and equipment
- ❖ To provide further additional outside Christmas lighting
- ❖ Wooden Harp: To provide external lighting to showcase the Harp during the hours of darkness
- ❖ 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
- ❖ To continue to work with Flintshire Bio-diversity Officers, including others, to enhance bio-diversity within the Town Council area. A site meeting with the County Bio-diversity Officer has been arranged in June 2025 with Members of the Memorial Institute Trustees to create a wildflower area within the Institute grounds
- ❖ Children's Play Area: To continue to be proactive in ensuring the Section 106 planning contribution of £49,500, currently held by Flintshire County Council is utilised for the additional children's play equipment and enhanced facilities
- ❖ Town Centre Plaques: To ensure the new cast iron plaque is installed to commemorate the Town Square Tree planting in 1968
- ❖ Traffic Regulation Orders: To ensure the Orders are brought to fruition
- ❖ Community Award: To advertise a 2025 / 2026 Community Award

❖ 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
- Bus shelter seasonal painting and other local and national themes
- 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 £94,436.00. 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 2024 / 2025 was £42,500.00. This amount is precept on residential properties within the community, and equates to a figure of £66.40p per household on a Band D property. The Band D household precept for the Caerwys Town Council area, is made up as follows:

£1,658.25 – Flintshire County Council

£349.65 – Police & Crime Commissioner

£65.40 – Caerwys Town Council

The Caerwys Town Council precept for the financial year 2025 / 2026 is £44,500.00

### **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: £1,525.00 under Section 137 and £5,000.00 under various Local Government Acts.

### **Members Allowance**

Payments (Allowances) to Members of Caerwys Town Council - 2024 / 2025.

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 2025**

Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended) requires that by 30 September 2025, Caerwys Town Council publish its accounting statements for the year ended 31 March 2025 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 2025, will be submitted to Wales Audit following confirmation at the May 2025 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).

**This End of Year report was adopted by the Members of Caerwys Town Council,  
on Tuesday 27<sup>th</sup> May, 2025 - Minute number: 11(F). 117/25**