

Peter Mullen

*Clerk and Financial Officer /  
Clerc a Snyddog Ariannol*

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9 Windrush Close

Wrexham

LL13 0NJ

12 December 2013

Dear Councillor

Your attendance is requested at a **MEETING** of the **GWERSYLLT COMMUNITY COUNCIL** to be held in the **GWERSYLLT COMMUNITY RESOURCE CENTRE** on **WEDNESDAY, 18 DECEMBER 2013** at **7.00 p.m.** for the transaction of the business specified below.

Yours sincerely



Clerk and Financial Officer

#### AGENDA

1. Apologies for Absence:

2. Declarations of Personal Interests:

3. Minutes: To receive and, if found correct, confirm the Minutes of the Meeting of the Council held on 20 November 013 (Copy attached).

4. Policing in the Community: To discuss the Crime Reports for November 2013 with the PCSOs in attendance (Copies attached).

(Note: I have yet to receive the report for Gwersyllt West)

5. Review of the Council's Internal Financial Controls: To consider the attached report of the Clerk and Financial Officer.

6. Annual Investment Strategy: To consider the attached report of the Clerk and Financial Officer.

**7. Wrexham County Borough Council Budget Reductions and the Role of Community Councils and Community Groups:** To consider the attached report of the Clerk and Financial Officer.

**8. Draft Budget Estimates for the Financial Year 2014/2015:** To consider the report of the Clerk and Financial Officer (To follow).

**9. Police and Crime Plan – Second Call for Evidence:** To consider the attached invitation from the North Wales Police and Crime Commissioner to submit views on policing and crime matters to help inform the annual review of the Police and Crime Plan.

**10. Sydallt Community Centre:** To approve the release, to the County Borough Council, of the Community Council's agreed contribution for the financial year 2013/14.

**11. Gwersyllt Mine Truck:** Clerk and Financial Officer to report.

**12. Rural Environmental Project:** To consider the attached letter from Northern Marches Cymru – Rural Development Officer.

**13. Proposed Forward Work Programme for the Period 1 January to 30 April 2014:** To consider the attached programme.

**14. Street Lighting:**

(i) To report any inoperative street lights or other issues.

(ii) To receive an update on matters recently raised with the Environment Department.

**15. Planning Applications:**

(i) To consider applications for planning permission.

(ii) To note the decisions of the Local Planning Authority in respect of recently determined applications.

**16. Wrexham Town and Community Council Forum – Thursday, 12 December 2013:** To receive feedback on matters raised at the Forum.

**17. Accounts for Payment:**

**18. Any Other Business:**

## ITEM 3

### Minutes of a Meeting of Gwersyllt Community Council held at the Gwersyllt Community Resource Centre on Wednesday, 20 November 2013

#### Members

Councillor Michael Williams, Chair  
Councillor \*Mrs. Maureen Williams, Vice-Chair

Councillors \* Martyn Davies  
David Edwards  
Bob Gray  
David Griffiths  
Raymond Hughes  
Arfon Jones  
Mrs. Gwenfair Jones  
Mrs. Sheelagh Jones

Councillors \*Bernie McCann  
\*Sarah Morris  
Charles Rigby  
Mrs. Jackie Roberts  
Mrs. June White  
Mike Wilde  
\*Dennis Wynne

\* Absent

#### **123 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of the Vice-Chair, Councillor Mrs. Maureen Williams, and Councillors Martyn Davies, Bernie McCann, Sarah Morris and Dennis Wynne.

#### **124 VARIATION IN ORDER OF BUSINESS**

It was agreed that Agenda Item 6 (Play Provision in Gwersyllt) and Agenda Item 4 (Policing in the Community) be brought forward and dealt with prior to the other items of business.

#### **125 PLAY PROVISION IN GWERSYLLT**

The Chair extended a warm welcome to Jay Davies of the County Borough Council's Play Development team, Claire Griffiths, Play Development Manager, AVOW and Aran Jones, also from AVOW..

Jay Davies gave a presentation on the success of the County Borough Council's 'Playwork' projects, making particular reference to the following:

- Findings of the CSSIW Inspection Report
- Total attendance
- Gwersyllt attendance
- Gwersyllt evaluation
- Full service review
- Service User Evaluation
- Service User Consultation

- Focus for the Year Ahead

Claire Griffiths and Aran Jones then reported on the ‘Street Play’ projects provided by AVOW , making particular reference to the efforts made to promote the projects in local schools and via Facebook and Twitter.

In reply to the comments made, a Member said that it was important to bear in mind that not all children from Gwersyllt attended local schools and that, therefore, both the County Borough Council and AVOW should consider how best to publicise the availability of their respective projects. In addition, it was suggested that the play team from the County Borough Council should explore the possibility of using the storage unit to the rear of Third Avenue.

Members were pleased to hear that both projects were proving popular and thanked Jay, Claire and Aran for their attendance.

## **126 POLICING IN THE COMMUNITY**

The Chair welcomed to the meeting PCSOs Phil Peters and Rebecca Stallard.

The crime reports for the month of October 2013 were submitted and the following matters were raised during the ensuing discussion:

- the PCSOs undertook to follow up Members’ previously expressed concerns about young people, allegedly from Brynteg, congregating at the side of Summerhill Institute in the late evenings;
- PCSO Phil Peters said that he would request his colleague PCSO Jade Andrews to update Councillor David Griffiths on the activities of the Police in the Pandy area;
- Members were informed that the Police were endeavouring to tackle problems of anti-social behaviour in Gwersyllt West and that as yet no arrests had been made in connection with a recent burglary in the Pendine area;
- PCSO Peters gave details of play projects for the 12 to 16 years age group that were being organised in association with the Police;
- Members requested that the previously agreed priorities for Gwersyllt be highlighted in future monthly reports from the Police to enable Members to monitor progress.

PCSOs Peters and Stallard were thanked for their attendance.

## **127 DECLARATIONS OF PERSONAL INTERESTS**

No personal interests were declared.

## **128 MINUTES**

**RESOLVED – That the Minutes of the Meeting of the Council held on 16 October 2013 be received and confirmed as a correct record.**

**Matters arising –**

**(i) Page 3 - Minute 102 (ii) – Application for Financial Assistance - Luke Jones – Concert Pianist** – It was reported by the Clerk and Financial Officer that the Council's next grant payment of £400.00 to Luke Jones would be made in early December.

**(ii) Page 5 – Minute 104 – Funding of Additional Youth Work Support in Gwersyllt** - The Clerk and Financial Officer reported that the County Borough Council's Youth Service had now formally requested payment of the Community Council's agreed contribution of £3200.00 and drew Members' attention to the purposes for which the grant would be used.

Noting the position, several Members remarked that the provision of kit and resources for use by the Detached Team should be funded by the Youth Service itself and not by the Community Council. It was **agreed** that the matter be taken up with the Youth Service.

**(iii) Page 5 – Minute 107 - Provision of Office Accommodation for Use by the Clerk and Financial Officer** – The Clerk and Financial Officer reported that he had now received the tenancy agreement for Unit 3 at the Gwersyllt Community Resource Centre, together with an account for £620.00 relating to various fees in this matter.

**RESOLVED - That the Clerk and Financial Officer be authorised to sign the Tenancy Agreement on the Council's behalf and that the fees amounting to £620.00 be settled.**

**(iv) Page 6 – Minute 108 – Annual Remembrance Service** – Reference was made to the success of the recent Annual Remembrance Service and Members' expressed their appreciation of the work undertaken by the Clerk and Financial Officer in this connection.

**(v) Page 9 – Minute 119 (i) and (ii) – Applications for Financial Assistance** - The Clerk and Financial Officer reported receipt of a letter from Gresford Bowling Club, thanking the Council for its grant of £648.00 and indicating that without the Council's support the Bowling Club would struggle to survive. He also reported a letter from the Secretary, Summerhill Institute, thanking the Council for its grant of £2000.00 for the provision of a new gas boiler.

The Clerk and Financial Officer also reported on the enquiries he had made arising from the decision contained in Minute 119 (ii) and it was therefore –

**RESOLVED - That the decision contained in Minute 119 (ii) be re-affirmed, but that, in future, financial assistance for the provision of refreshments in connection with the Annual Memorial Service to commemorate the Gresford Colliery Mining Disaster be made to a local mining charity or support group if they are actively involved in the arrangements for this event.**

**(v) Page 9 – Minute 122- Bradley Bowling Club** – It was reported that a further meeting with representatives of the Bowling Club was due to be held on 25 November 2013.

**129 COMMUNITY FACILITIES – COUNTY BOROUGH COUNCIL  
BUDGET REDUCTIONS AND THE ROLE OF COMMUNITY COUNCILS  
AND COMMUNITY GROUPS**

Further to Minute 103 (16 October 2013), the Clerk and Financial Officer submitted a letter dated 1 November 2013 from the County Borough Council's Head of Community Well-being and Development, requesting the Community Council to consider setting a precept to cover the cost of the various services/facilities that it wished to see retained.

The Clerk and Financial Officer circulated details of the County Borough Council's income and expenditure in respect of Sydalit Community Centre for the years 2010/11, 2011/12 and 2012/13.

Several Members remarked that a number of issues needed to be clarified in connection with play areas, including the use of Section 106 monies.

**RESOLVED –**

**(i) That the County Borough Council's request for a contribution of £3591.00 in the financial year 2014/15 to enable it to continue to manage Sydalit Community Centre be approved and that the necessary provision for this purpose be made in the Community Council's budget for 2014/15.**

**(ii) That the Clerk and Financial Officer and Councillor David Griffiths be authorised to seek a meeting with Mr. Martin Howorth, the County Borough Council's Parks, Countryside and Public Rights of Way Manager, to obtain more information with respect to the future maintenance of play areas, including the repair/replacement of associated play equipment, and report back.**

**(iii) That a provision of £3500.00 be made in the Community Council's budget for 2014/15 for allocation to the County Borough Council for the purpose of maintaining the School Crossing Patrol service in Gwersyllt and that this funding be made available pursuant to the promotion of well-being powers contained in the Local Government Act 2000.**

**130 PRECEPT PAYMENT SCHEDULE AND TAX BASE 2014/2015**

Members received a letter dated 8 November 2013 from the County Borough Council's Head of Finance, advising that the tax base for the Community Council's area for 2014/15 was 3849 and indicating that it would be helpful if the Community Council could agree its budget in December 2013 with a view to providing his Department with the necessary precept information by the end of that month.

Members were advised that the draft budget for the Community Council for 2014/15 would be presented for discussion at the December Council meeting.

**131 INCOME AND EXPENDITURE STATEMENT AND BANK RECONCILIATION FOR THE QUARTER ENDED 30 SEPTEMBER 2013**

**RESOLVED - That the Clerk and Financial Officer's submitted statement be noted and accepted.**

**132 WREXHAM AREA CIVIC SOCIETY AWARDS 2013**

The Clerk and Financial Officer reported on the outcome of the Council's nominations for awards and requested the Council to consider the appointment of a Member to represent it at the Civic Society's Awards Evening to be held at Gresford Memorial Hall on Friday, 22 November 2013 at 7.15 p.m.

It was noted that the Chair and Councillor Bob Gray had already received invitations to attend the Awards Evening and so would therefore be present in a dual capacity. No further appointments were made.

**133 WELSH GOVERNMENT'S NATURAL RESOURCE MANAGEMENT BULLETIN**

Members received outline details of the Welsh Government's new £6m. Nature Fund that had been set up to support projects for managing land and water aimed at benefiting nature, creating opportunities for new jobs and income, and supporting communities.

The Clerk and Financial Officer reported that he had drawn the matter to the attention of all four local schools, but had yet to receive any replies.

Several Members remarked that this was perhaps the sort of initiative that the County Borough Council might wish to explore.

**RESOLVED – That enquiries be made to establish whether the County Borough Council's Environment Department has any plans to put forward projects for consideration.**

**134 TAN-YR – ALLT PLAY/FOOTBALL AREA – PROVISION OF FENCING**

The Chair referred to complaints from local residents about the playing of ball games at this location and reported on a proposal by the Environment Department to fence off that part of the site adjacent to the neighbouring residential properties at an estimated cost of £1000.00, subject to the Council agreeing to fund the works.

**RESOLVED – That the cost of the fencing works be met by the Council.**

**135 REVISION OF THE COUNCIL'S WEBSITE**

The Clerk and Financial Officer reported that, in accordance with previous instructions of the Council, Michele Walker had produced a revamped website for the Council using a content management system and that he had received her invoice for

this work, totalling £675.00. He reminded Members that the Council had a Welsh Government grant of £500.00 towards the cost of developing its website

Commenting further, the Clerk and Financial Officer pointed out that Michele would be liaising with Councillor Arfon Jones to arrange for parts of the site to be translated into Welsh, that Members of the Website Development Working Group were happy with the end result and that Michele would welcome further ideas and suggestions for improving the site still further. In addition, it was noted that Michele would be arranging for further photographs to be taken for publication on the site.

**RESOLVED –**

**(i) That Michele Walker be thanked for all her work in connection with this matter and that her invoice for £675.00 be settled.**

**(ii) That Michel's offer to provide ongoing support to the Council at a fee of £100.00 per quarter be accepted.**

**(iii) That Members be encouraged to provide news items for publication on the website.**

**136 WELSH GOVERNMENT CONSULTATION DOCUMENT –  
DESIGNATED PERSONS ORDER (NUMBER 1) UNDER THE LOCAL  
GOVERNMENT (WALES) MEASURE 2013**

**RESOLVED - That the Council's proposed response to this consultation document be approved for submission to the Welsh Government.**

**137 PROPOSED FORWARD WORK PROGRAMME FOR THE PERIOD 1  
DECEMBER 2013 TO 31 MARCH 2014**

**RESOLVED – That the proposed Forward Work Programme be approved, subject to :**

- the item on Street Lighting (Discussion with Scottish Power) to be held in abeyance for the time being;
- the proposal for a Best Kept Gardening Competition to be pursued with the Housing Department on the basis that the Community Council will fund the provision of prizes.

**138 STREET LIGHTING**

**RESOLVED -**

**(i) That the following inoperative lights be reported to the Environment Department:**

- no. 25 Chatsworth Gardens, Pandy
- no. 8 Leahurst Way, Bradley
- Glan Llyn Road (opposite the public footpath leading to 'The Batters')



- Glan Llyn Road (opposite the public footpath leading to ‘The Batters’)
- Bottom Road, Summerhill, opposite Dracula’s Castle

(ii) That arrangements be made for the Street Lighting Sub-Committee (comprising the Chair, together with Councillors Bob Gray, David Griffiths and Charles Rigby) to meet with the relevant officers in the Environment Department to discuss, among other things, the need for additional lighting in Hamlington Avenue, Gwersyllt, and the possibility of introducing a phased programme for the replacement of the Council’s older concrete lighting units.

#### **139 PLANNING APPLICATIONS**

**RESOLVED –**

(i) That the Local Planning Authority be advised that the Council has no objection to planning application no. P/2013/0773 (22 Beech Street, Summerhill.

(ii) That the decisions of the Local Planning Authority as set out in the Clerk and Financial Officer’s recent note to Members be noted.

#### **140 WREXHAM TOWN AND COMMUNITY COUNCIL FORUM – THURSDAY, 12 DECEMBER – 6.00 P.M.**

**RESOLVED -** That the Council be represented at the next meeting of the Forum by Councillor Mrs. Jackie Roberts and the Clerk and Financial Officer.

#### **141 ACCOUNTS FOR PAYMENT**

**RESOLVED –** That the following accounts be paid:

- Scottish Power – Street Lighting Energy Charges for the Period 30 September 2013 – 31 October 2013 - £1656.58 (Cheque No. 102169)
- Wrexham County Borough Council - Total Employers Costs paid in October 2013 - £1821.97 (Cheque No. 102170)
- Wrexham County Borough Council – Contribution to Provision of Youth Work Support in Gwersyllt - £3200.00 (Cheque No. 102171)
- Wrexham County Borough Council – Recharge for Printing September Agenda Papers - £45.73 (Cheque No. 102172)
- Wrexham County Borough Council – Recharge for Printing Orders of Service for the Annual Remembrance Day Service – £36.01 (Cheque No. 102173)
- Wrexham County Borough Council – Community Street Lighting – Rechargeable Repairs – 01/07/13 – 30/09/13 - £1227.65 (Cheque No. 102175)
- Wrexham County Borough Council - Community Street Lighting – Quarterly Maintenance – 01/07/13 – 30/09/13 - £2172.67 (Cheque No. 102174)
- One Voice Wales – Training Course Fee - £30.00 (cheque No. 102176)
- Ian Clarke, Painter and Decorator – Removal of moss from the War Memorial prior to Remembrance Sunday - £430.00 (Cheque No. 102177)

- Mrs. Margaret Forbes – Provision of Plants for the Memorial Garden - £30.00 (Cheque No. 102178)
- Thomas Fattorini Ltd. – Provision of Engraved Attendance Shield for Presentation to Dodds Lane Student Centre - £120.43 (Cheque No. 102179)

**143 FOOTPATH ON LLAY NEW ROAD NEAR THE TOYOTA GARAGE**

Councillor David Griffiths undertook to contact the Environment Department in light of a Member's concern about the state of this footpath.

**144 WREXHAM COUNTY BROUGH COUNCIL – BUDGET CONSULTATIONS**

**RESOLVED – That Members' attention be drawn to the County Borough Council's consultation exercise on its budget proposals for 2014/15.**

**145 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED – That under the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**146 BRADLEY MUGA – INSTALLATION OF LIGHTING**

The Clerk and Financial Officer updated Members on the present position, referring particularly to the successful tenderer's request to carry out a further survey, the cost of which would have to be met by the Council.

**RESOLVED – That it be recommended to the Environment Department that new tenders be invited.**

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**HEDDLU GOGLEDD CYMRU** : **NORTH WALES POLICE**  
Gogledd Cymru diogelach : A safer North Wales

**GWERSYLLT EAST AND SOUTH**

18/12/2013

**PCSO Catherine Griffiths-Hughes: 07854329534**  
**Catherine.Griffiths-Hughes2@nthwales.pnn.police.uk**

**PCSO Jade Andrews: 07557847741**  
**Jade.Andrews@nthwales.pnn.police.uk**

**Crimes for NOVEMBER 2013**

**Burglary other than Dwelling (Sheds/Garages) - 1**  
Shed broken into (Gwersyllt) - Ongoing

**Burglary - 1**  
Burglary (Bradley) - Ongoing

**Robbery - 0**

**Theft from Vehicle - 0**

**UTMV - 1**  
Vehicle taken (Pandy) - Undetected

**Drugs - 0**

**Theft Other - 4**  
2 x shoplifting - Detected  
An attempt theft of garden tools (Rhosrobin) - Undetected  
Theft of a pedal cycle (Rhosrobin) - Detected

**Arson - 0**

**Interference with MV - 0**

**Criminal Damage - 0**

**Violence against a person - 3**  
Person assaulted (Gwersyllt) - Detected  
Domestic (Rhosrobin) - Undetected  
Person assaulted (Bradley) - Detected

**ASB - 9**  
Report that person's flowers have been damaged on grave (Pandy)  
Report of persons throwing bangers (Rhosrobin) - Persons spoken to  
Egg thrown at person's window (Rhosrobin) - Reported day after  
Ongoing dispute between families - Advice was given to all

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Youths on the school roof - Yellow cards issued  
 Report of youths going into person's garden and using their trampoline (Gwersyllt) - No ID  
 Report of youths being a nuisance outside Iceland - Area quiet  
 Report of Knock and Run (Gwersyllt)  
 Report of stones and mud being thrown from the skate park onto the green - Youths left prior to police arrival

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Gwersyllt South&East	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13
Burg other than dwelling	6	0	1	1	5	2	3	5	8	1	3	2	4	1
Burg Dwelling	1	0	1	0	1	0	0	2	1	1	1	0	0	1
Theft from Vehicle	2	0	2	0	1	0	0	3	0	1	2	1	2	0
Theft and handling	7	4	2	5	6	3	1	6	6	5	4	2	0	4
Violence against person	6	4	10	2	7	2	1	7	3	2	7	3	0	3
Criminal Damage	5	3	5	3	2	2	1	6	2	2	1	4	1	0
ASB				10	10	7	6	9	7	18	9	9	12	9
Fraud	1	1	0	0	0	0	0	0	0	0	0	0	0	0
UTMV	1	0	0	0	0	1	0	0	0	1	1	1	0	1
Vehicle interference			1	0	0	0	0	0	0	0	0	0	0	0
Robbery			0	0	1	0	0	0	0	0	0	0	1	0
Arson								1	0	0	0	1	0	0
Drugs												2	0	0
TOATAL	29	12	22	21	33	17	12	39	27	31	28	25	20	19

## **Priorities**

### **Increase public confidence on the Pen-y-Llyn and Maes-y-Coed estate**

High vis patrols have been conducted in the area.

PCSO Catherine Griffiths-Hughes and Phil from housing have conducted joint visits and spoken to a number of residents - Cat has signed the residents up to OWL

Cat and Phil have arranged to do more visits on the 11/12

Andy from street scene is looking at putting a bin in the street to see if that will help with the litter issue

### **Combat anti-social behaviour problems at the Bradley MUGA site**

Patrols are being carried out in the area - All North PCSO have been made aware of the problems

Members from the bowls club have been encouraged to report all incidents.



## GWERSYLLT NORTH

08/12/2013

**PCSO Phil Peters - 07775220290**  
[philip.peters@nthwales.pnn.police.uk](mailto:philip.peters@nthwales.pnn.police.uk)

### Crimes for November 2013

<u>OFFENCE</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	
<b>VIOLENCE AGAINST PERSON</b>	2	3	2	
<b>ROBBERY</b>	0	0	0	
<b>BURGLARY</b>	0	2	0	
<b>BOTD</b>	3	2	0	
<b>DRUGS</b>	0	0	0	
<b>THEFT FROM VEHICLE</b>	1	1	1	
<b>UTMV</b>	0	0	0	
<b>VEHICLE INTERFERENCE</b>	0	0	0	
<b>THEFT &amp; HANDLING</b>	5	1	2	
<b>FRAUD</b>	0	0	0	
<b>ARSON</b>	1	0	0	
<b>CRIMINAL DAMAGE</b>	3	5	0	
<b>ASB PERSONAL</b>	0	1	1	
<b>ASB NUISANCE</b>	0	4	3	
<b>ASB ENVIRONMENT</b>	0	0	0	

**V.A.P:** 1 x incident regarding facebook – On-going  
1 x School altercation – Community Resolution

**Theft from Vehicle:** 1 x Wing mirror glass stolen - Undetected

**Theft & Handling:** 1 x Plant pot stolen from garden – undetected  
1 x Shoplifting – On-going

**ASB:**

**Personal:** 1 x on-going issue with a male from a neighbouring ward.

**Nuisance:** 2 x Neighbour disputes.

1 x Youths on playground being loud and swearing.

**Priorities:**

- Reduce the amount of B.O.T.D (Put forward by Inspector Evans)
- Combat the general ASB issues including Off Road bikes
- Dog fouling (Priority for whole of Gwersyllt Area)

## **ITEM 5**

### **GWERSYLLT COMMUNITY COUNCIL – WEDNESDAY, 18 DECEMBER 2013**

#### **Report of the Clerk and Financial Officer**

#### **INTERNAL FINANCIAL CONTROLS**

##### **1. INTRODUCTION**

- The Council last reviewed its systems of internal financial controls in March 2013 (Minute 149 refers).
- In accordance with audit and other requirements, it is necessary for the Council to approve the formal documentation of the Authority's financial controls on an annual basis.
- This document details the Council's agreed internal financial controls.
- In accordance with the decision taken by the Council in March 2013 (Minute 149 refers), Members are now requested to review the Council's internal financial controls.

##### **2. DOCUMENTED INTERNAL FINANCIAL CONTROLS**

- The Responsible Financial Officer (RFO) shall prepare annual estimates of income and expenditure for submission to the December meeting of the Council which, in addition to known and/or committed expenditure during the subsequent financial year, will make appropriate provision for expenditure on possible schemes/projects in that year as previously determined by the Council.
- As soon as a forthcoming financial year's budget has been approved, it shall be the responsibility of the RFO to submit the precept required to the Wrexham County Borough Council. In accordance with the present arrangements agreed with that authority, the precept is received in three instalments in April, August and December and paid into the Council's business account at HSBC, Wrexham, by means of BACS.
- The RFO shall submit to the Council prior to the start of every financial year an Annual Investment Strategy report and associated recommendations, in accordance with the statutory regulations governing such a Strategy.
- The RFO shall report to the July, October, January and April meetings of the Council the financial position in relation to actual expenditure against budget and income at the preceding quarter end periods.
- The RFO shall record all payments and income in the ledger on at least a monthly basis, reconcile quarterly and at the year end with the bank statements and prepare accounts in the receipts and payments format with the balance sheet and supporting statements for Council approval as soon as possible after the year end and in accordance with the requirements of the Audit and Accounting Regulations from time to time.
- The RFO shall pay all invoices approved by the Council by means of a minute authority, ensuring all cheques have the signatures of two Members and himself.

- The RFO will ensure that all invoices carry the number of the cheque settling the payment and are satisfactorily maintained in dockets relevant to the month of payment.
- The RFO shall ensure that on no account will signatories be applied to cheques where the payee details, for whatever reason, have not been included (i.e. blank cheques).
- The RFO shall keep the Council's two accounts with HSBC, Wrexham, under regular review, transferring monies between them as appropriate, and shall ensure that interest earning opportunities are maximised. After each election to the Council, or more regularly if required, the Officer shall arrange for a new Bank Mandate.
- The RFO shall ensure that his salary and expenses payments and those of the Council's Gardener are processed and dealt with by Wrexham County Borough Council's payroll services pursuant to the Service Level Agreement between the Community Council and the County Borough Council, with the latter also being responsible for the processing of year end reports to HMRC.
- The RFO shall reclaim VAT at the year end and check that this and other income received – precept, bank interest, grants and/or otherwise – are credited to the appropriate Bank and Building Society Account.
- The RFO shall maintain a petty cash book to record every appropriate receipted payment and postages on a monthly basis.
- The RFO, as part of the annual risk assessment, shall ensure that insurance cover is at the appropriate level and that the asset register is kept up to date.
- The RFO shall ensure that the Council appoints an Internal Auditor.
- On receipt of notification of external audit, the RFO shall arrange for appropriate public notice to be given of the audit and arrange for completion of the necessary forms required by the External Auditor. On completion of the audit, the Officer will arrange for public notice of the fact. The Officer will ensure that the Council is notified of both stages.

### **3. RECOMMENDATIONS**

**3.1 That the documented internal financial controls of the Council as set out above be re-affirmed.**

**3.2 That Council's documented internal financial controls be next reviewed in December 2014 when the Council considers its draft budget for the financial year 2015/16.**

## **ITEM 6**

### **GWERSYLLT COMMUNITY COUNCIL – WEDNESDAY, 18 DECEMBER 2013**

#### **Report of the Clerk and Financial Officer**

#### **ANNUAL INVESTMENT STRATEGY**

#### **PURPOSE OF THE REPORT**

For Members to review the Council's Annual Investment Strategy in accordance with the decision taken by Council at its meeting held on 20 March 2013 (Minute 150 refers).

#### **INFORMATION**

##### **Background**

- Welsh Assembly Government guidance on local government investments applies to all local authorities in Wales, including town and community councils and charter trustees.
- Prepared in accordance with such guidance, the Council's Investment Strategy was last discussed in March 2013 (Minute 150 refers). However, it is a requirement that the Strategy be reviewed annually. This should be done before the start of the financial year or as part of the budget setting process.
- The agreed Strategy is outlined below.

##### **Outline of Strategy**

- All cash, bank balances, financial assets, borrowing and credit arrangements are defined as part of the Council's treasury management activities.
- This Strategy concentrates on the Council's temporary surplus resources, or other financial assets it holds, and the investments (if any) it undertakes using such resources.
- The Council undertakes to give priority to liquidity and security rather than to yield for any investments it undertakes.
- The Council will agree appropriate limits for each category of investments it plans to carry out.
- The Council will establish a process for monitoring the Strategy in year.
- The Council will ensure that all investments it undertakes will be made and repaid in Sterling.
- The Council will continue to pay regard to Welsh Assembly Government guidance in considering the investment of its surplus funds.
- In developing the Strategy, the Council is satisfied that it has made appropriate arrangements for:



1. identification, management and control of risks in the investment/treasury management activities it undertakes;
2. budgeting, accounting and audit arrangements,;
3. its cash and cash flow management requirements;
4. segregation of responsibilities, organisational arrangements, documentation and the identification of a responsible officer for investment/treasury management activities; and
5. corporate governance.

### **The Council's Current Position**

As at 1 December 2013 the Council had a surplus of £152,408.24 in the following accounts:

#### **1. HSBC Community Account - £5672.02**

This acts as the Council's current account and is used for the day to day business of the Council.

#### **2. HSBC Business Money Account - £141,889.31**

This is the Council's Deposit/Reserve Account. Members should note that following a decision by the Halifax Bank to close down the Council's Bonus/Capital Account the monies in this account totalling £40,534.04 were paid into the Business Money Account on 22 February 2013, pending a decision by the Council on how best to invest part of its unused resources.

#### **3. Lloyds TSB Cefn-y-Bedd Recreation Society Accounts - £4846.91**

### **The Council's Balances**

I should also point out that the Council's Internal Auditor has previously commented on the level of balances the Council is holding and no doubt Members will want to review the position when they come to consider the draft budget estimates for the financial year 2014/15. The Practitioners' Guide on Governance and Accountability for Local Councils in Wales advises that Councils have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes. The Guide points out that it is generally accepted that general (un-earmarked) revenue reserves usually lie within a range of three to twelve months of gross expenditure.

### **RECOMMENDATIONS**

- (i) **That the Annual Investment Strategy for the Council as outlined above be re-affirmed and that it be next reviewed as part of the Council's budget setting process for the financial year 2015/16.**

- (ii) That the Council's financial position be noted and its balances reviewed when the Council considers its draft budget estimates for the financial year 2014/15.**
- (iii) That the Clerk and Financial Officer be instructed to identify other possible financial institutions to invest part of the Council's balances in order to spread the Council's risk in light of the requirement contained in the Council's Investment Strategy that priority will be given to security and liquidity rather than to yield.**

## **ITEM 7**

### **GWERSYLLT COMMUNITY COUNCIL - WEDNESDAY, 18 DECEMBER 2013**

#### **Report of the Clerk and Financial Officer**

##### **Wrexham County Borough Council Budget Reductions – Future of Community Facilities**

1. As Members will recall, letters from the County Borough Council's Head of Community Well-being and Development on this subject were discussed by the Council at its meeting on 16 October (Minute 103 refers) and 20 November (Minute 129 refers). The letters referred to the severe budget pressures facing the County Borough Council and set out options for the possible retention/continuation of various local services, with the object of community councils (and in appropriate cases community groups) taking on responsibility for the operation of services or providing funding to enable the County Borough Council to continue to maintain such services.

2. Insofar as Gwersyllt is concerned, the County Borough Council has identified the following services/facilities for discussion:

- Sydalit Community Centre
- Various play areas throughout Gwersyllt
- School Crossing Patrols

3. **Sydalit Community Centre** – Having regard to the importance of this facility to the local community the Council strongly supports its retention. At the last meeting of the Council Members were provided with details of the costs associated with running the centre and advised that the County Borough Council is of the opinion that the centre is in good condition following recent refurbishment work. Accordingly, the Council decided (a) to accede to the County Borough Council's request for a contribution of **£3591.00** in the financial year 2014/15 to enable it to continue to manage the Centre and (b) to make the necessary provision for this purpose in the Community Council's budget for 2014/15.

4. **School Crossing Patrols** - The County Borough Council provides one just school crossing patrol in Gwersyllt at Gwersyllt CP School in Dodds Lane. The cost to the County Borough Council of providing the School Crossing Patrol Service is £3500.00 per crossing.

The Community Council supports the retention of this vital service and has agreed to set aside a sum of **£3500.00** in its budget for 2014/15 in order to enable the County Borough Council to continue to provide the service.

5. **Play Areas** - The various play areas in Gwersyllt which have been identified for discussion are referred to in pages 2 and 3 of the attached letter from the County Borough Council (Appendix A refers).

In accordance with the decision taken by the Council at its November meeting, Councillor David Griffiths and myself met Mr. Martin Howorth, Parks, Countryside and Rights of Way Manager, on 29 November 2013 to try to clarify a number of issues regarding this matter. For Members' information, it was confirmed by Mr. Howorth that:

- There was a total of 8 sites for which funding was required namely 1. Second Avenue, Gwersyllt, 2. Delamere Avenue, Bradley, 3. The Wauns Bradley, 4. Alyn Waters (Agility), 5. New Road, Summerhill, 6. Blue Bell Estate, Pandy, 7. Tan-yr-Allt, Sydalit and 8. Gresford Heath, Pandy.
- The Alyn Waters (PA) site would continue to qualify for grant aid until 2018 and so was not part of the current consultation.
- The Community Council was free to explore the possibility of entering into a joint funding arrangement with Llay Community Council in respect of the future maintenance of Alyn Waters if it wished to do so.
- The annual cost of carrying out weekly inspections was £1707.00 per site while the annual cost of carrying out monthly inspections was £1036.00 per site.
- The Community Council was free to decide whether it wished to adhere to the County Borough Council's current inspection regime as outlined in Appendix A or move to a less costly monthly inspection programme for all 8 sites under consideration.
- The County Borough Council was unable to provide estimates for the repair and maintenance of the sites, but it was suggested that the Community Council may wish to create a contingency fund for this purpose.

In light of the recent discussion with Mr. Howorth, the following **recommendations** are put forward for Members' consideration:

1. **That a contribution of £10972.00 be made to the County Borough Council in the financial year 2014/15 for the purpose of managing and maintaining the following play areas in Gwersyllt in line with the County Borough Council's current inspection regime and that the necessary provision be made in the Community Council's budget for 2014/15:**

**Weekly inspection (including grass cutting – 4 cuts per year) – Annual cost £1707.00 per site - Total cost to the Community Council - £6828.00**

- **Second Avenue, Gwersyllt**
- **Delamere Avenue, Gwersyllt**

- The Wauns, Bradley
- Alyn Waters Country Park (Agility)

**Monthly inspections (including grass cutting – 4 cuts per year) - Annual cost £1036.00 per site - Total cost to the Community Council - £4144.00**

- New Road, Summerhill
- Blue Bell Estate, Pandy
- Tan-yr-Allt, Sydallt
- Gresford Heath, Pandy

**2. That provision be made in the budget for 2014/15 for a contingency fund of £10,000 to cover any additional costs, including repair and maintenance, associated with the above sites.**

**6. Section 106 Monies** - At the recent meeting with Martin Howorth, mention was also made of the Section 106 monies available for use in the community at this time, with Martin advising that £5000.00 had been set aside for the provision of play equipment in Rhosrobin in connection with the residential development at Top House Farm and Pontrobin Farm, New Road, Rhosrobin, and that £6500.00 remained available for this purpose in connection with the residential development at Jutland Avenue, Gwersyllt..

It was pointed out, however, that in the case of Rhosrobin there was currently no land available for the provision of a play area and, therefore, the Council was free to allocate the monies to the nearest available site.

In the case of the Jutland Avenue monies, the Second Avenue site in Gwersyllt was put forward as a possible recipient of the monies available.

The following **recommendations** are therefore put forward for Members' consideration:

- 1. That, in the case of the £5000.00 available for use in Rhosrobin, consideration be given to the allocation of these funds for possible use in Pandy as there is currently no play area provision in Rhosrobin.**
- 2. That, in the case of the £6500.00 available for use arising from the Jutland Avenue development, consideration be given to the possibility of allocating these funds for use at the Second Avenue site in Gwersyllt.**

## Y Cynllun Heddlu a Throsedd - Ail Alwad am Dystiolaeth/Police and Crime Plan - Second Call for Evidence

From: **Hinks, Rhian** (Rhian.Hinks@nthwales.pnn.police.uk)

Sent: 09 December 2013 12:48:29

To: gwersylltcommunitycouncil@outlook.com (gwersylltcommunitycouncil@outlook.com)

Annwyl Gyfaill

**Par: Y Cynllun Heddlu a Throsedd – Ail Alwad  
am Dystiolaeth**

Y mae hi bellach yn flwyddyn ers i mi gychwyn yn fy swydd ac i gyd fynd â hynny rwyf wedi lansio ymgynghoriad ar Gynllun Heddlu a Throsedd Gogledd Cymru.

Fel y byddwch yn ymwybodol, cyhoeddwyd y Cynllun ym mis Mawrth ac mae'n gosod y cyfeiriad ar gyfer Heddlu Gogledd Cymru yn ogystal â'm gweledigaeth i ar gyfer mynd i'r afael â throsedd. Paratowyd y cynllun yn dilyn ymgynghoriad tebyg i gasglu barn pobl gogledd Cymru yn ogystal â barn busnesau, sefydliadau sector gwirfoddol a chyhoeddus, grwpiau cymunedol a chynrychiolwyr etholedig.

Bydd yr ail alwad hwn yn dystiolaeth yn hysbysu'r adolygiad blynyddol o'r Cynllun Heddlu a Throsedd er mwyn sicrhau ei fod yn parhau i adlewyrchu anghenion ein cymunedau. Rwyf eisiau clywed oddi wrth bobl o bob oed a chefnidir ym mhob rhan o ogledd Cymru.

Gallwch gyflwyno eich safbwyntiau drwy gyfrwng

Dear Colleague

**Re: Police and Crime Plan – Second Call for  
Evidence**

To coincide with the anniversary of my first year in office, I have launched a consultation on the North Wales Police and Crime Plan.

As you will be aware, the Plan was published in March and sets out the direction for North Wales Police as well as my vision for tackling crime. It was prepared following a similar consultation to gather the views of the people of north Wales as well as businesses, voluntary and public sector organisations, community groups and elected representatives.

This second call for evidence will inform the annual review of the Police and Crime Plan to make sure that it continues to reflect the needs of our communities. I want to hear from people of all ages and backgrounds in all parts of north Wales.

fy ngwefan <http://www.northwales-pcc.gov.uk>. Fel arall gallwch anfon e-bost i'm swyddfa [OPCC@nthwales.pnn.police.uk](mailto:OPCC@nthwales.pnn.police.uk) neu ysgrifennu ataf yn: Glan-Y-Don, Bae Colwyn, LL29 8AW. Fel arall gallwch lenwi'r ffurflen sydd ynghlwm.

Y dyddiad olaf ar gyfer derbyn sylwadau yw 10 Ionawr 2014. Byddaf yn cyflwyno crynodeb o'r wybodaeth a ddaw i law ac yn cynnig newidiadau drafft i'r Cynllun er ystyriaeth y Panel Heddlu a Throsedd ar 20 Ionawr. Ar ôl y cyfarfod hwnnw byddaf yn ymgynghori ymhellach ar y Cynllun Heddlu a Throsedd diwygiedig drafft cyn ei gyflwyno'r ffurfiol i'r Panel ar 17 Mawrth.

Mawr obeithiaf y byddwch yn manteisio ar y cyfle hwn i helpu i siapio'r blaenoriaethau ar gyfer tacio trosedd yng ngogledd Cymru ac edrychaf ymlaen at dderbyn eich sylwadau.

Yn gywir,



Winston Roddick

Comisiynydd Heddlu a Throsedd Gogledd Cymru

You can submit your views – whether they are short comments or detailed research on policing and crime matters in north Wales – via my website <http://www.northwales-pcc.gov.uk>, by emailing [OPCC@nthwales.pnn.police.uk](mailto:OPCC@nthwales.pnn.police.uk) or writing to the Office of the Police and Crime Commissioner, Glan-Y-Don, Colwyn Bay, LL29 8AW. Alternatively you can fill in the attached form.

The deadline for submissions is the 10 January 2014. I will be presenting a summary of the submissions and proposing draft amendments to be considered by the Police and Crime Panel on 20 January. Following that meeting, I intend to consult further on the revised draft Police and Crime Plan prior to formal submission to the Panel on the 17 March.

I very much hope that you will take this opportunity to help shape the priorities for tackling crime in north Wales, and I look forward to receiving your comments.

Yours sincerely,



Winston Roddick

North Wales Police and Crime Commissioner



Northern Marches Cymru, Bersham Enterprise Park, Plas Grono road, Rhostyllen, Wrexham, LL14 4EG  
 Gogledd Gororau Cymru, Parc Menter y Bers, Ffordd Plas Grono, Rhostyllen, Wreccsam, LL14 4EG  
 Tel / Ffôn: 01978 298381 Fax / Ffacs: 01978 365743  
 E-mail / Ebst: info@northernmarchescymru.co.uk  
 Website / Gwefan: www.northernmarchescymru.co.uk / www.gogleddgororaucymru.co.uk

Your Ref / Fich Cyf	
Our Ref / Ein Cyf	
Date / Dyddiad	8th November 2013
Ask for / Gofyumer am	Stacey Deere
Direct Dial / Rhif Union	01978 298391
E-mail / Ebst	Stacey.deere@wrexham.gov.uk

Dear Community Council,

I write to introduce you to the **Rural Environmental Project** which is currently being run by Northern Marches Cymru the project has received funding through the Rural Development Plan for Wales 2007-2013, however due to further funding the project is able to continue until the end of 2014.

The project has been designed to focus on helping communities in rural Wrexham discover renewable energy, improve access to the natural environment and looking at ways to reduce their carbon footprint and energy use. Whether you are looking to save the planet or just save money on your household bills the Rural Environmental Project will be able to offer you and your community advice on the best way to go about it. As home energy bills soar and climate change becomes an increasingly important issue there has never been a better time to look at saving or generating energy. Grants of up to £3,000 will be awarded to projects that will benefit rural communities to:

- Help reduce the amount of energy consumed within the county borough.
- Produce renewable energy.
- Raise awareness of climate change.
- Promote access to the countryside.

To be eligible for funding, projects must be based in the rural areas of Wrexham, deliver benefits to the local community and help to reduce the carbon footprint of residents. In addition to the grant scheme if you have any community buildings in your area the project can pay for a feasibility study to assess the energy usage and make key recommendations to reduce the carbon footprint and associated energy costs.

I am currently looking at establishing links within the rural communities, as community support is essential in order for the project to be a success and help shape communities for the better. Without your participation I would be unable to gain a sound understanding of what you feel is needed in your community. I would welcome the opportunity to discuss the project with you if you think your area would benefit.

I'll look forward to hearing from you and hope to work with you in the future.

Yours sincerely,

*Stacey Deere*

Stacey Deere  
 Northern Marches Cymru – Rural Environment Project Officer



ITEM 13

GWERSYLLT COMMUNITY COUNCIL

FORWARD WORK PROGRAMME FOR THE PERIOD 1 JANUARY TO 30 APRIL 2014

JANUARY 2014

<b>SUBJECT MATTER</b>	<b>PURPOSE/DECISION REQUIRED</b>	<b>COMMENTS</b>
Commemoration of the 100 <sup>th</sup> Anniversary of the Outbreak of the First World War	To consider how this important anniversary should be commemorated in Gwersyllt	Would it be helpful to set up a Working Group to liaise with local schools, organisations and interested individuals, with a view to presenting ideas for the Council's consideration ? Would an exhibition of memorabilia be appropriate ?
Possible Refurbishment of the War Memorial in Old Mold Road, Gwersyllt	To consider whether to undertake a refurbishment scheme.	
Policing Priorities for Gwersyllt	To set the priorities for Gwersyllt in consultation with the local PCSOs for the period Feb. to April inc.	
Income and Expenditure Statement and Bank Reconciliation as at 31 December 2013	To consider the statement.	

**GWERSYLLT COMMUNITY COUNCIL**

**FORWARD WORK PROGRAMME FOR THE PERIOD 1 JANUARY TO 30 APRIL 2014**

**FEBRUARY 2014**

<b>SUBJECT MATTER</b>	<b>PURPOSE/DECISION REQUIRED</b>	<b>COMMENTS</b>
Gwersyllt Outreach Project – Half-Yearly Presentation of Monitoring Information from the Citizen’s Advice Bureau	To receive a presentation from a representative of the Citizen’s Advice Bureau	

**GWERSYLLT COMMUNITY COUNCIL**

**FORWARD WORK PROGRAMME FOR THE PERIOD 1 JANUARY TO 30 APRIL 2014**

**MARCH 2014**

<b>SUBJECT MATTER</b>	<b>PURPOSE/DECISION REQUIRED</b>	<b>COMMENTS</b>
Review of the Council's Standing Orders	To review and update as necessary the Council's Standing Orders	
Annual Formal Risk Assessment	To carry out the Annual Formal Risk Assessment	
Review of the Council's Assets Register	To review the Assets Register and update it as necessary	

**GWERSYLLT COMMUNITY COUNCIL**

**FORWARD WORK PROGRAMME FOR THE PERIOD 1 JANUARY TO 30 APRIL 2014**

**APRIL 2014**

<b>SUBJECT MATTER</b>	<b>PURPOSE/DECISION REQUIRED</b>	<b>COMMENTS</b>
Council's Website	To review the website.	