

Cyngor Tref Llangollen Town Council.

Agenda.

21.01.2025.

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| <p>1. Croesawiad a chyhoeddiadau Faer y Dref.</p> | <p>Town Mayors welcome and announcements.</p> |
| <p>2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda.</p> | <p>Statements from the public.
To receive statements from the public on matters on the agenda.</p> |
| <p>3. Datganiadau gan Cyngorwyr y Sir.
I dderbyn datganiadau gan Cyngorwyr y Sir ar faterion sy'n ymwneud â Llangollen.</p> | <p>Statements from County Councillors.
To receive statements from County Councillors on matters relating to Llangollen</p> |
| <p>4. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb.</p> | <p>Apologies for absence.
To receive, consider and accept apologies for absence.</p> |
| <p>5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda.</p> | <p>Declaration of Interest.
To receive any known declarations of interest in items on the agenda.</p> |
| <p>6. Cofnodion.</p> | <p>Minutes.</p> |
| <p>a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 17.12.2024 fel cofnod cywir.</p> | <p>To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 17.12.2024 as a correct record.</p> |
| <p>b) I dderbyn cofnodion cyfarfod y Pwyllgor Rheoli Asedau a gynhaliwyd ar 18.06.24.</p> | <p>To receive the minutes of the meeting of the Asset Management Committee held on the 18.06.24.</p> |
| <p>7. Hysbysiad o Etholiad (cyfethol).
I gadarnhau ymgeiswyr i hethol ar Gyngor Tref Llangollen.</p> | <p>Notice of Election (co-option).
To confirm the election of candidates on Llangollen Town Council.</p> |
| <p>8. Adroddiadau ariannol.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau ariannol yn ddogfennau gwaith ac felly nid ydynt yn cael eu cyfieithu</p> | <p>Financial reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial reports are working documents and are therefore not translated.</p> |
| <p>a) Datganiadau Ariannol.</p> | <p>Authorised Payments.</p> |
| <p>b) Taliadau Awdurdodedig.</p> | <p>Financial Statements.</p> |
| <p>c) Cymodi banc.</p> | <p>Bank reconciliation.</p> |
| <p>d) Penodi archwilwyr mewnol ar gyfer y flwyddyn a ddaeth i ben 31 Mawrth 2025.</p> | <p>Appointment of internal auditors for year ending 31 March 2025.</p> |
| <p>9. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau yn ddogfennau</p> | <p>Town Clerk's Reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Reports are working documents and are</p> |

gwaith ac felly nid ydynt wedi'u cyfieithu.

- a) Cynllun dirprwyo.
- b) Tîm Trefi Taclus Llangollen.
- c) Gwasanaethau cymorth AD.

10. Ceisiadau Cynllunio.

I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.

Cais: 03/2024/1209

Lleoliad: Old Berwyn Works Berwyn Street

Cynnig: Atgyweirio ac ailosod to, drysau a ffenestri presennol gan gynnwys addasu a gosod agoriadau ffenestri newydd. Rendro adeiladau allanol a gwaith cysylltiedig (Rhanol Ôl-weithredol)

Cais: 3/2024/1536

Lleoliad: Depot Berwyn Street.

Cynnig: Dymchwel adeilad depo segur presennol a chodi un adeilad swyddfa deulawr (Dosbarth Defnydd B1) ac un adeilad atodol ar wahân, creu manau parcio, tirlunio a gwaith.

Cais: 03/2024/1568

Lleoliad: Ceiriog Birch Hill.

Cynnig: Amrywio amod 2 i amrywio'r rhestr o gynlluniau a gymeradwywyd i ganiatáu symud simnai; manylion y lle parcio a storfa feiciau arfaethedig a gyflwynwyd yn unol ag amod 3; a dileu amod 5 "Er gwaethaf darpariaethau Gorchymyn Cynllunio Gwlad a Thref (Dosbarthiadau Defnydd) 1987 (fel y'i diwygiwyd) a Gorchymyn Cynllunio Gwlad a Thref (Datblygu Cyffredinol a Ganiateir) 1995 (fel y'i diwygiwyd) dim ond yr anedd a'r fflat a ganiateir drwy hyn a ganiateir drwy hyn. cael ei ddefnyddio fel anedd Dosbarth C3 ac nid ar gyfer unrhyw ddefnydd arall o fewn Dosbarth C." mewn perthynas â chaniatâd cynllunio 03/2024/010.

therefore not translated.

Scheme of delegation.
Llangollen Tidy Towns Team.
HR support services.

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon.

Application: 03/2024/1209

Location: Old Berwyn Works Berwyn

Proposal: Repair and replace existing roof, doors and windows including the alteration and insertion of new window openings. Rendering of building's exterior and associated works (Partly Retrospective)

Application: 03/2024/1536

Location: Depot Berwyn Street.

Proposal: Demolition of existing derelict depot building and erection of one two storey office building (Use Class B1) and one detached ancillary building, formation of parking, landscaping and works.

Application: 03/2024/1568

Lleoliad: Ceiriog Birch Hill.

Proposal: Variation of condition 2 to vary the list of approved plans to permit the removal of chimney; details of proposed parking and cycle store submitted in accordance with condition 3; and removal of condition 5 "Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 (as amended) and the Town and Country Planning (General Permitted Development) Order 1995 (as amended) the dwelling and flat hereby permitted shall only be used as a Class C3 dwelling and for no other use within Class C." in relation to planning permission 03/2024/010.

REPORT AUTHOR: Town Clerk.
SUBJECT: Notice of Election - Co-option.
REPORT FOR: Decision.

1. Summary.

1.1 To consider co-option's to fill all the vacancies on the Town Council

2. Background.

2.1 The Town Council resolved to co-opt members to fill the vacancies following the resignation of a number of Members.

2.2 The vacancies were advertised by way of public notice within the community with a date set a by which prospective candidates must write into the Town Clerk to the expressing their interests in these casual vacancies. As vacancies continue on the town Council the last notice was posted in November 2024

2.3 Prospective candidates were asked to complete an application and to confirm, their eligibility to stand as a Town Councillor as specified by Section 116 Local Government (Wales) Measure 2011 with a closing date of the 24 November 2024.

3. Candidates.

3.1 By the closing date the following candidate, had submitted a statement.

MS EW Jones
About You: Please provide the council with some background information about yourself:
<p>I have always been deeply passionate about and actively engaged in the community of Llangollen, my home and the place where I have had the privilege of raising my family. Over the years, I have gained an extensive understanding of the area and its people. This connection has inspired me to participate in numerous fundraisers, address security concerns, and contribute wherever I can to support the well-being of our community.</p> <p>I bring a diverse range of skills and experiences that I believe make me well-suited to the role of a town councillor. My background includes studying broadcast journalism and community radio at university, as well as a recent period of employment with the town council. These experiences have honed my communication skills and deepened my commitment to serving the community.</p> <p>Now, with more time available, I am ready to take on a more active role in advancing our community's development. In the past, I was proud to be part of the Shape My Llangollen Group, which played a key role in creating the Caru Love Llangollen plan—an initiative that reflects the heart of our community's vision for the future.</p> <p>My professional background has also equipped me with valuable skills. I have extensive experience in commission sales, managing teams of staff and volunteers, and serving as a trade union official. These roles have provided me with a strong foundation in health and safety, equality and diversity, employment law, and organizational structures.</p> <p>I thrive on problem-solving, taking on projects, and tackling challenges head-on. I approach every task with common sense, teamwork, and innovation, always striving for successful outcomes. I am excited about the opportunity to bring this energy and</p>

dedication to the role of town councillor, working collaboratively to build a brighter future for Llangollen.

Reasons for applying:

Please provide the council with your reasons for wanting to become a Town Councillor.

I am passionate about contributing positively to Llangollen Town Council, drawing from my experience of having worked for the Town Council, living in the area and raising a family here.

With a strong foundation of personal and professional expertise, I aim to support local decision-making with the best interests of our residents at heart. I am accustomed to making informed choices, even in challenging situations, and use my personable skills to present ideas sensitively, enabling collaborative and fair outcomes.

When faced with local issues, I often ask myself, "What can I do to change or improve this?" I have consistently raised concerns both locally and beyond, particularly when safety or environmental impacts are at stake. My passion, motivation, logic, and fairness are qualities I believe will serve me well as a Town Councillor.

The role of Town Councillor is diverse, and I feel my adaptable nature makes me well-suited for it. I have frequently acted an advocate for individuals, and I am often recognized for being approachable and a good listener. My background in trade unionism and broadcast media has further honed my ability to quickly identify and address concerns, ensuring people feel heard.

I am deeply invested in my local community and wish to join Llangollen Town Council to help maintain and enhance the town that has provided a wonderful home for my family. Llangollen is a vibrant, multicultural, and thriving community, and I want to play a central role in its continued development and success.

As someone who is enthusiastic, and motivated, I believe I can complement the existing expertise within the Town Council while offering fresh perspectives and support.

I would like to be considered to join Llangollen Town Council because I am strongly interested in and passionate about my local community. We have a busy, multi-cultural and thriving town and I would like to be a central part to the development and maintenance of the area that has provided a home and a community to my family.

I feel I would be well placed within in the Town Council to support the already existing experience and skills.

Eligibility.

Please confirm that you are a British, Commonwealth, Irish or a European Union citizen 18 years of age or over and meet at least one of the following criteria (please tick)

You are registered as a local government elector for the Llangollen Town Council area.	
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During the whole of the last 12 months, you have occupied as owner or tenant land or other premises in the Llangollen Town Council area	
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Your principal or only place of work during the last 12 months has been in the Llangollen Town Council area.	X
You have during the whole of the last 12 months resided in the Llangollen Town Council area or with 4.8 kilometres.	X

3.2 The candidate's eligibility criteria of their principal or only place of work during the last 12 months has been in the Llangollen Town Council area and during the whole of the last 12 months resided in the Llangollen Town Council area or with 4.8 kilometres has been confirmed by the Town Clerk as correct.

4. Voting procedure.

4.1 As there is one candidates and one vacancy Members, having considered the applicant, may vote on the proposition to coopt the candidate

5 Recommendation.

5.1 It is recommended that the Town Council considers the candidate and if Members are content, that a motion to elect the candidate as Members of Llangollen Town Council is proposed.

6. Reasons for recommendation.

6.1 For probity and good governance.

Authorised Payments January

Taleb/Voucher	Description/Disgrifiad	Cyflenwr/Supplier	Net	TAW/VAT	Gros/Gross
213	HMRC	CSD/DCC	£1,238.00	£0.00	£1,238.00
214 -215	Salary M 9	Staff	£3,718.17	£0.00	£3,718.17
216	Repair and renewal	AW Renewables	£482.50	£96.50	£579.00
218	Business Rates	CSD/DCC	£1,238.00	£0.00	£1,238.00
219	Fees and charges	Unity Trust Bank	£0.06	£0.00	£0.06
220	Fees and charges	Unity Trust Bank	£10.50	£0.00	£10.50
221	Cloud Services	ACS Technology	£190.30	£0.00	£190.30
222	Broadband	British Telecom	£54.56	£10.91	£65.47
223	Electricity	Good Energy	£84.80	£4.24	£89.04
224	Electricity	Good Energy	£96.32	£4.82	£101.14
225	Civic Events	Christmas Lunch	£400.00	£0.00	£400.00
226	Printing	Rawsons	£43.55	£8.71	£52.26
227	Office supplies	Andersons	£91.10	£18.22	£109.32
228	Trade Waste	CSD/DCC	£337.76	£0.00	£337.76
229	Ground	Llangollen Tidy Towns	£325.00	£0.00	£325.00
230	Health and safety	Green Valley Solutions	£500.00	£0.00	£500.00
231	Contract Cleaning	Ultraclean	£243.75	£48.75	£292.50
232	Health and safety	Wingetts	£160.00	£0.00	£160.00
Total			£9,214.37	£192.15	£9,406.52

Llangollen Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
8	Fees and charges				2,200.00	3,213.00	-1,013.00
9	Cloud services				3,700.00	1,987.17	1,712.83
10	Health and safety				2,700.00	899.51	1,800.49
11	Insurance				5,550.00	5,610.12	-60.12
12	Licenses				550.00	460.40	89.60
13	NNDR				14,000.00	11,138.22	2,861.78
14	Payroll				750.00	384.00	366.00
15	Subscriptions				1,600.00	1,190.00	410.00
45	Staff Training				1,500.00	675.00	825.00
48	Expenses				500.00	75.60	424.40
					33,050.00	£25,633.02	7,416.98

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
16	Equipment				14,500.00		14,500.00
17	Projects				20,000.00	11,590.25	8,409.75
18	Cleaning				3,300.00	3,378.70	-78.70
19	Grounds maintenance				13,000.00	5,972.50	7,027.50
20	Christmas illuminations				11,000.00	5,729.08	5,270.92
21	Repairs and renewals				15,000.00	32,177.66	-17,177.66
22	Waste collection				1,100.00	159.25	940.75
23	Water charges				900.00	683.25	216.75
					78,800.00	£59,690.69	19,109.31

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
33	Loan repayments						

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
34	Community grants				6,500.00		6,500.00
35	Donations						
36	Cittaslow				1,000.00		1,000.00
					7,500.00		7,500.00

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
24	Election expenses						
25	Civic costs				2,000.00		2,000.00
26	Civic events				3,800.00	376.32	3,423.68
27	Mayor's allowance						
28	Remuneration				1,800.00		1,800.00
29	Member Training				2,000.00	40.00	1,960.00
30	Member allowances						
					9,600.00	£416.32	9,183.68

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	
31	Electricity				11,000.00	6,148.34	4,851.66
32	Gas				8,500.00	12,793.56	-4,293.56
					19,500.00	£18,941.90	558.10

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Llangollen Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Income		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
1	Precept		165,350.00	165,954.17			604.17
2	Interest			2,240.36	2,700.00		4,940.36
3	Room hire		14,500.00	12,556.50			-1,943.50
4	Rents		23,500.00	15,325.86			-8,174.14
5	Grants						
6	Tenants recharges		3,000.00	2,085.29			-914.71
7	VAT refund		1,100.00	13,969.34			12,869.34
49	Donation			156.29			156.29
			207,450.00	£212,287.81	2,700.00		7,537.81
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Office Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
37	Office supplies				1,100.00	255.03	844.97
38	Broadband				700.00	779.56	-79.56
39	Photocopier rental				1,000.00	612.00	388.00
40	Printing				1,400.00	87.26	1,312.74
41	Translation				700.00	234.06	465.94
47	Computer hardware				2,500.00	1,635.00	865.00
					7,400.00	£3,602.91	3,797.09
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Staff Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
42	Salaries				39,600.00	29,086.79	10,513.21
43	HR fees and charges					200.00	-200.00
44	Pension				3,500.00	4,886.25	-1,386.25
46	HMRC				9,000.00	10,083.09	-1,083.09
					52,100.00	£44,256.13	7,843.87
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NET TOTAL			207,450.00	£212,287.81	210,650.00	£152,540.97	62,946.84

REPORT AUTHOR: Town Clerk.
SUBJECT: Appointment of internal auditors for year ending 31 March 2025.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the appointment of internal auditors.

2. Background.

2.1 Town and Community Councils are required to undertake independent internal audit of their accounts in accordance with the Governance and Accountability for Local Councils in Wales Practitioners' Guide 2019.

2.2 In doing so a council must have regard to the guidance on internal audit. Internal audit must look at the accounting records and the system of internal control. It must also comply with proper internal audit practices.

2.3 The purpose of internal audit is to review whether the systems of financial and other controls are effective. It is essential that the internal audit function is sufficiently independent of the financial controls and procedures of the council that are the subject of review. The person or persons carrying out the internal audit must also be competent to carry out the role in a way that will meet the business needs of each local council.

3. The Audit.

3.1 There is no requirement for a person providing the internal audit role to be professionally qualified. However, the Town Council has traditionally secured the services of an external provider, JDH Business Services Ltd. This continuity has allowed the Town Council to improve operating procedures, a key factor identified in the guidance.

4. Recommendation.

4.1 On the basis of the comprehensive information provided in the past and the benefits that have accrued from continuity of service, it is recommended that the Town Council appoint JDH Business Services Ltd as internal auditors to undertake an audit in accordance with the Governance and Accountability for Local Councils in Wales Practitioners' Guide 2019 for the year ending 31st March 2025.

5. Reason for Recommendation.

5.1 To ensure fiscal and legal compliance.

REPORT AUTHOR: Town Clerk.
SUBJECT: Scheme of delegation.
REPORT FOR: Decision

1. Summary.

1.1 To consider amendments to the Town Councils scheme of delegation.

2. Background.

2.1 Members are aware that Part IV section 28 of the Local Government Act 1972 no business shall be transacted at a meeting of a community council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.

2.2 A significant number of Town Councils committees have had to be postponed since the beginning of the term of this Council due to the fact that they have been inquorate. This has been a trend for a few years now and the only partly successful committee has been Asset Management, but again with only just enough Members present on a few occasions.

2.3 The constant postponement of meetings is detrimental to the function of the Human Resource Management and Climate and Cistaslow Committees as the constant delaying of matters is not conducive to good corporate management of the Town Council affairs. That said, there are key responsibilities within the terms of reference of these committees which still need to be addressed and considered to provide good governance.

2.4 Committees should be a way for councillors to debate and decide the policies that govern how the Town Council provides local services focused on the specific terms of reference pertaining to the respective area of concern. The current structure of Town Council Committees has developed in this way over a number of years to reflect identified priorities and changes to local circumstance, regional and national policies.

2.5 However, the Town Clerk believes that the committee structure may have become too specific in some areas and therefore are not as attractive to Members in terms of seeking nominations or attending subsequent meetings. Therefore, a review of the scheme of delegation is thought appropriate.

3. Proposals.

3.1 The proposed changes to the committee structure, moving forward, would consist of the retention of the asset management committee that has operated effectively and efficiently all be it as stated earlier at times with a depleted membership; an amalgamation of the existing Human Resources and Climate and Cistaslow Committees to form a Management and Establishment Committee; together with the addition of third Committee to consider planning matters.

3.2 The rationale for the new Planning Committee is as a consequence of the requirements of Section 48 of the Local Government and Elections (Wales) Act 2021 which makes provision for public participation at full community council meetings or those part of meetings which are open to the public. The new legislation makes it clear that the person presiding over a meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting.

3.3 This, coupled with the fact that the period the consultation period being afforded to the Town Council from the local planning authority can vary from 14 to 28 days, has therefore meant that several applications are being received by the Town Council after the publication of the monthly

's agenda. Consequentially, given that planning matters could be controversial and that members of the public may well wish to comment on those particular items on the agenda this has resulted in a number of request for extensions being requested from the local planning authority to allow the Town Council to comment after the next full council meeting.

- 3.4 To better facilitate this, and to ensure that adequate representation is made by taking on board views of the public, the establishment of a Planning Committee would enable the Town Council to consider applications not only on a monthly basis but at any period of time in between those scheduled meetings without the need to request extensions to deadlines by being able to comply with requirements under section 48 of the Local Government and Elections (Wales) Act 2021.
- 3.5 Within the suggested terms of reference the committee would meet monthly at a fixed date or upon the rising of the ordinary meeting of the Town Council. The latter would reduce the pressure of some Members to attend several meetings a month but, if minded, Members may feel that a separate scheduled time for this committee would be more appropriate. Within that schedule, as stated above, there may also be requirement for the committees to be called to consider urgent planning matters and again the recent changes within the Local government and Elections (Wales) Act 2021 namely paragraph 21 of Schedule 4 to the 2021 act notes that in exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice which is a very useful adjunct to facilitate effective management of planning consultations.
- 3.5 Turning to the new management and establishing committee the terms of reference (attached) they indicate the clear breakdown between those elements which are relating to the establishment functions of the town council and those related to the management. Members will see that within those sections reflect elements of both the existing Human Resources and the Climate Change and Cittaslow committee, but amalgamation is suggested to make this committee a more expansive and functional committee that Members may wish feel more able to engage with.

4. Consequences.

- 4.1 Should Members be minded to agree the changes to the scheme of delegation, then there are consequential changes required to the following sections within the Town Council's constitution as detailed below: -

Document	Existing	Change
Standing Orders	<p>19 HANDLING STAFF MATTERS</p> <p>a) A matter personal to a member of staff that is being considered by a meeting of Llangollen Town Council, or the Human Resources Committee is subject to standing order 11.</p> <p>b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Human Resources Committee or, if</p>	<p>19 HANDLING STAFF MATTERS</p> <p>a) A matter personal to a member of staff that is being considered by a meeting of Llangollen Town Council, or the Management and Establishment Committee is subject to standing order 11.</p> <p>b) Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Management and</p>

	<p>they are not available, the vice-chair (if there is one) of Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to Human Resources Committee at its next meeting.</p> <p>c) The chair of Human Resources Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Human Resources Committee.</p> <p>d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of Human Resources Committee or in their absence, the vice-chair Human Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Human Resources Committee.</p> <p>e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of Human Resources Committee, this shall be communicated to another member of Human Resources Committee, which shall be reported back and progressed by resolution of Human</p>	<p>Establishment Committee or, if they are not available, the vice-chair (if there is one) of Management and Establishment Committee of absence occasioned by illness or other reason and that person shall report such absence to Management and Establishment Committee at its next meeting.</p> <p>c) The chair of Management and Establishment Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Management and Establishment Committee.</p> <p>d) Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of Management and Establishment Committee or in their absence, the vice-chair Management and Establishment Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Management and Establishment Committee.</p> <p>e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of Management and Establishment Committee, this shall be communicated to another member of</p>
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	<p>Resources Committee.</p> <p>f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.</p> <p>g) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).</p>	<p>Management and Establishment Committee, which shall be reported back and progressed by resolution of Management and Establishment Committee.</p> <p>f) Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.</p> <p>g) In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).</p>
Scheme of delegation	<p>COMMITTEES SPECIFIC TERMS OF REFERENCE</p> <p>Retain reference to Asset Management.</p> <p>Delete reference to Climate, Ecology and Cittaslow Committee.</p> <p>Delete reference to Human Resources Committee.</p> <p>Retain reference Task and Finish Groups.</p>	<p>COMMITTEES SPECIFIC TERMS OF REFERENCE</p> <p>Retain reference to Asset Management.</p> <p>Add reference to Management and Establishment committee</p> <p>Add reference to Planning Committee</p> <p>Retain reference Task and Finish Groups</p>

4.3 In addition, if agreed, in order to move swiftly nominations to appoint Members for the remainder of the municipal to the new committees should be progress as a matter of urgency as follows:-

Management and Establishment Committee

5 Members. (The Town Mayor and Deputy Town Mayor are standing members of the Committee.)

Planning Committee .

5 Members. (The Town Mayor is a standing member of the Committee.)

5. Recommendation.

5.1 It is recommended that the Members

- a) considered the proposed changes to the scheme of delegation.
- b) Implement consequential changes to the Constitution
- c) make nominations to the new Committees in line with their terms of reference

d)

5. Reasons for recommendation.

5.1 To ensure effective corporate governance

Appendix.

Llangollen Town Council.

Planning Committee Terms of Reference.

1. The Planning Committee is constituted as a Standing Committee of Llangollen Town Council.
 2. The planning committee is not allocated a financial budget.
 3. The operation of the Planning Committee will be in compliance with Llangollen Town Councils Standing Order and Financial Regulations.
 4. The Planning Committee composition shall be five Councillors as voting members, with the Town Mayor being standing member of the Committee, with at least three Members of the Committee constituting a quorum
 5. Membership of the Planning Committee shall be ratified at the Annual Council Meeting in May of each year.
 6. The Chairman and Vice-Chairman shall be elected annually by the Committee.
 7. The Planning Committee shall be administered and managed in accordance with these Terms of Reference.
 8. The Planning Committee meetings will be held at [6:00 on the third Monday of the month - upon the rising of an ordinary meeting of the town Council and the dates shall be included in schedule of meetings(delete as appropriate)]. Additional meetings may be called to the address any further matters in relation to planning.
- 10. The Planning Committee shall have delegated powers to undertake the following roles and functions: -**
- a) To make representations to the Local Planning Authority on any application referred to the Town Council and on any other planning matter that affects the community of Llangollen.
 - b) To ensure the agreed response to the planning application will be despatched to the c) planning authority by the Clerk so that the Denbighshire County Council are made aware of any concerns or objections with regards to planning applications, by the planning committee.
 - d) To consult with the community on larger planning applications to gauge their reactions.
 - e) To bring all sensitive/controversial applications to the attention of the full Town Council
 - f) To make recommendations to the council in relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the community of Llangollen.
 - g) To make representations to the Local Planning Authority in support of any departure application.
 - h) The Committee will report the meeting decisions at the next full Town Council meeting for information purposes.

Llangollen Town Council.

Management and Establishment Committee Terms of Reference.

1. The Management and Establishment Committee is constituted as a Standing Committee of Llangollen Town Council.
2. The Management and Establishment Committee has delegated powers to authorise expenditure on behalf of the Council for items that fall within its remit.
3. Management and Establishment Committee has delegated powers to act on and resolve employment issues that arise from its remit.
4. The Management and Establishment Committee composition shall be five Councillors as voting members with at least three Members of the Committee constituting a quorum.
5. The Town Mayor and Deputy Town Mayor are standing members of the committee.
6. Membership of the Management and Establishment Committee shall be ratified at the Annual Council Meeting in May of each year.
7. The Chairman and Vice-Chairman shall be elected annually by the Management and Establishment Committee.
8. The Management and Establishment Committee shall meet at least four times a year and the dates shall be included in the Schedule of Meetings.

9. The Committee shall have delegated powers to:-

Management.

- a) Develop and review the Town Council's Business Plan subject to ratification by the Town Council.
- b) Monitoring and regularly reviewing the Town Council's Business Continuity Plan subject to ratification by the Town Council.
- c) Prepare the Town Council's Annual Report subject to ratification by the Town Council.
- d) Review the Town Council's standing orders and financial regulations for ratification by the Town Council.
- e) Monitor and regularly review Town Council's policies.
- f) Coordinate public relations, consultation and engagement
- g) Supporting Cillaslow, and promoting local businesses culture, traditions, produce and encouraging and celebrating diversity.
- h) Protect, conserve and enhance the natural environment and biodiversity
- i) Ensure the Town Council's compliance with the Environment (Wales) Act 2016
- j) Review the town council's biodiversity, climate and ecological emergency action plan.
- k) Encourage sustainable energy use and reducing energy consumption transport initiatives.
- l) Encourage a reduction in use of plastics, maximise recycling and use materials efficiently overall
- m) Represent the views and needs of relevant community organisations or community members regarding the climate emergency.
- n) Administer the Community Support Grants scheme

Establishment.

- a) Recruit and select staff, with the exception of the post of Town Clerk/RFO
- b) Administering the Discipline and Grievance Procedures.
- c) To appoint the Chair to act as point of contact to the Clerk/Responsible Financial Officer. This Member will receive notification of sickness, absence etc. and conducting the appraisal of the Town Clerk which will be reported in writing and are subject to approval by resolution by Management and Establishment Committee.
- d) Receive annual appraisals of other staff on the anniversary of the employee's appointment and to submit proposals in respect of salaries and training of all staff to the (not later than the end of November each year).

- e) Review the Staff Handbook and Councillor Handbook.
- f) Ensure the induction and training of staff and Councillors, including both external and internal training.
- g) Monitoring staff pension arrangements.
- h) Work with the Town Clerk to ensure that the Town Council is staffed sufficiently to provide for the effective operation of the Town Council and the Town Hall.
- i) Monitor staff workloads, working conditions, work/life balance and wellbeing.
- j) Review job descriptions, person specifications, staff establishment.
- i) Approve variations to contracts of employment for change of contracts and flexible working.
- k) Administering the Town Council's Internal Complaints Procedure and local resolution Protocol.
- l) Determine the provision of office accommodation, cyber security and cloud storage.
- m) Manage the health, safety and welfare policies of the Council and overseeing implementation and compliance.

REPORT AUTHOR: Town Clerk.
SUBJECT: Llangollen Tidy Towns Team.
REPORT FOR: Decision.

1. Summary.

1.1 To note the work of the Llangollen Tidy Town Team during 2024

2. Background.

2.1 The Llangollen Tidy Town Team was established in 2006 and continues to provide a very valuable service within the town in terms of maintaining the physical and natural fabric of the community. The team continues to be led by the coordinator David Davies who was provided the following commentary for the operation of the team during 2024

3. Llangollen Tidy Towns Team report.

3.1 Mr Davis has stated that 2024 has been a year of mixed results. The Team have continued our maintenance duties in the Town Square throughout the year including upgrading the corner area with more locally supplied slate. The area between the TIC and Town Hall benefitted from a major tidy up and the Team participated in the erection of the Town Christmas Tree.

3.2 Having finalised the St John's Wood project last year the Team were pleased to see all the fruit trees planted had successfully taken but benefited from some maintenance and care. The Team spent substantial time at another fruit tree project area, planted in partnership with Canal & Rivers Trust years ago, clearing invasive growth to allow access and tree care.

3.3 Litter continues a problem in two areas, on the Panorama and along the roadside from the "Old Tip" into Town. The Team collected 35 full sacks from just these two areas this year.

3.4 The Team were pleased to participate yet again in another successful Town Christmas Festival offering our traffic control and light switching on skills.

3.5 Regrettably some of our regular tidy up activities this year had to be cancelled due to the delays and mismanagement of the Four Great Highways Project by DCC. This project has further urbanised our Town with more roadside furniture in the shape of another variety of tourist information signage and the multitude of trip hazard direction plates set into the pavements. In the absence of maintenance, much of the planting on the "wharf bank" has died and the part of the project to replace the broken and untidy fencing along the wharf access slope appears abandoned.

3.6 The Team is very grateful and wish to say a big thank you to Llangollen Town Council and all our local supporters, both business and personal, for their support and encouragement of our efforts in 2024 of over 400 hours of work during the year.

4. Volunteer value.

4.1 The Tidy Towns Team provides a valuable service to the community in Llangollen, on a voluntary basis. The annual report for 2021 is attached in appendix 1, for information, and highlights the variety and range of activities that the Team are involved with throughout the year.

4.2 It can be seen from the report that at a total of over 400 hours of voluntary work during the year were undertaken. Many projects and organisations find it helpful to put a financial value on the hours their volunteers contribute. This can be expressed as an annual or monthly figure, by using the calculation of the number of full-time equivalent weeks multiplied by average weekly wage figure - the annual economic value

- 4.3 In the UK, the Office for National Statistics estimated that in 2024 were the average weekly earnings (AWE) for full-time workers at £706 and therefore the annual economic value of the Llangollen Tidy Towns Team during 2024 was a minimum £8,305 to the community of Llangollen.
- 4.4 The work has included the direct contributions to the maintenance of Town Council assets under a service level agreement, works have been carried out regularly and diligently and to a high standard by a dedicated team of volunteers at key periods throughout the year.
- 4.5 Early this year the team found themselves in a difficult position in that their existing insurance providers were unable to continue. Zurich municipal The town Council's insurers confirmed that up to 25 volunteers would be covered under our current policy at no additional cost to the Town Council. The Tidy Towns Team Organiser is indicated that they have twenty-two active members and therefore allowing for a few other volunteers that work on behalf of the Town Council in a volunteer capacity within the Town Hall there are sufficient numbers of volunteer spaces to allow the Town Council to include the current members of the Tidy Towns Team to allow the Team to be covered by the Town Council's insurers. Therefore the Town Council resolved to provide insurance cover under the current council policy for 22 members of the Llangollen Tidy Towns Team pursuant to their activities compatible with the agreed memorandum of understanding.

5. Recommendation.

- 5.1. It is recommended that the Town Council: -
- a) Recognises the role of the Llangollen Tidy Town Team in the maintenance of the public realm throughout the town and its environs.
 - b) Reaffirms the service level agreement with Llangollen Tidy Town Team to maintain and tidy Centenary Square and the provision of insurance cover.
 - c) Makes a donation of £350 for these services in 2025/26.

6. Reason for Recommendation.

- 6.1 To support local community initiatives and the maintenance of Town Council assets in line with the Town Council's business plan.

REPORT AUTHOR: Town Clerk
SUBJECT: HR support services.
REPORT FOR: Decision.

1. Summary.

1.1 To consider entering in an agreement to source HR support services.

2. Background.

2.1 Current the Town Councils HR management services are provided in house largely through the Town Clerk which has in the past proved challenging when issues arise that are directly related to the work of the incumbent.

2.2 The Town Council has regularly been contacted by a number of third-party firms who offer services to Community Councils but given the staff compliment of the Town Council the cost of these services have been disproportionate to the level of services that may be required.

2.3 However, following recent contact from Peninsula HR one of the larger companies a referral was made to of BrightHR a service provider which specialises in support to smaller organisations.

3. BrightHR

3.1 The BrightHR provides a simple-to-use software which allows organisations to manage staff holidays, overtime and other records and offers employers HR technology that's easy to use, and advice that's clear, practical, and jargon-free. The platform analyses problems and provides legal solutions, with a library of document templates allowing companies to craft their perfect policies, and BrightAdvice gives a direct line to a team of qualified employment law experts ready to help when needed, a guaranteed support network for even the trickiest HR issues.

3.2 The company offers a 36 months – Bright Protect (Software, Documentation, Advice)service at a cost of £33.44 + VAT per month and an in depth explanation of the HR software and advice and can be viewed at: -<https://www.youtube.com/watch?v=u9tUX5SNrpk>

3.3 The monthly costs are more acceptable that those offered by larger companies and the range of services available and the library of document templates will ensure ongoing compliance with legislations that is constantly changing. In the current financial year there is an allocation of £200 within the HR fees and charges cost code that could be utilised if Members are supportive, but in subsequent years these cost would have to be added Town Council's cloud services cost code.to the

4. Recommendation

4.1 It is recommended:-

- a) that the Council enters into a 36-month agreement with BrightHR (the period remaining in the term of this Council).
- b) that the 2024/25 financial year costs be covered from the current HR fees and charges cost code.
- c) that the subsequent costs be agreed to be covered from the Town Council's cloud services cost code.

5. Reasons for recommendation.

5.1 To ensure compliance with legislation, probity, and good governance of the Town Council's Human resources.