

**Cyngor Tref Llangollen.
Cyfarfod Blynnyddol.**

**Llangollen Town Council.
Annual Meeting.**

**Agenda.
18.05.21**

**Cyflwyniadau gan Ymgeiswyr
Cynrychiolwyr Ieuenctid.**

Mr Harvey Barratt
Mr Shea Ferron
Mr Damon Richards-Gwilliam
Mr Michael Jones.

**Presentations from Youth Representative
Candidates.**

Mr Harvey Barratt
Mr Shea Ferron
Mr Damon Richards-Gwilliam
Mr Michael Jones.

1. Etholiad Maer y Dref.

I benodi Maer Tref am y flwyddyn i ddod.

Election of Town Mayor.

To appoint a Town Mayor for the ensuing year.

**2. Datganiad Maer y Dref yn derbyn y Tymor
Swydd..**

Bydd Maer y Dref yn datgan:
Rydw i, [Cyng.]. ar ôl cael fy ethol i
Swyddfa Maer y Dref ar gyfer Tref
Llangollen, drwy hyn yn datgan fy mod yn
cymryd y Swyddfa honno ar fy hun ac y
byddaf yn cyflawni ei dyletswyddau yn
briodol ac yn ffyddlon yn ôl hyd eithaf fy
ngwybodaeth a'm gallu

**Town Mayor's declaration of acceptance of
the Term of Office.**

The Town Mayor will declare:
I, [Cllr]. having been elected to the Office
of Town Mayor for the Town of Llangollen,
hereby declare that I take the said Office
upon myself and will duly and faithfully
fulfil the duties thereof according to the
best of my knowledge and ability.

3. Ymddiheuriadau am absenoldeb..

I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb

Apologies for absence.

To receive, consider and accept apologies
for absence.

4. Etholiad Dirprwy Faer y Dref.

I benodi Maer Tref am y flwyddyn i ddod

Election of Deputy Town Mayor.

To appoint a Deputy Town Mayor for the
ensuing year.

5. Penodi Cynrychiolwyr Ieuenctid

I benodi dau Gynrychiolydd Ieuenctid.

Appointment of Youth Representatives.

To appoint a two Youth Representatives.

6. Cynllun dirprwy.

I mabwysiadu'r Cynllun dirprwy.

Scheme of delegation.

To adopt the Scheme of delegation.

7. Penodiadau pwyllgor.

I benodi Aelodau am y flwyddyn i ddod.
Asset Management 5 Aelod.
Cittaslow Committee 5 Aelod.
Human Resources 3 Aelod.

Committee appointments.

To appoint Members for the ensuing year.
Asset Management 5 Members.
Cittaslow Committee 5 Members.
Human Resources 3 Members.

(Mae Maer y Dref a Dirprwy Faer y Dref yn aelodau sefydlog o'r Pwyllgor.)	(The Town Mayor and Deputy Town Mayor are standing members of the Committee.)
8. Rheolau Sefydlog a Rheoliadau Ariannol. I mabwysiadu'r rheolau sefydlog a rheoliadau ariannol y Cyngor Tref ar gyfer y flwyddyn sydd i ddod. (wedi'i gylchredeg â'r agenda).	Standing Orders and Financial Regulations. To adopt the Town Councils standing orders and financial regulations for the forthcoming year. (circulated with agenda).
9. Strategaeth Fuddsoddi Flynyddol. I mabwysiadu'r Strategaeth Fuddsoddi Flynyddol a baratowyd yn unol â'r canllawiau statudol ar Fuddsoddiadau Llywodraeth Leol a gyhoeddir yw Cynulliad Cenedlaethol Cymru.	Annual Investment Strategy. To adopt the Annual Investment Strategy prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.
10. Grŵp gorchwyl a gorffen y gyllideb. I gadarnhau Maer y Dref, Dirprwy Faer a Chadeiryddion y Pwyllgorau Sefydlog fel aelodau o grŵp gorchwyl a gorffen y gyllideb.	Budget task and finish group. To confirm the Town Mayor, Deputy Mayor and Chairs of the Standing Committees as members of the budget task and finish group .
11. Aelodaeth o gyrff eraill. I adolygu aelodaeth y Cyngor a / neu gyflogaeth o gyrff eraill. <ol style="list-style-type: none"> Aelodaeth CGGSDd. Un Llais Cymru. Cymdeithas Clercod Cyngorau Lleol. 	Memberships of other bodies. To review the Council's and/or employees' memberships of other bodies. <ol style="list-style-type: none"> DVSC Membership. One Voice Wales. Society of Local Council Clerks.
12. Penodi Cynrychiolydd ar gyrff allanol. I adolygu a phenodi Aelodau fel cynrychiolwyr ar gyrff allanol. <ol style="list-style-type: none"> Eiriolwr AHNE. (2 Aelod). Partneriaeth Cyrchfan Sir Ddinbych. (1 Aelod) Cyfeillion Pengwern. (1 Aelod) Grŵp Cyfeillion Neuadd y Dref. (Maer y Dref; Dirprwy Faer y Dref ynghyd â 2 Aelodau). Ymddiriedolaeth John Mathews. (1 Aelod). Gŵyl Nadolig Llangollen. (2 Aelod). Seindorf Llangollen. (1 Aelod). Ymddiriedolaeth Ieuenctid Llangollen. (1 Aelod). Un Llais Cymru. (2 Aelod). 	Appointment of Representative on outside bodies To review and appoint Members as representative on outside bodies. <ol style="list-style-type: none"> AONB Champions. (2 Members) Denbighshire Destination Partnership. (1 Member) Friends of Pengwern. (1 Member) Friends of the Town Hall Group. (Town Mayor; Deputy Town Mayor plus 2 Members). John Mathews Trust. (1 Members). Llangollen Christmas Festival. (2 Members). Llangollen Silver Band. (1 Member). Llangollen Youth Trust. (1 Member). One Voice Wales. (2 Member).

- j) Elusennau Lles Llangollen a Glyn Traian (3 Aelod)
- k) Llangollen Di-Blastig. (1 Aelod)
- l) Ysgol y Gwernant. (1 Aelod).

- j) Llangollen and Glyn Traian Welfare Charities (3 Members)
- k) Plastic Free Llangollen. (1 Member)
- l) Ysgol y Gwernant. (1 Member).

13. Adolygu rhestr o dir ac asedau.

Derbyn manylion asedau'r Cyngor Tref. (wedi'i gylchredeg â'r agenda).

Review of inventory of land and assets.

To receive details of the Town Councils assets (circulated with agenda).

14. Cynllun Cyhoeddi Enghreifftiol.

I mabwysiadu'r Cynllun Cyhoeddi Enghreifftiol yn unol â Deddf Rhyddid Gwybodaeth 2000. (wedi'i gylchredeg â'r agenda).

Model Publication Scheme.

To adopt the Model Publication Scheme in accordance with The Freedom of Information Act 2000. (circulated with agenda).

15. Cadarnhad y ddiadau, amseroedd a leoliad cyfarfodydd.

I cadarnhau amserlen y cyfarfodydd cyffredin a phwyllgorau ar gyfer blwyddyn ddinesig 2021/22.

Confirmation of dates, times and place of meetings.

To confirm the schedule of ordinary meetings and committees for the 2021/22 municipal year.

16. Adroddiad Blynyddol.

I dderbyn atodiad i Adroddiad Blynyddol 2020/21.

Annual Report.

To accept an addendum to the Annual Report 2020/21.

Adroddiadau a anylion ariannol

Reports and financial details

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.

Reports and financial details are working documents and are therefore not translated.

LLANGOLLEN TOWN COUNCIL



SCHEME OF DELEGATION

1. SUMMARY

- 1.1 Town and Community Councils are corporate bodies defined by statute as such they are not exempt from or above the law. If a Town or Community Council makes an illegal decision which is implemented it is the Council and Councillors who are liable not the Clerk who is responsible for implementation. Decisions made by the Town Council, all have a legal implication, and Councillors have a duty to make themselves familiar with the requirements contained in the statutes and financial regulations as they are jointly and severally legally.
- 1.2 With a few statutory exceptions, only the Full Council is able to make decisions on behalf of the corporate body, *unless* it makes explicit provision to delegate powers to either a committee or officer (or in some cases, another authority). These delegated powers are often enshrined in the Council's key governance documents, its Standing Orders, Financial Regulations, and committee terms of reference, as well as other policies. responsible.
- 1.3 The purpose of the Scheme of Delegation is to consolidate these delegated powers into one document:
 - providing a single point of reference to inform decision-making;
 - ensuring that there is no conflict between different governance documents;
 - clarifying lines of accountability;
 - and confirming where statutory responsibilities sit.
- 1.4 The scheme covers all aspects of the Council decision-making process, and it is therefore intended as a key reference document for all staff and councillors, particularly: the Town Mayor, Committee Chairs and the Town Clerk. It will be publicly available and published on the Town Councils website to provide those members of the community attending Council meetings with a guide to how the Council makes decisions.

2. THE POWER TO DELEGATE

- 2.1 The Council's statutory power to delegate its functions is laid down in Local Government Act 1972 s101. This states that power can be delegated to a committee, sub-committee, or officer of the authority, or to another authority.
- 2.2 By virtue of the absence of any provision in s101, city, town and community council functions cannot be delegated to an individual councillor. However, when acting as the Chair of a meeting, a Councillor has ex officio powers to regulate conduct in the meeting, as defined later in this scheme.

3. TOWN COUNCIL.

- 3.1 The following matters are reserved to the Town Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:
 - Approval of the budget.
 - Setting the precept.
 - Approval of the Annual Return and Audit of Accounts.

- Agreement to write off bad debts.
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from Welsh Government (e.g., hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over ££250.
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves.
- Approval of changes in earmarked reserves as part of the budgetary process.
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking by-laws.
- Making of Orders under any statutory powers.
- Matters of principle or policy.
- Appointment of Standing Committees.
- Appointing Council representatives to outside bodies.
- All other matter which much, by law, be reserved to the full Council.

3. From May 2022 the following additional matters are reserved to the Town Council for decision:

- Declaring eligibility for the General Power of Competence.
- Preparing and publishing a report about the Council's priorities, activities and achievements.
- Consider training for councillors and community council staff, and publish training plans.

4. DELEGATION TO OFFICERS

4.1 The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

4.2 The Council may at any time, following resolution, revoke any delegated authority. Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

4.3 Responsible Financial Officer

The Town Clerk as the Responsible Financial Officer of Llangollen Town Council shall be responsible for:

- the Town Council's accounting procedures the accounting system and the form of their accounting statements and supporting accounting records in accordance with the Accounts and Audit Regulations (Wales) in force at any given time.
- Ensuring that the accounting systems are observed and that the accounts and supporting records of the body are maintained in accordance with proper practices and kept up to date.
- Ensuring the Council has an adequate and effective system of internal control.
- Producing all financial management information, including, completing the annual financial statements of the Council.
- Maintaining a record of the assets and liabilities of the Council.
- Following the annual risk assessment shall effect all insurances and negotiate all claims on the Council.

4.4 Proper Officer

The Town Clerk is the Proper Officer of Llangollen Town Council and as such is specifically authorised to:

- To receive Declarations of Acceptance of Office.
- To retain a copy of every councillor's register of interests.
- To receive and record notices disclosing personal and prejudicial interests.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- Signing summonses to attend meetings of the Council.
- Keeping a proper record for all meeting
- To receive copies of by-laws made by the local authority.
- To certify copies of by-laws made by the Council.
- To sign summonses to attend meeting of the Council.
- To arrange insurance

4.5 In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control of assets and procedures.
- Postponing a meeting, or calling an additional meeting of the Council or any committee, as necessary, in consultation with the Town Mayor or appropriate committee.
- Responding to any correspondence requiring or requesting information, or relating to previous decision of the Council.
- Managing the provision of Council services, buildings, land, and resources (indirectly where service managers have delegated responsibility), including the temporary closure of any such facilities, as may be required.
- Prosecuting a debtor, where such prosecution is through the small claims process, or approving the write off of any debt up to the value laid down in Financial Regulations.
- Applying for any grants and other funding on the Council's behalf.

- Disposing of or selling any equipment or consumables, save where the estimated value of any one item of tangible movable property exceeds any amount laid down in Financial Regulations.
- Renewing any existing leasing or licencing agreements, save where the estimated value exceeds any amount laid down in the Financial Regulations, or where the lease term exceeds one year.
- Entering into negotiations on any matter on behalf of the Council, it being understood that the Town Clerk shall not be authorised to confirm any agreement without the consent of the Council or relevant committee.
- Authorising the issue of all official Town Council press releases, and editorial control of the Council's website and social media content.
- Dealing with such matters as specifically delegated by the Council or committee.
- Day to day supervision and control of all staff employed by the Council.
- The day to day administration and oversight for organised events and activities.
- Authorisation of routine expenditure with the agreed budget.
- Emergency expenditure up to £1,000.
- Matters specifically delegated by resolution by Council or Committee.

5. Town Mayor.

5.1 No matter may be delegated to the Town Mayor except for the following:

- Convening an extraordinary meeting of the Full Council.
- Receiving the resignation of any member.
- When attending a Full Council meeting, the powers granted to a chair of a meeting.
- Attending a civic function (it being understood that the contents of any speeches must not purport to being the view of the Council unless previously agreed).

6. Chair of a meeting.

6.1 When a Councillor acts in the role of the Chair of a meeting, they shall have the power to:

- Convening an extraordinary meeting of the relevant Council or committee.
- Direct the order of speaking.
- Direct any response to a question posed during public participation.
- Permitting an individual to be seated whilst speaking.
- Suspend or close a meeting .
- In the case of an equality of votes on any matter, exercising a casting vote.
- Determining the rules of debate, in accordance with the Council's Standing Orders.
- Determining a point of order.
- Putting a motion to the vote.
- Signing the minutes of a previous meeting, once confirmed by a resolution as an accurate record.
- Moving that a person be silenced or excluded from the meeting for disorderly conduct.

7. Councillors.

7.1 No matter may be delegated to an individual Councillor, except that:

- Two Councillors may convene an extraordinary meeting of the Council, should the Town Mayor refuse to do so.
- Three Councillors when members of a Committee may convene an extraordinary meeting of the Committee, if the chairman of a Committee does not call such a meeting within 7 days of having been requested to do so by 3 Councillors.
- In the event of disorderly conduct at meetings any Councillor may move that a person be silenced or excluded from the meeting for disorderly conduct.
- Matters may be delegated to an officer to determine in consultation with one or more Councillors, it being understood that the officer shall not overrule any reasonable request of that member(s), but that the officer's decision shall be final.
- A Councillor may arrange or attend a meeting regarding Council business, it being understood that any representations made by the Councillor are in their personal capacity and may not represent the views of the Council.
- A Councillor may contact an outside body regarding Council business, it being understood that any representations made by the Councillor are in their personal capacity and may not represent the views of the Council.
- A Councillor may assist in discharging any council policy or procedure, if it is expressly permitted in the policy, or if prior approval has been obtained.
- No Councillor may issue an instruction to an officer, but may highlight any issue that they believe requires the attention of the Council.
- Any issue regarding staff performance may only be raised with the Town Clerk or through the appropriate committee.

8. COMMITTEES.

8.1 Best practice on the constitution of committee's states that:

"there should be no more standing committee than are necessary, the membership of the committees should be small, their terms of reference should be clearly specified, and their relationship to the rest of the decision-making structure clearly defined. Each committee should be concerned with matters that can only be dealt with at member level, i.e., there should ordinarily be no involvement in matters of day-to-day administration and operation business that is properly the responsibility of officers."¹

8.2 Matters are delegated to the Council's Committees to make decisions on behalf of the Council must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

8.3 The Council may at any time, following resolution, revoke any delegated authority. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

¹ Knowles on Local Authority Meetings, 8th edition by Philip McCourt, 2016,

- 8.4 Membership of Committees shall be ratified at the Annual Council Meeting in May of each year. Committee composition shall be a no more than five Councillors with not less than three members of Committee constituting a quorum.
- 8.5 All correspondence shall be conducted through the Clerk of the Town Council wherever possible. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.
- 8.6 All Committees are constituted as a Standing Committee of Llangollen Town Council within specific terms of reference and have delegated powers to:
- Elect a Chair and Vice Chair from within the Membership of that Committee.
 - Approve the minutes of the last meeting of the Committee.
 - Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve.
 - Make recommendations on the budget requirement for the Committee for the coming Financial Year.
 - Delegate any of their functions to a Sub-Committee or Officer of the Council
 - Operate in compliance with Llangollen Town Councils Standing Order and Financial Regulations.

COMMITTEES SPECIFIC TERMS OF REFERENCE

Asset Management.

1. The Asset Management Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Asset Management Committee shall meet four times a year and the dates shall be included in the Schedule of Meetings.
3. The objective of the Asset Management Committee shall be to ensure that all facilities and land under the Council's ownership and control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town in an efficient and cost-effective manner.
4. The Asset Management Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
5. The Asset Management Committee shall have delegated powers to: -
 - a) To spend to the amount specified in the allocated budget.
 - b) administer and maintain and insure the Council's facilities, assets, services and activities including, but not limited to, the following: -
 - i) The Town Hall.
 - ii) War Memorial and associated land and structures.
 - iii) Pen y Bryn Cemetery.
 - iv) CCTV.
 - v) Street furniture/ bus shelters.
 - vi) Chain Bridge
 - c) Carry out works under contract under agreement or under licence from third parties including, but not limited to, the following: -
 - i) Llangollen Recreation Ground.
 - d) act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
 - e) advise the Council on the acquisition of land for the purposes of leisure, amenity and recreational activities.
 - f) advise the Council on the provision of new and the modification of existing buildings and equipment related to the leisure, recreation, or amenity aspects of the Council's business.
 - g) prepare and submit for the Council's consideration fees for all chargeable areas under the Committee's remit.
 - h) assemble and submit to the Town Council estimates of income and expenditure for each financial year.

- i) act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
- j) purchase items of plant, equipment within approved budgets.
- k) acquire office equipment and assets as required enabling the staff to carry out their duties.
- l) exercise the management of health and safety issues in respect of all Town Council assets.
- m) co-ordinate events organised by the Town Council.
- n) liaise and co-operate with the Tidy Towns Team
- o) manage and develop the Town Council's IT infrastructure, data storage, websites and social media pages.

Cittaslow Committee.

1. The Cittaslow Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Cittaslow Committee shall meet at least six times a year and the dates shall be included in the Schedule of Meetings.
3. The objective of the Cittaslow Committee shall be to improve the quality of life in Llangollen by progressing the Cittaslow aims in an efficient and cost-effective manner.
4. The Cittaslow Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
5. The Cittaslow Committee shall have delegated powers:-
 - a) To spend to the amount specified in the allocated budget.
6. The Cittaslow Committee's remit shall extend to:-
 - a) Ensuring on-going community involvement.
 - b) Supporting and promoting local culture and local traditions.
 - c) Working for a more sustainable environment.
 - d) Raising awareness and appreciation of local produce and local businesses.
 - e) Promoting healthy eating and healthy living.
 - f) Encouraging and celebrating diversity.
 - g) Co-ordinate initiatives and grant applications in line with the agreed strategy for the future of the town.
 - h) Assisting with and where appropriate delivering projects.

Human Resources Committee.

1. The Human Resources Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Town Mayor and Deputy Town Mayor are standing members of the committee.
3. The Human Resources Committee shall meet four times a year and the dates shall be included in the Schedule of Meetings.
4. The objective of the Human Resources Committee shall be to ensure that are managed effectively and in an efficient and cost-effective manner.
5. The Human Resources Committee shall have delegated powers to: -
 - a) To spend to the amount specified in the allocated budget.
 - b) To authorise the Chair of the Committee or in his absence, the Vice Chair to conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
 - c) Subject to the Council's policy regarding absences from work receive from the Council's most senior member of staff io notify the chairman of the Human Resources Committee or, if he is not available, the vice-chairman of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.
 - d) Determining the staffing levels necessary to efficiently discharge the work required by the Council and to approve job descriptions and review workloads periodically.
 - e) Establishing the grading, remuneration and terms and conditions of employment for Council employees including contracts of employment.
 - f) Establishing and review the Council's employment policies and procedures.
 - g) Approving all staff recruitment, appointments, training and dismissals but excluding decisions relating to the Town Clerk which will be considered by the Town Council.
 - h) Reviewing and engaging with schemes for the employment of people under training programmes.
 - i) Ensuring that all disciplinary and grievance policies are dealt with in line with the Council's procedures.
 - j) Determining the training and development policy of the Council.
 - k) Determining the provision of office accommodation.
 - l) Establishing the health, safety and welfare policies of the Council and overseeing implementation and compliance.

TASK AND FINISH GROUPS

Task and Finish Groups may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.

LLANGOLLEN TOWN COUNCIL.

ANNUAL INVESTMENT STRATEGY.

This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as a part of the Town Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporary surplus resources and the investments it undertakes of these resources.

The Town Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield. In drafting this Annual Investment strategy, the Town Council has made appropriate arrangements for: -

- Identification, management and control of risks in the investments/treasury management activities it undertakes.
- Budgeting, accounting and audit arrangements.
- Its cash and cash flow management requirements.
- Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities.
- Corporate governance.
- A procedure to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving laundering of money.

All investments undertaken by the Town Council will be made and repaid in Sterling.

SUMS TO BE INVESTED

The sum to be invested will be the surplus balance remaining following day-to-day operating financial requirements of the Town Council

LISTING OF INVESTMENTS

The Council will undertake the following investments for the financial year 2021/22

Deposits in a Business Money Manager instant access business savings account with HSBC Bank, to a maximum investment of £90,000.

These investments will be reviewed annually to ensure that further investment will be appropriate given the Council's financial plans at that time.

DRAFT SCHEDULE OF MEETINGS 2021/22 MUNICIPAL YEAR

Date	Meeting	Time	Location
18 May 2021	Annual Meeting	6.00 pm	Star Leaf meeting*
18 May 2021	Town Council on rising of Annual Meeting	-	Star Leaf meeting*
25 May 2021	Cittaslow Committee	6.00 pm	Star Leaf meeting*
1 June 2021	Human Resources Committee	6.00 pm	Star Leaf meeting*
8 June 2021	Asset Management Committee	6.00 pm	Star Leaf meeting*
15 June 2021	Town Council	6.00 pm	Star Leaf meeting*
20 July 2021	Town Council	6.00 pm	Star Leaf meeting*
28 July 2021	Cittaslow Committee	6.00 pm	Star Leaf meeting*
AUGUST RECESS			
7 September 2021	Human Resources Committee	6.00 pm	TBA
14 September 2021	Asset Management Committee	6.00 pm	TBA
21 September 2021	Town Council	6.00 pm	TBA
28 September 2021	Cittaslow Committee	6.00 pm	TBA
19 October 2021	Town Council	6.00 pm	TBA
16 November 2021	Town Council	6.00 pm	TBA
23 November 2021	Cittaslow Committee	6.00 pm	TBA
7 December 2021	Human Resources Committee	6.00 pm	TBA
14 December 2021	Asset Management Committee	6.00 pm	TBA
21 December 2021	Town Council	6.00 pm	TBA
18 January 2022	Town Council	6.00 pm	TBA
25 January 2022	Cittaslow Committee	6.00 pm	TBA
15 February 2022	Town Council	6.00 pm	TBA
1 March 2022	Human Resources Committee	6.00 pm	TBA
8 March 2022	Asset Management Committee	6.00 pm	TBA
15 March 2022	Town Council	6.00 pm	TBA
22 March 2022	Cittaslow Committee	6.00 pm	TBA
19 April 2022	Town Council	6.00 pm	TBA
Schedule excludes Task and Finish Groups and Extraordinary Meetings.			
*Whilst the social distancing measures are in force.			

ADDENDUM TO THE ANNUAL REPORT 2020/21

Councillors attendance.



Town Council meetings.		Total 6
Councillor.	Meetings attended	Attendance %
Cllr Baker.	3	50%
Cllr Carole.	5	100%
Cllr Cheminais.	5	100%
Cllr Davies. (Elected 18/03/2021)	1	100%
Cllr Grindley.	5	100%
Cllr Haddy.	5	100%
Cllr Keddie.	4	66%
Cllr Lovelock.	5	100%
Cllr Lube.	5	100%
Cllr Mile.	5	100%
Cllr Palmer.	5	100%

Asset Management Committee		Total 2
Councillor.	Meetings attended	Attendance %
Cllr Baker.	1	50%
Cllr Haddy.	2	100%
Cllr Keddie.	2	100%
Cllr Mile.	2	100%
	2	100%

Cittaslow Committee.		Total 2
Councillor.	Meetings attended	Attendance %
Cllr Carol.	2	100%
Cllr Cheminais.	2	100%
Cllr Grindley.	1	50%
Cllr Mile.	2	100%
Cllr Lovelock.	2	100%

Human Resources Committee.		Total 2
Councillor.	Meetings attended	Attendance %
Cllr Cheminais.	2	100%
Cllr Keddie.	2	100%
Cllr Mile.	2	100%
Cllr Lovelock.	2	100%
Cllr Palmer.	2	100%

Cyngor Tref Llangollen Town Council.

Agenda.

18.05.2021.

- | | |
|---|---|
| 1. Croesawiad a chyhoeddiadau Faer y Dref | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol. | Presentations.
To receive presentations from outside bodies. |
| 4. Datganiadau gan Cynghorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 16 Mawrth 2021 fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 16 March 2021 as a correct record. |
| 8. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.
a) Aliadau Awdurdodedig.
b) Datganiadau Ariannol.
c) Archwiliad mewnol dros dro am y flwyddyn a ddaeth i ben 31 Mawrth 2021. | Financial Reports.
To consider financial matters and make any necessary decisions thereon.

Authorised Payments.
Financial Statements.
Interim internal audit for the year ended 31 March 2021. |
| 9. Ceisiadau Cynllunio.
Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda | Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been |

gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

03/2020/1051 Tir yn (Rhan o ardd) Y Grange, Ffordd y Grange.

Cais Diwygiedig

Codi 1 annedd ar wahân a gwaith cysylltiedig.

03/2020/0918 Glas Aber, Geraint

Cais Diwygiedig.

Codi 3 phod gwyliau, uned toiled/cawod annibynnol a gwaith cysylltiedig

03/2021/0236 Rocklands, Geufron.

Addasiadau i'r to, gan gynnwys gosod goleuadau to. Addasiadau i ffenestri a gwaith cysylltiedig.

03/2021/0050 Tir Gerllaw Gwesty Hand, Stryd y Bont.

Cais Diwygiedig

Codi man eistedd wedi'i godi i'w ddefnyddio mewn cysylltiad â'r gwesty presennol gan gynnwys caban bar gweini, tirlunio a gwaith cysylltiedig.

03/2021/0366 Ty Newydd Sun Bank.

Isrannu annedd i ddarparu llety gwyliau, a newid defnydd o dy pwll i ffurfio 1 llety gwyliau.

03/2021/0409 25 Stryd y Bont.

Amrywio amod 2 o gais cynllunio rhif 03/2020/0920/PF i ganiatáu newidiadau i'r ffenestr blaen.

published and may be considered at this meeting).

03/2020/1051 Land at (Part garden of) The Grange, Grange Road

Revised Application.

Erection of 1 no. detached dwelling and associated works.

03/2020/0918 Glas Aber, Geraint

Revised Application.

Erection of 3 no. holiday pods, freestanding wc/shower unit and associated works.

03/2021/0236 Rocklands, Geufron.

Alterations to roof including the insertion of rooflights. Alterations to fenestrations and associated works.

03/2021/0050 Land Adjacent to The Hand Hotel Bridge Street.

Revised Application

Erection of raised decked seating area to be used in connection with the existing hotel including serving bar cabin, landscaping and associated works.

03/2021/0366 Ty Newydd Sun Bank.

Subdivision of dwelling to provide a holiday let, and change of use of pool house to form 1 no. holiday let.

03/2021/0409 25 Bridge Street

Variation of condition 2 of planning of planning permission number 03/2020/0920/PF to allow amendments to front window.

10.

Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/03/2021/0083 Land Off Vicarage Road

03/03/2021/0083 Land Off Vicarage Road

Amrywio amod 2 o gais cynllunio
03/2016/0300 i ganiatáu diwygiadau i
fathau o dai a chynllun y safle (Cam 3 –
Plotiau 62-95)
Penderfyniad: Caniatáu.

Variation of condition 2 of planning
application 03/2016/0300 to allow
amendments to house types and site
layout (Phase 3 - Plots 62-95)
Decision: Grant.

03/2021/0192 Glas Aber Geraint.

Codi ty haf (cais ôl-weithredol).

Penderfyniad: Gwrthod.

03/2021/0192 Glas Aber Geraint.

Erection of Summerhouse (retrospective
application).

Decision: Refuse.

03/2021/0199 7 Castle Street Square.

Newid ffenestr bren bresennol i ffenestr
ddalennog symudol i weithredu fel
agoriad gweini (Cais Adeilad Rhestredig)
Penderfyniad: Caniatáu.

03/2021/0199 7 Castle Street Square .

Replace existing timber window to a
sliding sash window to act as a serving
hatch (Listed Building Application).

Decision: Grant.

**03/2020/0482 Tir ger llaw 4 Craig y Don
Heol y Frenhines.**

Manylion y cynllun tirlunio caled a meddal
ar gyfer y safle a gyflwynwyd yn unol ag
amod 10 (a, b, c, d, e,) o gais cynllunio
Rhif 03/2017/0095/PF
Penderfyniad: Caniatáu.

**03/2020/0482 Land adjacent to 4 Craig Y
Queen Street .**

Details of hard and soft landscaping
scheme for the site submitted in
accordance with condition 10 (a, b, c, d,
e,) of planning application code number
03/2017/0095/PF
Decision: Grant.

03/2021/0214 Tir ar Fferm Llandyn Hall.

Manylion dylunio ac adeiladu llwybr
troed, trac mynediad, safle bws a
draeniad a gyflwynwyd yn unol ag amod 9
cais cynllunio 03/2018/0284/PF
Penderfyniad: Caniatáu.

03/2021/0214 Land at Llandyn Hall Farm.

Details of design and construction of
footway, bus stop access track and
drainage submitted in accordance with
condition 9 of planning application
reference number 03/2018/0284/PF
Decision: Grant.

03/2021/0185 Irvan Maesmawr Road

Codi estyniad to dormer y tu ôl i'r annedd,
gan gynnwys balconi "Juliette" a gwaith
cysylltiedig.

Penderfyniad: Caniatáu.

03/2021/0185 Irvan Maesmawr Road

Erection of dormer roof extension to rear
of dwelling, including Juliette balcony and
associated works.

Decision: Grant.

11. Gohebiaeth Cynllunio.

Ystyried gohebiaeth gysylltiedig â
chynllunio a dderbyniwyd ac i wneud
unrhyw benderfyniadau angenrheidiol
arno.

Planning Correspondence.

To consider planning related
correspondence received and to make any
necessary decisions thereon.

12. Gohebiaeth.

Correspondence.

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).

To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting.).

a) TLorna Hart, Rheolwr Yswiriant, Gwasanaethau Busnes yn CAS Cyf

Mae'r cynnydd yn y swm adeiladau sydd wedi'i yswirio ar gyfer Neuadd y Dref o £390,000 i £3,870,000 ynsylweddol, felly byddai'r premiwm blyneddol argyfer yr adeiladau agyflenwir ar y polisi yn unig yn cynyddu £ 44 56.46 i £2,444.87 ac o'r herwydd byddai'r premiwm blyneddol ar gyfer y polisi yn cynyddu o £1,759.86 i £3,683.10.

Lorna Hart, Insurance Manager, Business Services at CAS Ltd

The increase in the buildings sum insured for the Town Hall from £390,000 to £3,870,000 is significant, therefore the annual premium just for the buildings cover on the policy would increase from £456.46 to £2,444.87 and as such the annual premium for the policy would increase from £1,759.86 to £3,683.10.

Gweithred: Nodi cynnydd mewn premiwm.

Action: Note increase in premium.

13. Adroddiadau i'r Cyngor y Dref.

I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.

a) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.

Reports to the Town Council.

To receive reports submitted to the Town Council and determine what action, if any, to be taken.

Members representing the Council on outside bodies or organisations.

14. Rybudd o Gynnig.

I ystyried Rhybudd o Gynnig sy'n sefyll yn enw'r Cyng John Palmer, bod Cyngor Tref Llangollen, pan fydd y pandemig yn cael ei ddatgan o'r diwedd:

- a) i cytuno mewn egwyddor i godi cofeb i'r preswylwyr Llangollen hynny a fu farw, y rhai a ddioddefodd o salwch ac unigedd a'r aelodau gwirfoddol hynny o'r gymuned a aeth ynghyd i roi cymaint o help a chefnogaeth ac
- b) yn sefydlu grŵp lleol sy'n cynnwys aelodau o'r Cyngor y Dref a phartïon eraill â diddordeb i ddatblygu'r cysyniad a cheisio'r cyllid i gyflawni'r prosiect.

Notice of Motion.

To consider a Notice of Motion standing in the name of Cllr John Palmer, that Llangollen Town Council, when the pandemic is finally declared over:

- a) agrees in principle to erect a memorial to those Llangollen residents who died, those who suffered from illness and isolation and those volunteer members of the community who rallied round to give so much help and support and
- b) establishes a local group comprising members of the Town Council and other interested parties to develop the concept and seek the funding to deliver the project.

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

**Authorised Payments May
2021**

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	11	Awaited		
CThEM/HMRC	PAYE	12	Awaited		
Border Janitorial	Waste bags	13	£36.67	£6.11	£30.56
H Edwards	Ground's contract	14	£889.00	£0.00	£889.00
B Jones	Translation costs	16	£50.00	£0.00	£50.00
S P Projects	Building valuation	17	£1,800.00	£300.00	£1,500.00
Smiths of Derby	Clock servicing	18	£280.80	£46.80	£234.00
Watkin and Williams	Ironmongery and tools	19	£6.50	£1.08	£5.42
J Williams	Bus shelter and window cleaning	20	£60.00	£0.00	£60.00
Taliad Visa Payments					
Giff Gaff	Mobile phone charges	3	£6.00	£1.00	£5.00
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Service charges		£133.00	£0.00	£133.00
British Telecom	Broadband and phone		£90.19	£15.03	£75.16
CS Ddinbych / Denbighshire CC	Premises licence		£180.00	£0.00	£180.00
Grenke	Copier leasing		£311.90	£51.98	£259.92
PWLB	Loan repayments		£1,455.36	£0.00	£1,455.36
Nwy Prydain / British Gas 6667	Electricity		Awaited		
Nwy Prydain / British Gas 6668	Electricity		Awaited		
Nwy Prydain / British Gas 6669	Electricity		Awaited		
Nwy Prydain / British Gas 1539	Electricity		£22.83	£1.08	£21.75
NEST	Pension		£240.08	£0.00	£240.08
S Johnston	Storage hire		£70.00	£0.00	£70.00
Totals			£5,632.33	£423.08	£5,209.25



**Monthly Financial Statement
and
Bank Reconciliation**

Llangollen Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Administration		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
8	Fees and charges	0.00	0.00	0.00	1,050.00	0.00	1,050.00
9	Cloud services	0.00	0.00	0.00	1,500.00	133.00	1,367.00
10	Health and safety	0.00	0.00	0.00	2,500.00	0.00	2,500.00
11	Insurance	0.00	0.00	0.00	8,000.00	0.00	8,000.00
12	Licenses	0.00	0.00	0.00	550.00	0.00	550.00
13	NNDR	0.00	0.00	0.00	11,000.00	0.00	11,000.00
14	Payroll	0.00	0.00	0.00	500.00	0.00	500.00
15	Subscriptions	0.00	0.00	0.00	1,000.00	648.00	352.00
		£0.00	0.00	£0.00	26,100.00	£781.00	25,319.00

Asset Management		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
16	Equipment	0.00	0.00	0.00	500.00	0.00	500.00
17	Projects	0.00	0.00	0.00	20,000.00	0.00	20,000.00
18	Cleaning	0.00	0.00	0.00	2,200.00	0.00	2,200.00
19	Grounds maintenance	0.00	0.00	0.00	10,000.00	70.00	9,930.00
20	Christmas illuminations	0.00	0.00	0.00	9,000.00	0.00	9,000.00
21	Repairs and renewals	0.00	0.00	0.00	9,000.00	1,294.37	7,705.63
22	Waste collection	0.00	0.00	0.00	1,700.00	777.73	922.27
23	Water charges	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		£0.00	0.00	£0.00	54,400.00	£2,142.10	52,257.90

Capital Financing		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
33	Loan repayments	0.00	0.00	0.00	1,500.00	0.00	1,500.00
		£0.00	0.00	£0.00	1,500.00	£0.00	1,500.00

Community		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
34	Community grants	0.00	0.00	0.00	4,000.00	0.00	4,000.00
35	Donations	0.00	0.00	0.00	3,000.00	0.00	3,000.00
36	Cittaslow	0.00	0.00	0.00	3,500.00	0.00	3,500.00
		£0.00	0.00	£0.00	10,500.00	£0.00	10,500.00

Cost of Democracy		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
24	Election expenses	0.00	0.00	0.00	3,000.00	0.00	3,000.00
25	Civic costs	0.00	0.00	0.00	2,150.00	0.00	2,150.00
26	Civic events	0.00	0.00	0.00	1,500.00	0.00	1,500.00
27	Mayor's allowance	0.00	0.00	0.00	0.00	0.00	0.00
28	Remuneration	0.00	0.00	0.00	2,000.00	0.00	2,000.00
29	Member Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
30	Member expenses	0.00	0.00	0.00	100.00	0.00	100.00
		£0.00	0.00	£0.00	9,750.00	£0.00	9,750.00

Energy Costs		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
31	Electricity	0.00	0.00	0.00	5,000.00	114.15	4,885.85
32	Gas	0.00	0.00	0.00	6,000.00	0.00	6,000.00
		£0.00	0.00	£0.00	11,000.00	£114.15	10,885.85

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		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept	0.00	144,975.00	48,265.00	0.00	0.00	-96,710.00
2	Interest	0.00	100.00	0.00	0.00	0.00	-100.00
3	Room hire	0.00	10,000.00	0.00	0.00	0.00	-10,000.00
4	Rents	0.00	15,000.00	1,358.00	0.00	0.00	-13,642.00
5	Grants	0.00	0.00	0.00	0.00	0.00	0.00
6	Tenants recharges	0.00	1,900.00	0.00	0.00	0.00	-1,900.00
7	VAT refund	0.00	12,000.00	0.00	12,000.00	0.00	0.00
		£0.00	183,975.00	£49,623.00	12,000.00	£0.00	-122,352.00

Office Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
37	Office supplies	0.00	0.00	0.00	1,000.00	0.00	1,000.00
38	Telephone and broadband	0.00	0.00	0.00	1,000.00	80.16	919.84
39	Photocopying	0.00	0.00	0.00	1,100.00	259.92	840.08
40	Printing	0.00	75.00	0.00	1,500.00	48.84	1,376.16
41	Translation	0.00	0.00	0.00	1,700.00	75.00	1,625.00
		£0.00	75.00	£0.00	6,300.00	£463.92	5,761.08

Staff Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
42	Salaries	0.00	0.00	0.00	34,000.00	2,768.64	31,231.36
43	Expenses	0.00	0.00	0.00	500.00	0.00	500.00
44	Pension	0.00	0.00	0.00	2,000.00	240.08	1,759.92
45	Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
46	HMRC	0.00	0.00	0.00	13,000.00	1,134.63	11,865.37
		£0.00	0.00	£0.00	50,500.00	£4,143.35	46,356.65

NET TOTAL		£0.00	184,050.00	£49,623.00	182,050.00	£7,644.52	39,978.48
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Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 30/04/2021		49,623.00
	SUBTRACT Payments 01/04/2021 - 30/04/2021		174,054.74
	Cash in Hand 30/04/2021 (per Cash Book)		7,879.74
B			166,175.00
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2021	0.00	
	Llangollen Town Council Money M& 30/04/2021	69,179.21	
	Llangollen Town Council Current A 30/04/2021	96,995.79	
B			166,175.00
	Less unrepresented payments		0.00
			166,175.00
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		166,175.00
	A = B Checks out OK		

REPORT AUTHOR: Town Clerk.
SUBJECT: Interim internal audit for the year ended 31 March 2021.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the Interim internal audit for the year ended 31 March 2021.

2.0 Background.

2.1 JDH Business Services Limited (JDH) have conducted the Interim internal audit for the year ending 31st March 2021. This audit involves preliminary audit work examining the accounting records and systems of internal control prior to the analysis of the fiscal aspects at year-end.

2.2 The interim audit tasks are conducted in order to compress the period needed to complete the final audit and all procedures are compliant with the 'Governance and Accountability for Local Councils in Wales, A Practitioners' Guide (2019).

2.3 The results of the Interim internal audit are detailed below, together with the Town Councils response.

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	This element will be added to the Town Council risk assessment as part of the budgeting process.
2	<p>The financial regulations require the following for payments by internet banking transfer:</p> <p><i>If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.</i></p> <p>A schedule of payments that is presented to Council for approval has been signed by one signatory for the period April- October 2020 however as it is not dated there is no evidence of when the signatory authorised payment.</p>	<i>Evidence should be obtained of when two signatories have authorised online bank payments. If signatures cannot be obtained an alternative would be to obtain emailed authorisation before a payment is made.</i>	PDF copies of the payments sent to the internal auditors were created using the print area setting of the original Excel documents which inadvertently omitted the last line of the table which detailed the date of signing. Original Excel paper copies on file are dated.

	Testing found that payments made in April 2020 (BP1 -BP13) have not been approved by Council.	<i>The April 2020 payments should be approved by Council.</i>	The payments were circulated to obtain emailed authorisation before a payment is made but are presented again to Full Council in Appendix A.
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3. Internal Auditors' conclusions.

- 3.1 On the basis of the internal audit work carried out JDH's view is that the council's system of internal controls is in place, is adequate for the purpose intended and effective, subject to the recommendations reported in the action plan. JDH will follow up all recommendations included in the action plan in the next financial year.

4. Recommendation.

- 4.1 It is recommended that the internal auditors report be accepted, and the actions be implemented.

5. Reason for Recommendation.

- 5.1 To ensure effective governance and financial probity.

Appendix A.

Authorised Payments April 2020					
Supplier	Description	Method	Gross	VAT	Net
A W Renewables	Contract payment	TB/BP 1	£13,395.00	£2,232.50	£11,162.50
Bates Office Supplies	Copier Paper	TB/BP 2	£169.19	£28.20	£140.99
Cathedral Hygiene Services	Hygiene Services	TB/BP 3	£748.80	£124.80	£624.00
B Jones	Translation costs	TB/BP 4	£90.00	£0.00	£90.00
Llangollen Food Share	Reimbursement Covid 19 costs	TB/BP 5	£82.13	£0.00	£82.13
GHP Legal	Legal Fees	TB/BP 6	£580.80	£96.80	£484.00
C Meade	Reimbursement Covid 19 costs	TB/BP 7	£80.00	£0.00	£80.00
One Voice Wales	Membership	TB/BP 8	£455.00	£0.00	£455.00
Rawsons Digital	Photocopying supplies	TB/BP 9	£117.61	£19.60	£98.01
Smiths of Derby	Clock servicing	TB/BP 10	£272.40	£45.40	£227.00
G Thomas	Reimbursement Covid 19 costs	TB/BP 11	£63.98	£0.00	£63.98
W R Thomas	Memorial plaque	TB/BP 12	£66.00	£11.00	£55.00
Ultra Clean	Contract cleaning	TB/BP 13	£235.20	£37.34	£197.86
DCC	Replacement premises licence	Visa 55	£10.50	£0.00	£10.50
Mr Flag	Flags	Visa 1	£154.20	£25.70	£128.50
ACS Technology	IT services	DU/DD	£54.90	£0.00	£54.90
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£68.25	£3.25	£65.00
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£15.49	£0.73	£14.76
Nwy Prydain / British Gas	Electricity charges.	DU/DD	£333.32	£55.55	£277.77
Nwy Prydain / British Gas	Gas charges	DU/DD	£15.25	£0.72	£14.53
British Telecom	Telephone and internet	DU/DD	£85.02	£14.71	£70.31
CS Ddinbych / Denbighshire CC	CAC/NNDR	DU/DD	£1,094.50	£0.00	£1,094.50
S Johnston	Storage unit	TS/SO	£70.00	£0.00	£70.00

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Cyngor Tref Llangollen Town Council.
Agenda.
15.06.2021.

- | | |
|---|--|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol. | Presentations.
To receive presentations from outside bodies. |
| a) Mr Ben Wilcox Jones. | Mr Ben Wilcox Jones. |
| 4. Datganiadau gan Cyngorwyr Sir.
Derbyn datganiadau gan Gyngorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. Cofnodion y Cyfarfod Blynnyddol.
Awdurdodi'r Cadeirydd i arwyddo cofnodion y Cyfarfod Blynnyddol a gynhaliwyd ar yr 18 Mai 2021, fel cofnodion cywir., | Minutes of the Annual Meeting.
To authorise the Chairman to sign the minutes of the Annual Meeting held on the 18 Mai 2021, as a correct record. |
| 8. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 18 Mai 2021, fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 18 May 2021, as a correct record. |
| 9. Cofnodion Pwyllgorau. | Committee Minutes. |
| a) I dderbyn cofnodion y Pwyllgor Rheoli Asedau a gynhaliwyd ar 9 Mawrth 2021 ac Pwyllgor Adnoddau Dynol a gynhaliwyd ar 11 Mawrth 2021. | To receive the minutes of the Asset Management Committee held on 9 March 2021 and the Human Resources Committee held on 11 March 2021. |
| b) Cymeradwyo cofnodion Pwyllgor Cittaslow a gynhaliwyd 11 Mawrth 2021. | To approve the minutes of the Cittaslow Committee held on 11 March 2021. |

10. Adroddiadau Ariannol.

Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.

- a) Aliadau Awdurdodedig.
- b) Datganiadau Ariannol.
- c) Ffurflen flynyddol ar gyfer y flwyddyn a ddaeth i ben ar 31 Mawrth 2021.
- d) Cronfeydd wrth gefn.
- e) Cymeradwyo taliadau ar-lein.

11. Ceisiadau Cynllunio.

Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

03/2021/0308

102 Pengwern, Llangollen.

Dymchwel estyniad bresennol y tu ol i annedd a chodi estyniad cefn unllawr gan ganwys canopy.

12. Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

03/2021/0370

42 Maes Helyg Llangollen
Caniatáu.

03/2021/0050

Tir Gerllaw Gwesty'r Hand Stryd y Bont Llangollen.
Caniatáu.

03/2021/0359

2 Dolafon Villas Abbey Road
Llangollen
Caniatáu.

03/2021/0240

Pengwern Hall Pengwern

Financial Reports.

To consider financial matters and make any necessary decisions thereon.

Authorised Payments.

Financial Statements.

Annual return for the year ending 31st March 2021.

Reserves.

Approval of online payments.

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).

03/2021/0308

102 Pengwern, Llangollen.

Demolition of existing extension to rear of dwelling and erection of single storey rear extension including canopy.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/2021/0370

42 Maes Helyg Llangollen
Grant.

03/2021/0050

Land Adjacent to The Hand Hotel Bridge Street Llangollen
Grant.

03/2021/0359

2 Dolafon Villas Abbey Road
Llangollen
Grant.

03/2021/0240

Pengwern Hall Pengwern

Cymeradwyo	Approve
<p>13. Gohebiaeth Cynllunio. Ystyried gohebiaeth gyslltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.</p>	<p>Planning Correspondence. To consider planning related correspondence received and to make any necessary decisions thereon.</p>
<p>14. Adroddiadau Clerc y Dref. I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.</p> <ul style="list-style-type: none"> a) Pwyllgor Cittaslow, gyfethol aelodau heb bleidlais. b) Pwyllgor Adnoddau Dynol, Proses Gwerthuso Staff. c) Ffonau talu. d) Prosiect pŵer dŵr. e) Cynllun dirprwyo. 	<p>Town Clerk's Reports. To receive reports submitted to the Town Clerk and considered the recommendations therein.</p> <p>Cittaslow Committee, co-option of non-voting members. Human Resources Committee, Staff Appraisal process. Payphones. Hydro power project. Scheme of delegation.</p>
<p>15. Gohebiaeth. I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).</p> <ul style="list-style-type: none"> a) Mrs Evans Yn dymuno gwneud cwyn yn dilyn sylw a wnaed gan Gynghorydd a gofynnwyd iddo gael gwybod am y weithdrefn. Cam gweithredu: Cynghori i gysylltu â'r Ombwdsmon Gwasanaethau Cyhoeddus Cymru. b) Mr M Jones. Tynnu'n ôl o rôl y Cynrychiolydd Ieuenctid. Gweithredu: Nodwyd. 	<p>Correspondence. To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).</p> <p>Mrs Evans Wished to make a complaint following aa comment made by a Councillor and asked to be advised of the procedure. Action: Advised to contact the Public Services Ombudsman for Wales. .</p> <p>Mr M Jones. Withdraw from Youth Representative role. Action: Note.</p>
<p>16. Adroddiadau i'r Cyngor y Dref. I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.</p> <ul style="list-style-type: none"> a) Aelodau sy'n cynrychioli'r Cyngor ar gyrrff neu sefydliadau allanol. 	<p>Reports to the Town Council. To receive reports submitted to the Town Council and determine what action, if any, to be taken. Members representing the Council on outside bodies or organisations.</p>
<p>17. Rybudd o Gynnig. I ystyried Rhybudd o Gynnig yn enw'r Cyng. Peter Carol, y bydd y Cyngor Tref, yn unol â</p>	<p>Notice of Motion To consider a Notice of Motion standing in the name of Cllr Peter Carol, that in line</p>

polisi bioamrywiaeth Cyngor y Dref a datganiad o argyfwng hinsawdd ac ecolegol, yn datgan cefnogaeth i'r Plantlife No Mow May nes bydd gweithredoedd mwy eang yn ei le.

with the Town Council's biodiversity policy and declaration of a climate and ecological emergency the Town Council shall declare support for the Plantlife No Mow May until superseded by more wide ranging actions.

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

Authorised Payments June 2021

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M2	£2,628.97	£0.00	£2,628.97
CThEM/HMRC	PAYE	M2	£1,034.27	£0.00	£1,034.27
H. Edwards	Grounds contract	17	£889.00	£0.00	£889.00
Ben Black Woodcraft	Seat repair	18	£1,035.61	£0.00	£1,035.61
B Jones	Translation costs	19	£47.59	£0.00	£47.59
Morgans Decortors	Paint	20	£147.72	£24.62	£123.10
One Voice Wales	Consultancy	21	£399.00	£0.00	£399.00
Taliad Visa Payments					
Giff Gaff	Mobile phone charges	5	£6.00	£1.00	£5.00
Ordnance survey	Map	6	£16.99	£2.83	£14.16
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Service charges		£133.00	£0.00	£133.00
British Telecom	Broadband and phone		£0.00	£0.00	£0.00
Nwy Prydain / British Gas 6667	Electricity		£17.68	£0.84	£16.84
Nwy Prydain / British Gas 6668	Electricity		£4.41	£0.21	£4.20
Nwy Prydain / British Gas 6669	Electricity		£76.74	£3.65	£73.09
Nwy Prydain / British Gas 1539	Electricity		£37.63	£1.79	£35.84
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
Totals			£6,791.13	£34.94	£6,756.19

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>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Fees and charges	0.00	0.00	0.00	1,050.00	579.00	471.00
9	Cloud services	0.00	0.00	0.00	1,500.00	266.00	1,234.00
10	Health and safety	0.00	0.00	0.00	2,500.00	0.00	2,500.00
11	Insurance	0.00	0.00	0.00	8,000.00	1,500.00	6,500.00
12	Licenses	0.00	0.00	0.00	550.00	0.00	550.00
13	NNDR	0.00	0.00	0.00	11,000.00	0.00	11,000.00
14	Payroll	0.00	0.00	0.00	500.00	0.00	500.00
15	Subscriptions	0.00	0.00	0.00	1,000.00	648.00	352.00
		£0.00	0.00	£0.00	26,100.00	£2,993.00	23,107.00

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Equipment	0.00	0.00	0.00	500.00	0.00	500.00
17	Projects	0.00	0.00	0.00	20,000.00	0.00	20,000.00
18	Cleaning	0.00	0.00	0.00	2,200.00	30.56	2,169.44
19	Grounds maintenance	0.00	0.00	0.00	10,000.00	1,089.00	8,911.00
20	Christmas illuminations	0.00	0.00	0.00	9,000.00	0.00	9,000.00
21	Repairs and renewals	0.00	0.00	0.00	9,000.00	1,539.62	7,460.38
22	Waste collection	0.00	0.00	0.00	1,700.00	777.73	922.27
23	Water charges	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		£0.00	0.00	£0.00	54,400.00	£3,436.91	50,963.09

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	Loan repayments	0.00	0.00	0.00	1,500.00	0.00	1,500.00
		£0.00	0.00	£0.00	1,500.00	£0.00	1,500.00

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Community grants	0.00	0.00	0.00	4,000.00	0.00	4,000.00
35	Donations	0.00	0.00	0.00	3,000.00	500.00	2,500.00
36	Cittaslow	0.00	0.00	0.00	3,500.00	0.00	3,500.00
		£0.00	0.00	£0.00	10,500.00	£500.00	10,000.00

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
24	Election expenses	0.00	0.00	0.00	3,000.00	0.00	3,000.00
25	Civic costs	0.00	0.00	0.00	2,150.00	0.00	2,150.00
26	Civic events	0.00	0.00	0.00	1,500.00	0.00	1,500.00
27	Mayor's allowance	0.00	0.00	0.00	0.00	0.00	0.00
28	Remuneration	0.00	0.00	0.00	2,000.00	0.00	2,000.00
29	Member Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
30	Member expenses	0.00	0.00	0.00	100.00	0.00	100.00
		£0.00	0.00	£0.00	9,750.00	£0.00	9,750.00

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
31	Electricity	0.00	0.00	0.00	5,000.00	408.12	4,591.88
32	Gas	0.00	0.00	0.00	6,000.00	51.88	5,948.12
		£0.00	0.00	£0.00	11,000.00	£460.00	10,540.00

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		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept	0.00	144,975.00	48,265.00	0.00	0.00	-96,710.00
2	Interest	0.00	100.00	0.00	0.00	0.00	-100.00
3	Room hire	0.00	10,000.00	0.00	0.00	0.00	-10,000.00
4	Rents	0.00	15,000.00	2,289.43	0.00	0.00	-12,710.57
5	Grants	0.00	0.00	0.00	0.00	0.00	0.00
6	Tenants recharges	0.00	1,900.00	0.00	0.00	0.00	-1,900.00
7	VAT refund	0.00	12,000.00	0.00	12,000.00	0.00	0.00
		£0.00	183,975.00	£50,554.43	12,000.00	£0.00	-121,420.57

Office Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
37	Office supplies	0.00	0.00	0.00	1,000.00	11.66	988.34
38	Telephone and broadband	0.00	0.00	0.00	1,000.00	85.16	914.84
39	Photocopying	0.00	0.00	0.00	1,100.00	259.92	840.08
40	Printing	0.00	75.00	0.00	1,500.00	48.84	1,376.16
41	Translation	0.00	0.00	0.00	1,700.00	125.00	1,575.00
		£0.00	75.00	£0.00	6,300.00	£530.58	5,694.42

Staff Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
42	Salaries	0.00	0.00	0.00	34,000.00	5,397.61	28,602.39
43	Expenses	0.00	0.00	0.00	500.00	0.00	500.00
44	Pension	0.00	0.00	0.00	2,000.00	486.60	1,513.40
45	Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
46	HMRC	0.00	0.00	0.00	13,000.00	2,168.90	10,831.10
		£0.00	0.00	£0.00	50,500.00	£8,053.11	42,446.89

NET TOTAL		£0.00	184,050.00	£50,554.43	182,050.00	£15,973.60	32,580.83
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Llangollen Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/05/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 31/05/2021		50,554.43
	SUBTRACT Payments 01/04/2021 - 31/05/2021		174,986.17
	Cash in Hand 31/05/2021 (per Cash Book)		16,624.17
B			158,362.00
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2021	0.00	
	Llangollen Town Council Money M& 31/05/2021	69,179.21	
	Llangollen Town Council Current A 31/05/2021	89,182.79	
B			158,362.00
	Less unrepresented payments		0.00
			158,362.00
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		158,362.00
	A = B Checks out OK		

REPORT AUTHOR: Town Clerk.
SUBJECT: Annual return for the year ending 31st March 2021
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the internal auditors report on the annual return for the year ending 31st March 2021.

2.0 Background.

- 2.1 JDH Business Services Limited (JDH) have conducted the internal audit for the year ending 31st March 2021. In compliance with the 'Governance and Accountability for Local Councils in Wales, A Practitioners' Guide (2011).

- 2.2 The results of the audit are detailed below with the Town Councils response: -

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Staff costs is incorrect as a review of the cash book found one salary payment to the clerk had been incorrectly classified in the cash book.	<i>The annual return should be amended as follows: Staff costs = 46,660 Total other payments = 122,547</i>	Annual Return has been amended accordingly.
2	The Council had a central heating system installed into the town hall in 2020/21 at a cost of £33914. This has not been added to the asset register. The Town Hall is included in the asset register at the valuation of £1.	<i>The central heating system costs should be added to the asset register as it is an enhancement cost of the Town Hall.</i>	The Asset register and Annual Return have been amended accordingly.

3. Auditors' conclusions.

- 3.1 On the basis of the internal audit work carried out JDH's view is that the council's system of internal controls is in place, is adequate for the purpose intended and is effective, subject to the recommendations reported in the action plan. JDH will follow up all recommendations included in the action plan in the next financial year.

4. Recommendation.

- 4.1 It is recommended that the internal auditors report be accepted, and given that the actions have been implemented that the Town Mayor be authorised to sign the Annual Return for submission to the external auditors.

5. Reason for Recommendation.

- 5.1 To ensure effective governance and financial probity.

Community and Town Councils in Wales

Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

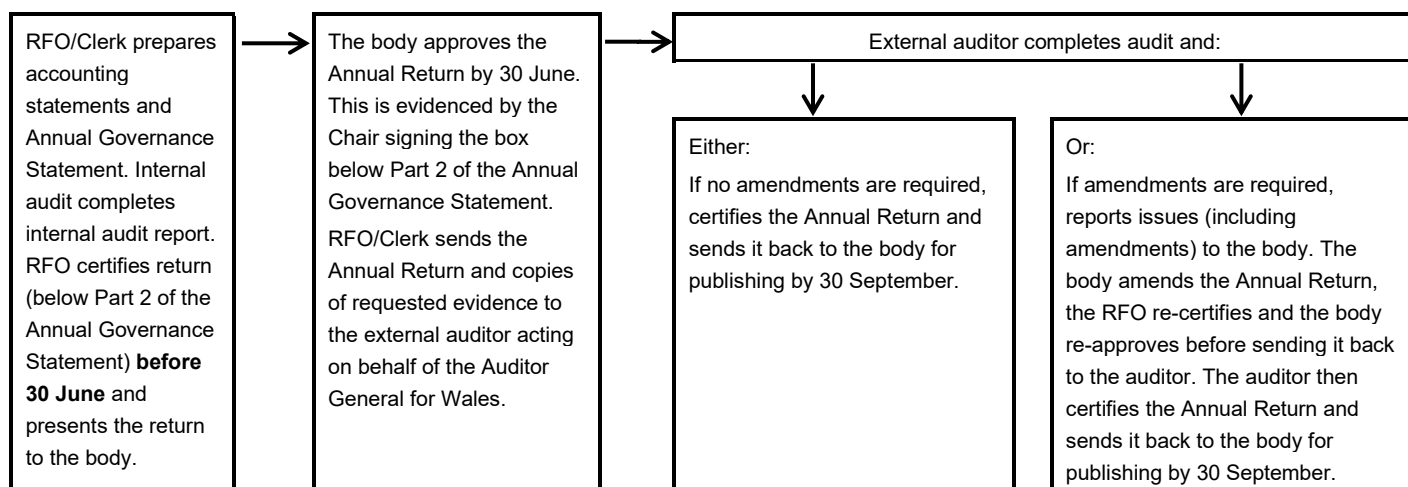
	Yes	No		Yes	No		Yes	No
ENGLISH	<input type="radio"/>	<input type="radio"/>	WELSH	<input type="radio"/>	<input type="radio"/>	BILINGUALLY	<input type="radio"/>	<input type="radio"/>

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and **complete all sections highlighted pink**.

APPROVING THE ANNUAL RETURN

The council must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2020-21 for:

Name of body: **Llangollen Town Council.**

	Year ending		Notes and guidance for compilers
	31 March 2020 (£)	31 March 2021 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	54,763	102,103	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	141,225	143,600	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	72,754	50,847	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	43,929	46,660	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	2,911	2,911	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	119,799	122,547	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	102,103	124,432	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	102,103	124,432	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	102,103	124,432	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	318,696	352,671	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	4,239	1,434	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
14. Trust funds disclosure note	<div style="display: flex; justify-content: space-around;"> Yes No N/A </div> <div style="display: flex; justify-content: space-around;"> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div>	<div style="display: flex; justify-content: space-around;"> Yes No N/A </div> <div style="display: flex; justify-content: space-around;"> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> </div>	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none">effective financial management during the year; andthe preparation and approval of the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none">discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £7,966.88 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

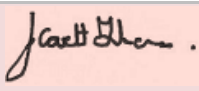
The payments of £7,966.88 disclosed above were supported by grant in aid from third parties to facilitate community actions to aid recovery from the Covid -19 pandemic.

3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Board/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:
RFO signature: 	Minute ref:
Name: J Gareth Thomas	Chair of meeting signature:
Date: 15 June 2021	Name: Cllr Austin Cheminais
	Date: 15 June 2021

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

--

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:	
External auditor's signature:	Date:
For and on behalf of the Auditor General for Wales	

* Delete as appropriate.

Annual internal audit report to:

Name of body: **Llangollen Town Council**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:
Signature of person who carried out the internal audit:
Date:

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2021 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021?		
	Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor?		

REPORT AUTHOR: Town Clerk.
SUBJECT: Reserves.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the level of reserves.

2. Background.

- 2.1 At the beginning of the last financial year the Town Council resolved to; vire £22,220.00 of underspend to the project cost centre to facilitate the payment of the boiler replacements works, agree a supplementary estimate of £6,000 to be funded from underspends to the HMRC cost centre for 2020/21 to cover unpaid and future National Insurance payments and transfer £1,846 to general reserves.

- 2.3 The Town Council has further resolved that the following reserves should continue to be held: -

- a) A general reserve.
- b) A specific assets reserve to be strengthened each year from underspends to cover assets such as Town Hall the Chain bridge and Centenary Square to be strengthened each year from underspends in the Town Council contribution to repairs and renewal cost centre.

- 2.5 The current reserve position is as detailed below: -

Llangollen Town Council Business Money Manager Accounts	£69,177.72
General Reserves	£49,177.72
Asset's reserve	£20,000.00

3. 2020/21 Year End.

- 3.1 Due to the pandemic the Town Council resolved restrict expenditure to those items identified in the Town Council risk assessment, contractual commitments and cost and supplies directed at recovery measures required in response to the easing of COVID-19 restrictions.

- 3.2 However, Members resolved to support a further capital project during 2020/21 and as a consequence funds allocated to other capital projects were needed to support this unbudgeted project. Unfortunately, that project did not proceed and as a consequence an underspend occurred . This was reduced by a loss of income through the closure of the Town Hall for over 10 month of the year and non-payment of rents, as shown: -

Expenditure (underspend)	£53,988
Income (loss)	-£15,222
Total Underspend	£38,763

- 3.3 As part of the budget planning process for the 2021/22 financial year, the financial risk assessment undertaken identified the risk of the level of reserves being held by the Town Council and the potential continued loss of income as the pandemic continued. Given the previous internal audit recommendations that general reserves should be

strengthened to a value equivalent to six months of precept payments then for the 21/22 financial year the general reserve figure should be £72,397.

- 3.4 Recent announcements made by a Welsh Government that 2m social distancing rule may remain part of the repertoire in Wales during the rest of the summer, and maybe into the rest of this year could have serious consequences on the hire of the Town Hall. Many of the organisations that use the facility for performances rely on full capacity audiences in order to cover their costs.
- 3.5 Clearly the reduced occupancy, created by the need to observe social distancing, may result in bookings being delayed until spring 2022. The Town Council, therefore, has to be aware that even though the current budget included for a reduction in hire income, during the 2021/22 financial year, this loss may be increased if the Town Council does not receive any bookings during the autumn and Christmas periods. This further endorses the need for continued financial prudence and ensuring that the Town Council has adequate general reserves going forward.
- 3.4 Equally in line with the Town Council's business plan it is necessary to maintain financial support for the Grade II Listed Town Hall, over a number of years, to ensure an adequate budget to maintain and update fabric and facilities within the building in addition to the works needed on other assets, the Chainbridge and Centenary Square.

4. Reserves 2021/22

- 4.1 In order to achieve the appropriate levels of reserves, identified above, it is proposed that the underspends are apportioned to the reserves as follows:-

Total Underspend	£38,763.00
General reserve	£24,162.50
Asset reserve	£14,600.50

- 4.2 The resultant reserve levels would be:-

Llangollen Town Council Business Money Manager Accounts	£107,088.00
General Reserves	£72,487.50
Asset's reserve	£34,600.50

5. Recommendations.

- 5.1 It is recommended that the Town Council reallocates underspend currently held in the current account to reserves as detailed in this report.

6. Reasons for recommendations.

- 6.1 To ensure effective governance and financial probity.

REPORT AUTHOR: Town Clerk.
SUBJECT: Approval of online payments.
REPORT FOR: Decision.

1. Summary.

- 1.1 To approve the use of online payments.

2.0 Background.

- 1.1. The Town Council's financial regulation states that the approval of the use of a banker's standing order, BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 2.2 The vast majority of the Town Council's payment are made by online payments with bill payments being used for individual suppliers and small contractors and one off payments and direct debit payments for regularly recurring contracts as detailed below.

Table 1.

Supplier	Service	Payment methods
ACS technology.	IT and Cloud services.	Direct debit.
British Gas Business.	Energy suppliers.	Direct debit.
British Telecom.	Telephone broadband.	Direct debit.
cathedral leasing.	Hygiene contact.	Direct debit.
Denbighshire County Council.	Licencing, waste, NNDR.	Direct debit.
Grenke Leasing.	Copier lease.	Direct debit.
Hafren Dyfrdwy.	Water supply.	Direct debit.
ICO.	Licence.	Direct debit.
S. Johnson.	Storage Hire.	Standing order.
NEST.	Pension.	Direct debit.
PWLB.	Loan fund.	Direct debit.

3. Recommendation.

- 3.1 It is recommended that the Town Council, in line with financial regulations, reaffirms the use of online payments.

4. Reasons for recommendation.

- 4.1 To ensure financial property.

REPORT AUTHOR: Town Clerk.
SUBJECT: Co-option of non-voting members to the Cittaslow Committee.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the recommendation of the Cittaslow Committee to co-opt non-voting members to the Cittaslow Committee..

2.0 Background.

- 2.1 The Cittaslow Committee terms of reference allows the Committee to co-opt non-voting members.

- 2.2 At the Committee meeting held on the 11 March 2021, Members received the resignation Ms. M Davies from the Committee. Her resignation meant there were no co-opted members on the Committee, and it was therefore resolved to invite the following organisations to consider coopting individuals to sit on the Committee as non-voting members: -

- Llangollen Friends of the Earth.
- South Denbighshire Community Partnership.
- Llangollen Food Share.

3. Nominations received.

- 3.1 Further to the resolution the Town Clerk contacted the organisation seeking nominations from their memberships to become representatives on the Committee.

- 3.2 The following individuals have been nominated to sit as non-voting members from the organisations contacted: -

Llangollen Friends of the Earth.	Mr Max Ellson.
South Denbighshire Community Partnership.	Mr Tom Taylor.
Llangollen Food Share.	Ms. Kirsty Wild.

4. Recommendation.

- 4.1 It is recommended to the Town Council that the nominees detailed in the report be appointed as non-voting members on the Cittaslow Committee.

5. Reason for the recommendation.

- 5.1 To ensure effective corporate governance.

REPORT AUTHOR: Town Clerk.
SUBJECT: Human Resources Committee, Staff Appraisal process.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the recommendation of the Human Resources Committee on the Staff Appraisal process.

2.0 Background

- 2.1 The Human Resources Committee remit states that the Chair of the Human Resources Committee or in his absence, the Vice Chair shall conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
- 2.2 Having relevantly recently completed the Town Clerk's appraisal the Committee Chair believes the process could be made more effective if there were two appraisers to allow a balanced view to the process.

3. Appraisal process.

- 3.1 As the current process is defined in Standing Order 19c Handling Staff Matters, to allow two appraisers to undertake the appraisal this clause will need to be amended as detailed in italics below:-

The Chair of the Human Resources Committee or in his absence, the Vice-chair, *together with the Town Mayor or in his absence, the Deputy Town Mayor*, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.

4. Recommendation.

- 4.1 It is recommended to the Town Council that standing orders be amended as detailed in the report.

5. Reason for the recommendation.

- 5.1 To ensure effective corporate governance.

REPORT AUTHOR: Town Clerk.
SUBJECT: Payphones.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the removal of the payphone on Market Street.

2.0 Background.

- 2.1 Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK now having mobile call coverage. This is important because as long as there is mobile network coverage, it is possible to call the emergency services, even when there is no coverage from individual mobile network providers.
- 2.2 British Telecom are continually reviewing the demand for our payphones and have identified the payphone on Market Street has low usage and are proposing its removal under the 90 day consultation process.

3. Options

- 3.1 The Town Council has three options.
- 1) to agree to remove it the payphone.
 - 2) to adopt, the payphone.
 - 3) to object to the removal of the payphone.

4. Considerations

- 4.1 If the Town Council were minded to object then it is important that a reasoned justification is provided for retention and if adoption is considered the possible use of the kiosk. Communities have identified innovative ways of using them and modern glass boxes can be adopted to house a defibrillator.

5. Recommendation.

- 5.1 It is recommended that the Town Council considers the options and agrees an appropriate response to the consultation.

6. Reasons for recommendation.

- 6.1 To respond to statutory consultations.

REPORT AUTHOR: Town Clerk.
SUBJECT: Hydro power project.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider progressing the hydro power project.

2.0 Background.

- 2.1 The hydro power project task and finish group have met to consider the project. The group have been fortunate to be able to call on the expertise of Mr Ted Stowell of Allied Hydropower, who has had previous experience of working on the hydro scheme for the Vivod Estate.

- 2.2 The group have reviewed the Mile End Mill and Lower Dee Mill draft consultation papers and initial informal discussions have taken place with key stakeholders including officers from Denbighshire County Council, Natural Resources Wales and the Area Of Outstanding Natural Beauty, all of which have proved positive.

3. Hydro power project .

- 3.1 Building on the excellent pro bono work provided by Mr Stowell the data provides a compelling case to move forward with a hydro option, given the outputs it could achieve.

- 3.2 Therefore the task and finish group are now seeking an agreement, in principle, from the Town Council to proceed with commissioning a formal feasibility study to firm up the proposals and to provide sufficient evidence to move forward to seek the appropriate funding to implement a scheme.

- 3.3 The feasibility study would include: -

- Defining the appropriate corporate structure to deliver the project.
- Scoping sites for inclusion.
- Confirming potential energy output that could be derived.
- Define the potential viability.
- Identifying the costs and sources of funding for the capital works.
- Liaising with stakeholders and public consultation on draft proposals.

- 3.4 It is estimated that this works would cost in the region of £10,000 and there is currently no budget available for its implementation. Clearly external funding will be needed to progress this initial study, but Members on the task and finish group feel that there is merit in moving this project forward.

4. Solar array project.

- 4.1 Group members have also considered other renewable power generation means, such as small wind turbines and solar arrays on roofs with grid tie inverter systems. In doing so they have been made aware of a local company with the space to fit a significant solar array who have indicated their willingness to take part in a solar array project. The group are of the opinion that this option should be pursued in tandem with the hydro

as this would be an early win on the path to a viable Green Dee Valley power company.

5. Recommendation.

- 5.1 The task and finish group therefore recommend that the Town Council: -
- a) tasks the Town Clerk, in consultation with the Chair of the task and finish group, to seek external funding to support a hydro power project feasibility study and prepare the necessary applications to secure funding, once identified.
 - b) works with a partner company to progress the solar array project.

6. Reason for the recommendation.

- 6.1 To ensure effective corporate governance.

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

1. Summary.

- 1.1 To adopt the Scheme of delegation.

2.0 Background.

- 2.1 Town and Community Councils are corporate bodies defined by statute as such they are not exempt from or above the law. If a Town or Community Council makes an illegal decision which is implemented it is the Council and Councillors who are liable not the Clerk who is responsible for implementation. Decisions made by the Town Council, all have a legal implication, and Councillors have a duty to make themselves familiar with the requirements contained in the statutes and financial regulations as they are jointly and severally legally.
- 2.2 With a few statutory exceptions, only the Full Council is able to make decisions on behalf of the corporate body, *unless* it makes explicit provision to delegate powers to either a committee or officer (or in some cases, another authority). These delegated powers are often enshrined in the Council's key governance documents, its Standing Orders, Financial Regulations, and committee terms of reference, as well as other policies. responsible.
- 2.3 The purpose of the Scheme of Delegation is to consolidate these delegated powers into one document:
- providing a single point of reference to inform decision-making;
 - ensuring that there is no conflict between different governance documents;
 - clarifying lines of accountability;
 - and confirming where statutory responsibilities sit.
- 2.4 The scheme covers all aspects of the Council decision-making process, and it is therefore intended as a key reference document for all staff and councillors, particularly: the Town Mayor, Committee Chairs and the Town Clerk. It will be publicly available and published on the Town Councils website to provide those members of the community attending Council meetings with a guide to how the Council makes decisions.
- 2.5 The importance of ensuring that the arrangements for delegation are clear and lawful is also underscored by case law *Technoprint v Leeds City Council* [2009] EWHC 3220 (Admin) CO/4212/2008.

3. Adoption of the Scheme of delegation.

- 3.1 The scheme of delegation was presented to the Annual Meeting for adoption. Members were advised by the Town Clerk of a few duplications in the document which had been identified by Cllr Haddy prior to the meeting. These duplications had

no substantive effect on the document, but it would be amended, and the duplications removed prior to publication on the Town Council's website.

3.2 Some other members expressed reservations with elements of the scheme but were unable to identify them on the evening and wished time to present them to the Town Clerk. Consideration of the scheme was deferred, and it was agreed that the document would be brought back to this meeting of the Town Council and would include any additions/alterations provided by Members.

3.3 To date a few minor alterations have been forwarded to the Town Clerk and therefore given that such schemes are used by the majority of Town, Parish and Community Council, and Principal Councils in England and Wales, and that case law has underscored the value of these schemes, there is no reasoned justifications to further defer approval of the scheme of delegation as detailed in the appendix..

5. Recommendation.

5.1 It is recommended that the Town Council adopts the scheme of delegation, as amended.

6. Reasons for recommendation.

6.1 To ensure effective corporate governance.

Appendix

SCHEME OF DELEGATION.

1. SUMMARY.

- 1.1 Town and Community Councils are corporate bodies defined by statute as such they are not exempt from or above the law. If a Town or Community Council makes an illegal decision which is implemented it is the Council and Councillors who are liable not the Clerk who is responsible for implementation. Decisions made by the Town Council, all have a legal implication, and Councillors have a duty to make themselves familiar with the requirements contained in the statutes and financial regulations as they are jointly and severally legally.
- 1.2 With a few statutory exceptions, only the Full Council is able to make decisions on behalf of the corporate body, *unless* it makes explicit provision to delegate powers to either a committee or officer (or in some cases, another authority). These delegated powers are often enshrined in the Council's key governance documents, its Standing Orders, Financial Regulations, and committee terms of reference, as well as other policies. responsible.
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 - ensuring that there is no conflict between different governance documents;
 - clarifying lines of accountability;
 - and confirming where statutory responsibilities sit.
- 1.4 The scheme covers all aspects of the Council decision-making process, and it is therefore intended as a key reference document for all staff and councillors, particularly: the Town Mayor, Committee Chairs and the Town Clerk. It will be publicly available and published on the Town Councils website to provide those members of the community attending Council meetings with a guide to how the Council makes decisions.

2. THE POWER TO DELEGATE.

- 2.1 The Council's statutory power to delegate its functions is laid down in Local Government Act 1972 s101. This states that power can be delegated to a committee, sub-committee, or officer of the authority, or to another authority.
- 2.2 By virtue of the absence of any provision in s101, city, town and community council functions cannot be delegated to an individual councillor. However, when acting as the Chair of a meeting, a Councillor has ex officio powers to regulate conduct in the meeting, as defined later in this scheme.

3. TOWN COUNCIL.

- 3.1 The following matters are reserved to the Town Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council's consideration:

- Approval of the budget.
- Setting the precept.
- Approval of the Annual Return and Audit of Accounts.
- Agreement to write off bad debts.
- Approval by resolution, before payment, of any grant or single commitment in excess of £5,000.
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from Welsh Government (e.g., hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over ££250.
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves.
- Approval of changes in earmarked reserves as part of the budgetary process.
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking by-laws.
- Making of Orders under any statutory powers.
- Matters of principle or policy.
- Appointment of Standing Committees.
- Appointing Council representatives to outside bodies.
- All other matter which much, by law, be reserved to the full Council.

3. From May 2022 the following additional matters are reserved to the Town Council for decision:

- Declaring eligibility for the General Power of Competence.
- Preparing and publishing a report about the Council's priorities, activities and achievements.
- Consider training for councillors and community council staff, and publish training plans.

4. DELEGATION TO OFFICERS.

4.1 The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

4.2 The Council may at any time, following resolution, revoke any delegated authority. Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

4.3 Responsible Financial Officer

The Town Clerk as the Responsible Financial Officer of Llangollen Town Council shall be responsible for:

- the Town Council's accounting procedures the accounting system and the form of their accounting statements and supporting accounting records in accordance with the Accounts and Audit Regulations (Wales) in force at any given time.
- Ensuring that the accounting systems are observed and that the accounts and supporting records of the body are maintained in accordance with proper practices and kept up to date.
- Ensuring the Council has an adequate and effective system of internal control.
- Producing all financial management information, including, completing the annual financial statements of the Council.
- Maintaining a record of the assets and liabilities of the Council.
- Following the annual risk assessment shall effect all insurances and negotiate all claims on the Council.

4.4 Proper Officer

The Town Clerk is the Proper Officer of Llangollen Town Council and as such is specifically authorised to:

- To receive Declarations of Acceptance of Office.
- To retain a copy of every councillor's register of interests.
- To receive and record notices disclosing personal and prejudicial interests.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- Signing summonses to attend meetings of the Council.
- Keeping a proper record for all meeting
- To receive copies of by-laws made by the local authority.
- To certify copies of by-laws made by the Council.
- To arrange insurance

4.5 In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control of assets and procedures.
- Postponing a meeting, or calling an additional meeting of the Council or any committee, as necessary, in consultation with the Town Mayor or appropriate committee.
- Responding to any correspondence requiring or requesting information, or relating to previous decision of the Council.
- Managing the provision of Council services, buildings, land, and resources (indirectly where service managers have delegated responsibility), including the temporary closure of any such facilities, as may be required.
- Prosecuting a debtor, where such prosecution is through the small claims process, or approving the write off of any debt up to the value laid down in Financial Regulations.

- Applying for any grants and other funding on the Council's behalf.
- Disposing of or selling any equipment or consumables, save where the estimated value of any one item of tangible movable property exceeds any amount laid down in Financial Regulations.
- Renewing any existing leasing or licencing agreements, save where the estimated value exceeds any amount laid down in the Financial Regulations, or where the lease term exceeds one year.
- Entering into negotiations on any matter on behalf of the Council, it being understood that the Town Clerk shall not be authorised to confirm any agreement without the consent of the Council or relevant committee.
- Authorising the issue of all official Town Council press releases, and editorial control of the Council's website and social media content.
- Dealing with such matters as specifically delegated by resolution by Council or Committee.
- Day to day supervision and control of all staff employed by the Council.
- The day to day administration and oversight for organised events and activities.
- Authorisation of routine expenditure with the agreed budget.
- Emergency expenditure up to £1,000.

5. Town Mayor.

5.1 No matter may be delegated to the Town Mayor except for the following:

- Convening an extraordinary meeting of the Full Council.
- Receiving the resignation of any member.
- When attending a Full Council meeting, the powers granted to a chair of a meeting.
- Attending a civic function (it being understood that the contents of any speeches must not purport to being the view of the Council unless previously agreed).

6. Chair of a meeting.

6.1 When a Councillor acts in the role of the Chair of a meeting, they shall have the power to:

- Convening an extraordinary meeting of the relevant Council or committee.
- Direct the order of speaking.
- Direct any response to a question posed during public participation.
- Permitting an individual to be seated whilst speaking.
- Suspend or close a meeting .
- In the case of an equality of votes on any matter, exercising a casting vote.
- Determining the rules of debate, in accordance with the Council's Standing Orders.
- Determining a point of order.
- Putting a motion to the vote.
- Signing the minutes of a previous meeting, once confirmed by a resolution as an accurate record.
- Moving that a person be silenced or excluded from the meeting for disorderly conduct.

7. Councillors.

7.1 No matter may be delegated to an individual Councillor, except that:

- Two Councillors may convene an extraordinary meeting of the Council, should the Town Mayor refuse to do so.
- Three Councillors when members of a Committee may convene an extraordinary meeting of the Committee, if the chairman of a Committee does not call such a meeting within 7 days of having been requested to do so by 3 Councillors.
- In the event of disorderly conduct at meetings any Councillor may move that a person be silenced or excluded from the meeting for disorderly conduct.
- Matters may be delegated to an officer to determine in consultation with one or more Councillors, it being understood that the officer shall not overrule any reasonable request of that member(s), but that the officer's decision shall be final.
- A Councillor may arrange or attend a meeting regarding Council business, it being understood that any representations made by the Councillor are in their personal capacity and may not represent the views of the Council.
- A Councillor may contact an outside body regarding Council business, it being understood that any representations made by the Councillor are in their personal capacity and may not represent the views of the Council.
- A Councillor may assist in discharging any council policy or procedure, if it is expressly permitted in the policy, or if prior approval has been obtained.
- No Councillor may issue an instruction to an officer, but may highlight any issue that they believe requires the attention of the Council.
- Any issue regarding staff performance may only be raised with the Town Clerk or through the appropriate committee.

8. COMMITTEES.

8.1 Best practice on the constitution of committee's states that:

"there should be no more standing committee than are necessary, the membership of the committees should be small, their terms of reference should be clearly specified, and their relationship to the rest of the decision-making structure clearly defined. Each committee should be concerned with matters that can only be dealt with at member level, i.e., there should ordinarily be no involvement in matters of day-to-day administration and operation business that is properly the responsibility of officers."¹

8.2 Matters are delegated to the Council's Committees to make decisions on behalf of the Council must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

8.3 The Council may at any time, following resolution, revoke any delegated authority. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

¹ Knowles on Local Authority Meetings, 8th edition by Philip McCourt, 2016,

- 8.4 Membership of Committees shall be ratified at the Annual Council Meeting in May of each year. Committee composition shall be a no more than five Councillors with not less than three members of Committee constituting a quorum.
- 8.5 All correspondence shall be conducted through the Clerk of the Town Council wherever possible. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Town Council.
- 8.6 All Committees are constituted as a Standing Committee of Llangollen Town Council within specific terms of reference and have delegated powers to:
- Elect a Chair and Vice Chair from within the Membership of that Committee.
 - Approve the minutes of the last meeting of the Committee.
 - Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve.
 - Make recommendations on the budget requirement for the Committee for the coming Financial Year.
 - Delegate any of their functions to a Sub-Committee or Officer of the Council
 - Operate in compliance with Llangollen Town Councils Standing Order and Financial Regulations.

COMMITTEES SPECIFIC TERMS OF REFERENCE.

Asset Management.

- 1 The Asset Management Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Asset Management Committee shall meet four times a year and the dates shall be included in the Schedule of Meetings.
3. The objective of the Asset Management Committee shall be to ensure that all facilities and land under the Council's ownership and control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town in an efficient and cost-effective manner.
4. The Asset Management Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
5. The Asset Management Committee shall have delegated powers to: -
 - a) To spend to the amount specified in the allocated budget.
 - b) administer and maintain and insure the Council's facilities, assets, services and activities including, but not limited to, the following: -
 - i) The Town Hall.
 - ii) War Memorial and associated land and structures.
 - iii) Pen y Bryn Cemetery.

- iv) CCTV.
 - v) Street furniture/ bus shelters.
 - vi) Chain Bridge
- c) Carry out works under contract under agreement or under licence from third parties including, but not limited to, the following: -
 - i) Llangollen Recreation Ground.
 - d) act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.
 - e) advise the Council on the acquisition of land for the purposes of leisure, amenity and recreational activities.
 - f) advise the Council on the provision of new and the modification of existing buildings and equipment related to the leisure, recreation, or amenity aspects of the Council's business.
 - g) prepare and submit for the Council's consideration fees for all chargeable areas under the Committee's remit.
 - h) assemble and submit to the Town Council estimates of income and expenditure for each financial year.
 - i) purchase items of plant, equipment within approved budgets.
 - j) acquire office equipment and assets as required enabling the staff to carry out their duties.
 - k) exercise the management of health and safety issues in respect of all Town Council assets.
 - l) co-ordinate events organised by the Town Council.
 - m) liaise and co-operate with the Tidy Towns Team
 - n) manage and develop the Town Council's IT infrastructure, data storage, websites and social media pages.

Cittaslow Committee.

1. The Cittaslow Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Cittaslow Committee shall meet at least six times a year and the dates shall be included in the Schedule of Meetings.
3. The objective of the Cittaslow Committee shall be to improve the quality of life in Llangollen by progressing the Cittaslow aims in an efficient and cost-effective manner.
4. The Cittaslow Committee may co-opt non-voting members and appoint appropriate Subcommittees or Working Groups to facilitate the work of the Committee.
5. The Cittaslow Committee shall have delegated powers:-
 - a) To spend to the amount specified in the allocated budget.
6. The Cittaslow Committee's remit shall extend to:-

- a) Ensuring on-going community involvement.
- b) Supporting and promoting local culture and local traditions.
- c) Working for a more sustainable environment.
- d) Raising awareness and appreciation of local produce and local businesses.
- e) Promoting healthy eating and healthy living.
- f) Encouraging and celebrating diversity.
- g) Co-ordinate initiatives and grant applications in line with the agreed strategy for the future of the town.
- h) Assisting with and where appropriate delivering projects.

Human Resources Committee.

1. The Human Resources Committee shall be administered and managed in accordance with scheme of delegation and these Terms of Reference.
2. The Town Mayor and Deputy Town Mayor are standing members of the committee.
3. The Human Resources Committee shall meet four times a year and the dates shall be included in the Schedule of Meetings.
4. The objective of the Human Resources Committee shall be to ensure that human resources are managed effectively and in an efficient and cost-effective manner.
5. The Human Resources Committee shall have delegated powers to: -
 - a) To spend to the amount specified in the allocated budgets.
 - b) To authorise the Chair of the Committee or in his absence, the Vice Chair to conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
 - c) Subject to the Council's policy regarding absences from work, receive from the Council's most senior member of staff shall notify the chairman of the Human Resources Committee or, if not available, the vice-chairman of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.
 - d) Determining the staffing levels necessary to efficiently discharge the work required by the Council and to approve job descriptions and review workloads periodically.
 - e) Establishing the grading, remuneration and terms and conditions of employment for Council employees including contracts of employment.
 - f) Establishing and review the Council's employment policies and procedures.
 - g) Approving all staff recruitment, appointments, training and dismissals but excluding decisions relating to the Town Clerk which will be considered by the Town Council.
 - h) Reviewing and engaging with schemes for the employment of people under training programmes.

- i) Ensuring that all disciplinary and grievance policies are dealt with in line with the Council's procedures.
- j) Determining the training and development policy of the Council.
- k) Determining the provision of office accommodation.
- l) Establishing the health, safety and welfare policies of the Council and overseeing implementation and compliance.

TASK AND FINISH GROUPS.

Task and Finish Groups may be formed by resolution of the Council or a Committee at any time. The work of such a group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each group will report back with recommendations to the Council or the Committee that formed it.

Cyngor Tref Llangollen Town Council.

**Agenda.
20.07.2021.**

- | | |
|---|--|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol. | Presentations.
To receive presentations from outside bodies. |
| a) Sarsiant Rich Evans, Heddlu Gogledd Cymru. | Sergeant Rich Evans, North Wales Police. |
| 4. Datganiadau gan Cynghorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 6 Gorffennaf 2021, fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 6 June 2021, as a correct record. |
| 8. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt. | Financial Reports.
To consider financial matters and make any necessary decisions thereon. |
| a) Aliadau Awdurdodedig. | Authorised Payments. |
| b) Datganiadau Ariannol. | Financial Statements. |
| 9. Ceisiadau Cynllunio.
Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn). | Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting). |

03/2021/0646

Hollytops Fron Bache.

Amrywio amod 2 o gais cynllunio rhif 03/2020/0347 i ganiatáu dyluniad a manylion ffenestri diwygiedig.

03/2021/0646

Hollytops Fron Bache.

Variation of condition 2 of planning of planning permission number 03/2020/0347 to allow amended design and window details.

03/2021/0531

Mile End Mill, Berwyn Street.

Newid defnydd rhan o'r llawr cyntaf o'r warws (Defnydd Dosbarth B2) i Gaffi (Defnydd Dosbarth A3)

03/2021/0531

Mile End Mill, Berwyn Street.

Change of use of part of first floor from warehouse (Use Class B2) to Café (Use Class A3)

10. Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/2021/0310

Cam Or Fechan, Fford Maesmawr.
Caniatáu.

03/2021/0310

Cam Or Fechan, Maesmawr Road.
Grant.

03/2021/0372

Westoe, Ffordd yr Abaty.
Ardystio.

03/2021/0372

Westoe, Abbey Road.
Certify.

03/2021/0236

Rocklands, Geufron Llangollen
Caniatáu.

03/2021/0236

Rocklands, Geufron Llangollen.
Grant.

03/2021/0409

25 Stryd y Bont, Llangollen.
Cymeradwyo.

03/2021/0409

25 Bridge Street, Llangollen.
Approve.

03/2021/0308

102 Pengwern, Llangollen.
Caniatáu.

03/2021/0308

102 Pengwern, Llangollen.
Grant.

03/2021/0571

Tir ar Fferm Neuadd Llandyn.
Tynnwyd yn ôl.

03/2021/0571

Land at Llandyn Hall Farm.
Withdrawn.

03/2020/0857

15 Tyn y Celyn Drive, Llangollen
Caniatáu.

03/2020/0857

15 Tyn Y Celyn Drive, Llangollen
Grant.

11. Gohebiaeth Cynllunio.

Ystyried gohebiaeth gyslltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

- a) Ymgynghoriad ar Nodyn Canllawiau Cynllunio Atodol drafft 'Cynllunio ar gyfer Awyr Nos Dywyll '
- b) Deddf Cynllunio Tref A Gwlad 1990
Enw'r Apelydd: Knights Construction Ltd
Safle / Site: Tyn Y Wern Hotel Maesmawr Road Llangollen
Apel Yn Erbyn: Dymchwel Gwesty Presennol A Chodi 16 Annedd

Rhif Cyfeirio Y Swyddfa Gymreig:
R6830/A/21/3276082

Mae'r apêl wedi ei wneud yn erbyn penderfyniad yr Awdurdod Cynllunio Lleol i wrthod caniatáu cynllunio i'r mater uchod. Penderfynir ar yr apêl ar sail cyfnewid datganiadau ysgrifenedig gan y partïon. Dyddiad cychwyn yr apel yw 14/06/2021. Anfonir unrhyw sylwadau a wnaed yn dilyn y cais gwreiddiol am ganiatad Cynllunio at yr Arolygiaeth Gynllunio a chopi i'r apelydd a chant eu hystyried gan yr Arolygydd cyn penderfynu ar apel.

Os ydych yr cyngor eisiau cyflwyno sylwadau ychwanegol mae ganddo bedair wythnos o'r dyddiad dechrau uchod i wneud hyn. Fel arfer ni fydd sylwadau ysgrifenedig sy'n cyrredd yn hwyr yn cael eu gweld gan yr Arolygydd sy'n penderfynu ar yr apêl a byddant yn cael eu hanfon yn ôl. Bydd yr apelyddion yn cael copi o'r sylwadau.

12. Adroddiadau Clerc y Dref.

I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.

- a) Cynllun Grantiau Cymunedol.
b) Tecawê noeth.
c) Diwygiadau i reolau sefydlog.

Planning Correspondence.

To consider planning related correspondence received and to make any necessary decisions thereon.

Consultation on a draft Supplementary Planning Guidance Note 'Planning for Dark Night Skies'

Town & Country Planning Act 1990
Appellant's Name: Knights Construction Ltd
Site: Tyn Y Wern Hotel Maesmawr Road Llangollen
Appeal Against: Demolition Of Existing Hotel And Erection Of 16 Dwellings

Welsh Office Ref: R6830/A/21/3276082

The Appeal Is Against The Refusal Of The Local Authority To Grant Planning Permission For The Above Development. The appeal is to be decided on the basis of an exchange of written statements by the parties. The start date for the appeal is 14/06/2021. Any comments already made following the original application for planning permission will be forwarded to the Planning Inspectorate and copied to the appellant and will be taken into account by the Inspector in deciding the appeal.

If the council wishes to make additional written representations it has four weeks from the start date quoted above to do this. Late written representations will not normally be seen by the Inspector deciding the appeal and they will be returned. Representations will be copied to the appellants.

Town Clerk's Reports.

To receive reports submitted to the Town Clerk and considered the recommendations therein.

Community Grants Scheme.
Naked takeaway.
Amendments to standing orders.

- | | |
|--|--|
| <p>d) Hysbysiad o weithredoedd Swyddog Priodol.</p> | <p>Notice of Proper Officer's actions.</p> |
| <p>13. Gohebiaeth.
 I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).</p> | <p>Correspondence.
 To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).</p> |
| <p>14. Adroddiadau i'r Cyngor y Dref.
 I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.</p> <p>a) Cynrychiolwyr ieuenctid.</p> <p>b) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.</p> | <p>Reports to the Town Council.
 To receive reports submitted to the Town Council and determine what action, if any, to be taken.</p> <p>Youth representatives.</p> <p>Members representing the Council on outside bodies or organisations.</p> |

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

Authorised Payments July 2021

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M3	£2,628.77	£0.00	£2,628.77
CThEM/HMRC	PAYE	M3	£1,094.47	£0.00	£1,094.47
Cllr J Haddy	Determination 42 Member payment	28	£120.00	£0.00	£120.00
JDH Business Services Ltd	Internl audit fee	29	£722.23	£120.37	£601.86
H. Edwards	Grounds contract	30	£889.00	£0.00	£889.00
B Jones	Translation costs	31	£0.00	£0.00	£0.00
Parish Connect	Insurance premium	32	£394.62	£0.00	£394.62
PPL PRS Ltd	License	33	£178.50	£29.75	£148.75
Ultra Clean (Oswestry) Ltd.	Contract cleaning	34	£145.64	£24.28	£121.36
Watkin and Williams	Hardware/ slate chippings	35	£113.07	£18.84	£94.23
Taliad Visa Payments					
Giff Gaff	Mobile phone charges	8	£6.00	£1.00	£5.00
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Service charges		£133.00	£0.00	£133.00
British Telecom	Broadband and phone		£187.26	£31.21	£156.05
Grenke	Photocopier leasing		£311.90	£51.98	£259.92
ICO	Registration		£35.00	£0.00	£35.00
Nwy Prydain / British Gas 6667	Electricity		£48.38	£2.30	£46.08
Nwy Prydain / British Gas 6668	Electricity		£12.34	£0.58	£11.76
Nwy Prydain / British Gas 6669	Electricity		£208.49	£9.92	£198.57
Nwy Prydain / British Gas 1539	Electricity		£45.42	£2.16	£43.26
NEST	Pension		£246.52	£0.00	£246.52
PWLB	Loan		£1,455.36	£0.00	£1,455.36
S Johnston	Storage hire		£70.00	£0.00	£70.00
Totals			£9,045.97	£292.39	£8,753.58

Signed: Councillors
Dated 20/07/2021

Town Clerk

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>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Fees and charges	0.00	0.00	0.00	1,050.00	614.00	436.00
9	Cloud services	0.00	0.00	0.00	1,500.00	399.00	1,101.00
10	Health and safety	0.00	0.00	0.00	2,500.00	0.00	2,500.00
11	Insurance	0.00	0.00	0.00	8,000.00	5,183.10	2,816.90
12	Licenses	0.00	0.00	0.00	550.00	0.00	550.00
13	NNDR	0.00	0.00	0.00	11,000.00	0.00	11,000.00
14	Payroll	0.00	0.00	0.00	500.00	0.00	500.00
15	Subscriptions	0.00	0.00	0.00	1,000.00	648.00	352.00
		£0.00	0.00	£0.00	26,100.00	£6,844.10	19,255.90

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Equipment	0.00	0.00	0.00	500.00	0.00	500.00
17	Projects	0.00	0.00	0.00	20,000.00	0.00	20,000.00
18	Cleaning	0.00	0.00	0.00	2,200.00	55.09	2,144.91
19	Grounds maintenance	0.00	0.00	0.00	10,000.00	2,198.00	7,802.00
20	Christmas illuminations	0.00	0.00	0.00	9,000.00	0.00	9,000.00
21	Repairs and renewals	0.00	0.00	0.00	9,000.00	2,929.04	6,070.96
22	Waste collection	0.00	0.00	0.00	1,700.00	777.73	922.27
23	Water charges	0.00	0.00	0.00	2,000.00	0.00	2,000.00
		£0.00	0.00	£0.00	54,400.00	£5,959.86	48,440.14

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	Loan repayments	0.00	0.00	0.00	1,500.00	1,455.36	44.64
		£0.00	0.00	£0.00	1,500.00	£1,455.36	44.64

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Community grants	0.00	0.00	0.00	4,000.00	0.00	4,000.00
35	Donations	0.00	0.00	0.00	3,000.00	500.00	2,500.00
36	Cittaslow	0.00	0.00	0.00	3,500.00	0.00	3,500.00
		£0.00	0.00	£0.00	10,500.00	£500.00	10,000.00

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
24	Election expenses	0.00	0.00	0.00	3,000.00	0.00	3,000.00
25	Civic costs	0.00	0.00	0.00	2,150.00	0.00	2,150.00
26	Civic events	0.00	0.00	0.00	1,500.00	0.00	1,500.00
27	Mayor's allowance	0.00	0.00	0.00	0.00	0.00	0.00
28	Remuneration	0.00	0.00	0.00	2,000.00	120.00	1,880.00
29	Member Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
30	Member expenses	0.00	0.00	0.00	100.00	0.00	100.00
		£0.00	0.00	£0.00	9,750.00	£120.00	9,630.00

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
31	Electricity	0.00	0.00	0.00	5,000.00	538.09	4,461.91
32	Gas	0.00	0.00	0.00	6,000.00	51.88	5,948.12
		£0.00	0.00	£0.00	11,000.00	£589.97	10,410.03

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		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Precept	0.00	144,975.00	48,265.00	0.00	0.00	-96,710.00
2	Interest	0.00	100.00	1.72	0.00	0.00	-98.28
3	Room hire	0.00	10,000.00	315.00	0.00	0.00	-9,685.00
4	Rents	0.00	15,000.00	6,536.86	0.00	0.00	-8,463.14
5	Grants	0.00	0.00	0.00	0.00	0.00	0.00
6	Tenants recharges	0.00	1,900.00	0.00	0.00	0.00	-1,900.00
7	VAT refund	0.00	12,000.00	0.00	12,000.00	0.00	0.00
		£0.00	183,975.00	£55,118.58	12,000.00	£0.00	-116,856.42

Office Costs			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
37	Office supplies	0.00	0.00	0.00	1,000.00	44.57	955.43
38	Telephone and broadband	0.00	0.00	0.00	1,000.00	383.19	616.81
39	Photocopying	0.00	0.00	0.00	1,100.00	259.92	840.08
40	Printing	0.00	75.00	0.00	1,500.00	48.84	1,376.16
41	Translation	0.00	0.00	0.00	1,700.00	172.59	1,527.41
47	Computer hardware	0.00	0.00	0.00	1,000.00	0.00	1,000.00
		£0.00	75.00	£0.00	7,300.00	£909.11	6,315.89

Staff Costs		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
42	Salaries	0.00	0.00	0.00	34,000.00	8,026.38	25,973.62
43	Expenses	0.00	0.00	0.00	500.00	0.00	500.00
44	Pension	0.00	0.00	0.00	2,000.00	486.60	1,513.40
45	Training	0.00	0.00	0.00	1,000.00	0.00	1,000.00
46	HMRC	0.00	0.00	0.00	13,000.00	3,263.37	9,736.63
		£0.00	0.00	£0.00	50,500.00	£11,776.35	38,723.65

NET TOTAL	£0.00	184,050.00	£55,118.58	183,050.00	£28,154.75	25,963.83
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Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 30/06/2021		55,118.58
	SUBTRACT Payments 01/04/2021 - 30/06/2021		179,550.32
	Cash in Hand 30/06/2021 (per Cash Book)		28,983.68
B			150,566.64
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2021	0.00	
	Llangollen Town Council Money M& 30/06/2021	69,180.93	
	Llangollen Town Council Current A 30/06/2021	81,385.71	
B			150,566.64
	Less unrepresented payments		0.00
			150,566.64
	Plus unrepresented receipts		0.00
	Adjusted Bank Balance		150,566.64
	A = B Checks out OK		

REPORT AUTHOR: Town Clerk.
SUBJECT: Consultation on a draft Supplementary Planning Guidance Note
'Planning for Dark Night Skies'.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider a response on the Consultation on the draft Supplementary Planning Guidance Note 'Planning for Dark Night Skies' .

2. Background.

- 2.1 Denbighshire County Council in partnership with Flintshire County Council, Wrexham County Borough Council and the Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB) are seeking views on a draft Supplementary Planning Guidance note (SPG) for lighting in the AONB. This will provide advice and guidance for developers and others on good lighting design in the AONB.
- 2.2 The AONB is designated as a landscape of national importance and the primary purpose is to conserve and enhance its natural beauty. One of the special qualities of the AONB is its tranquil nature, which includes the opportunity to experience dark night skies.
- 2.3 The AONB has some of the darkest skies in Wales and the draft SPG seeks to conserve and enhance this special quality by providing guidance for developers and others on dark sky friendly lighting design.
- 2.4 When approved by each of the Local Planning Authorities the SPG will be a material planning consideration in determining planning applications and appeals.

3. What is light pollution?

- 3.1. All living things adjust their behaviour according to natural light. The invention of artificial light has done much to safeguard and enhance our night-time environment but, if not properly controlled, obtrusive light (known as light pollution) can present serious physiological and ecological problems. Light pollution arises from a lack of thought or attention in the design of development schemes and installation of lighting equipment.
- 3.1 Light pollution is the unnecessary and leads to problems. It has an effect on health and well-being, safety, and heritage. It also endangers wildlife that needs the dark, and the environment through the over-use of energy and the generation of carbon.
- 3.2 Reducing light pollution delivers many benefits. All living things, including people, adjust their behaviour according to natural light. The cycle of night and day controls Nature's rhythms but in different ways for different things. It is a part of our nature to sleep at night, people are often safer in natural light conditions, even at night, as impenetrable shadows accompany intense light.

- 3.3 There are natural benefits individuals can see the night-sky heritage, nature benefits. and less energy is consumed, cutting carbon footprints. The local economy can also benefit by attracting more visitors; star-gazing is a growth tourism activity.

4. Consultation.

- 4.1 The Councils are seeking the formal recognition of the Clwydian Range and Dee Valley AONB as a 'Dark Sky Community' from the International Dark Sky Association (IDA) and the adoption of Supplementary Planning Guidance is key to this process.
- 4.2 The Guidance does not seek to eliminate or ban lighting within Clwydian Range and Dee Valley AONB. The Councils recognise that there is a duty of care for developments to include lighting to meet health and safety requirements and other legitimate needs. However, maintaining the dark sky environment relies on good lighting design that is appropriate to the rural setting and that does not cause light pollution.
- 4.3 The three Local Planning Authorities and the AONB are keen to hear from a wide range of statutory and non-statutory organisations, town and community councils, voluntary groups and the general public as well as local planning consultants and agents.
- 4.4 A copy of the draft Supplementary Planning Guidance Note 'Planning for Dark Night Skies' has been circulated with the agenda. Comments should be sent to Denbighshire County Council who are coordinating the consultation on behalf of the three Local Planning Authorities by 9 August 2021

5. Recommendation.

- 5.1 It is recommended that the Town Council considers the draft Supplementary Planning Guidance Note 'Planning for Dark Night Skies' and agrees an appropriate response to the consultation.

6. Reasons for recommendation.

- 6.1 To respond to statutory consultations.

REPORT AUTHOR: Town Clerk.
SUBJECT: Community Grants Scheme.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the participatory budgeting scheme for 2021/22

2.0 Background.

2.1 The Town Council has allocated £4000 to be spent this financial year.

2.2 This scheme has proved to be very successful over the years and was suspended for the to fund other initiatives. Participatory Budgeting (PB) is an innovative way of allocating resources. Residents vote on which project proposals will be delivered in their neighborhoods, thereby participating directly in the budget allocation of resources aimed at improving local services.

2.3 Projects will be accepted from organisations within the Llangollen Electoral Boundaries providing:

- (a) has agreed terms of reference or a constitution or has a recognised organisation that can act as banker, either the group itself or, for example, a school, church, etc.; and
- (c) can demonstrate compliance with relevant statutory requirements.

2.4 Llangollen Town Council appreciates the skills, experience, and expertise which the voluntary and community sector holds and recognises the help that organisations can give to support the Council in achieving its aims and fulfilling its priorities for residents.

2.5 Having declared a climate and ecological emergency and agreed an action plan at the April meeting The Town Council, it has resolved to provide financial support to projects that contribute to lowering carbon footprints through the community grants scheme therefore the Town Council will provide grants covering the following five key areas:

- Area 1 Promoting energy efficiency and renewable energy solutions.
- Area 2 Promoting biodiversity. (e.g., plant up gaps in hedges, plant new hedgerows, orchard projects, open space planting, pollinators).
- Area 3 Reducing, reusing, and recycling (e.g., toys, books, clothes, waste, plastic – local swaps).
- Area 4 Food growing, planting and promotion. (e.g., food banks, community gardens, local growing cooperatives, local produce, and promotion).
- Area 5 Behavioral Change. (Educating, empowering, and encouraging the community to reduce their carbon footprint).

2.6 The total cost of each project should not be greater than £500 and lower-cost projects are encouraged to maximise the number of projects that can be helped. Projects should be capable of being finished, and the grant paid by or on the 28 February 2022,

- 2.7 The scheme will be launched immediately after the Town Council has agreed to proceed with the scheme and the closing date for applications will be 25 August 2021. Eligible schemes will be assessed at the Town Council meeting in September and as in previous years the Residents of Llangollen will help the Council decide how this money is spent. A residents voting event which will take place on the 28 September 2021 in the Town Hall (subject to any public health restrictions).

4. Recommendation.

- 4.1 It is recommended that the Town Council proceeds with a participatory budgeting scheme for 2021/22.

5. Reason for Recommendation.

- 5.1 To support community activity in line with the Town Council's declaration of a climate and ecological emergency.

REPORT AUTHOR: Town Clerk.
SUBJECT: Naked takeaway.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Town Councils continued involvement in the Naked takeaway project.

2. Background.

- 2.1 The Naked Takeaway, pilot scheme is supported by circular economy grant funding and is a year-long pilot to encourage takeaways using reusable food containers instead of plastic or cardboard. Initially the scheme was designed to involve six businesses across the three towns introducing a deposit return scheme for either reusable tiffin tins or pizza boxes. Participating companies in the scheme are currently Alexander's Pizza, Asia Sensation, Spoons and Forks, and the Gathering in Mold and On the Corner Café in Caerwys.
- 2.2 Despite considerable effort by a number of people the response from Llangollen businesses has not been as positive as a result at the last meeting of the Naked Takeaway Steering Group Members asked the Mold Town Clerk, who is administering the scheme, to contact the Town Council to ascertain if the council wished to continue to participate as a partner given that there was no take-up thus far in the town.
- 2.3 The steering group are concerned as they are holding back a number of tins allocated for use by Llangollen Businesses and as the scheme has have to make a submission to the Senedd it would not look good if a large number of the tins had not been used.

3. Recommendations

- 3.1 It is recommended that the Town Council formally withdraws as a partner in the Naked Takeaway, pilot scheme.

4. Reasons for recommendation.

- 4.1 To ensure the project is capable of success by achieving identified targets.

REPORT AUTHOR: Town Clerk.
SUBJECT: Amended standing orders.
REPORT FOR: Decision.

1. Summary.

- 1.1 To approve amend standing orders.

2. Background.

- 2.1 At the meeting of the town council held in June, Members agreed the recommendation from the human resource is committee to amend standing order. Standing Order 19c Handling Staff Matters,
- 2.2 The standing orders have been amended accordingly and have been circulated with the agenda. They now need to be approved by way of a formal resolution.

3. Recommendations

- 3.1 It is recommended that the Town Council adopt the amended standing orders.

4. Reasons for recommendation.

- 4.1 To ensure effective corporate governance.

REPORT AUTHOR: Town Clerk.
SUBJECT: Notice of Proper Officer's actions.
REPORT FOR: Decision.

1. Summary.

- 1.1 To note actions undertaken by the Proper Officer.

2. Background.

- 2.1 The decisions of a Community Council are only lawful when they are made by a majority vote at a properly convened, quorate of full council meeting held in public or at a committee of at least three councillors with delegate specific powers. Statute¹, as reflected in a mandatory provision of every council's standing orders, prohibits decision-making powers being delegated to any single councillor, including the chair and therefore: -

- Decision-making by single councillors is unlawful.
- Decision-making between meetings, whether of the full Council or a committee or sub-committee is unlawful.

- 2.2 The Town Clerk's primary responsibility is to advise the Town Council on whether decisions are lawful and to recommend ways in which decisions can be implemented. The Town Clerk and Members must recognise that:

- the Town Council is responsible for all decisions;
- the Town Clerk takes instructions from the Town Council as a body;
- the Town Clerk is answerable to the Town Council as a body and not to individual members – not even the chair; and
- the Town Clerk is responsible for the implementation of council decisions.

- 2.2 Equally the Town Council as a whole is responsible, in law², for ensuring that the Council's financial management is adequate and effective. It must set in place a sound system of internal control to enable the effective exercise of the Town Council's functions. Members must never authorise funds transfers which are presented for approval in advance of supply or were unsupported by appropriate documentation.

3. Notification.

- 3.1 Recent actions, by some Members, were unlawful as they were undertaken as individual Councillors with no authorisation from the Town Council or a Committee.

- 3.2 As concerns have been raised with the County Councils monitoring officer and the Auditor General for Wales, the actions of the Proper Officer are being reported to Council. However, at present, this is not a notification to Members under Sc14(a) of standing orders.

- 3.3 Once the Proper officer was aware of these activities he had a duty to ensure that the Town Council acted within the law and he reminded all Members, by email, of their

¹ Section 101, Local Government Act 1972

² Accounts and Audit (Wales) Regulations 2014

responsibilities in terms of acting lawfully and maintaining adequate and effective financial management control.

- 3.4 It must also be noted that if an investigation by the monitoring officer, is forthcoming this could result in action being taken under the code of conduct. Additionally, should the Auditor General for Wales consider that the matter warrants a public interest report, the cost of this work would be chargeable to the Town Council.
- 3.5 Having brought these matters formally to the attention of Members, the Proper Officer has discharged his duty as Town Clerk and Responsible Financial Officer.

4. Recommendations.

- 4.1 It is recommended that the Town Council notes the actions of the Proper Officer on this matter and the potential consequences of any investigation by the monitoring officer or the Auditor General for Wales.

5. Reasons for recommendation.

- 5.1 To ensure compliance with legislation and probity in financial affairs.



**Bryniau Clwyd a
Dyffryn Dyfrdwy**
Clwydian Range
and Dee Valley

Awyr Dywyll
Dark Skies

Planning for Dark Night Skies

Supplementary Planning Guidance for lighting in the Clwydian
Range and Dee Valley Area of Outstanding Natural Beauty

Draft for consultation

April 2021

Planning for dark night skies

Supplementary Planning Guidance for lighting in the Clwydian Range and Dee Valley Area of Outstanding Natural Beauty

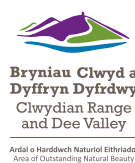
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Acknowledgements

This document has been prepared on behalf of Denbighshire, Flintshire and Wrexham planning authorities and the AONB Joint Committee/Partnership by Craggatak Consulting, supported by a working group of officers from the three authorities, the AONB, the North Wales Dark Sky Initiative and Natural Resources Wales.

This LEADER project has received funding through the Welsh Government Rural Communities - Rural Development Programme 2014-2020, which is funded by the European Agricultural Fund for Rural Development and the Welsh Government. **Mae'r ddogfen hefyd ar gael yn Gymraeg / This document is also available in Welsh** This draft version of the Guide will be subject to full public and stakeholder consultation. We will consider all representations made during this process in the formation of the final version ready for adoption by the respective Councils.

Glossary

Ambient light		The light that is already present before the introduction of any additional lighting.
Building Luminance		Light reflected from the surface of a building, often used to create a sense of place or highlight architectural features.
Candela	cd	A measure of luminous intensity, the intensity of light in each direction.
Colour temperature		Measured in Kelvins, the standard method for measuring the colour of light emitted from a lamp. It correlates to the effects of heating a piece of steel. Steel will glow a different colour depending on the temperature applied. It varies from a warm red, through yellow to amber then white and finally a cool blueish white.
Dark Sky Discovery Sites	DSDS	Local places that allow good access to observe the dark sky.
Glare		The uncomfortable brightness of a light source when viewed against a contrasting darker background.
Intrusive light		Light spilling beyond the intended task area.
Isolux		A line of equal illumination (it is like an Isobar, which is a line of equal barometric pressure found on a weather map, or to an Isotherm, which is a line of equal temperature found in nature or science).
Kelvin Scale	K	A measure of temperature, especially extreme temperatures. This includes the temperature of a light bulb filament.
Lumens	Lm	A measure of luminous flux, the total amount of light emitted in all directions by a light source.
Luminaire		A complete electric light unit.
Luminaires – asymmetric		Direct light in a certain path (e.g. Along a road or over a sports pitch) so they only light the task areas.
Luminaires – symmetrical		Direct light in a symmetrical pattern around the unit and are useful for lighting large areas to a high level of uniformity – such as decorative installations.
Luminous		Giving off light.
Lux	Lm/ m ²	A measure of illuminance, the total amount of light that falls on a surface; the higher the Lux value, the brighter a subject appears.
Maintained average illumination	EAV	The average level of light needed on a surface required to do a specific task.
Obtrusive Light		Unwanted light.
Radiance		The glowing light shining from something.
Sky Glow		The general diffuse sheen that is visible in the direction of large cities, airports, and industrial complexes.
Sky Quality Measurement	SQM	A measure of the luminance of the night sky, quantifying the skyglow in units of “magnitudes per square arc-second”. The larger the number, the darker the sky. A reading of 21.00 would indicate a very dark site, while a reading of 16.00 would indicate a light polluted sky.
Spectrum		The different wavelengths of energy produced by a light source (a ‘rainbow’ of colours from white light).

Executive Summary

There is a desire to let people experience the wonder of the night sky above the Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB)

The night sky is amazing to see, it is awesome. One way of delivering this is through the formal recognition of the area as a 'Dark Sky Community'. To win this status we must reduce light pollution. 'Planning for dark night skies' is Supplementary Planning Guidance for lighting in the AONB. The document presents:

- The purpose, scope, and status of the guidance;
- The policy context;
- An introduction to the AONB and Dark Sky Community designations;
- A definition of light pollution and its effects;
- The means of controlling light pollution;
- Lighting design principles;
- A method of assessing the need for lighting; and
- Lighting design advice.

Following adoption by the respective Local Planning Authorities, 'Planning for dark night skies' becomes a material planning consideration when those authorities are making planning decisions within the AONB and its setting.

Artificial light has done much to enhance peoples' use of the night-time environment but it can cause light pollution. Light pollution is the unnecessary brightening of the night sky and this leads to problems. It affects our health and well-being, our safety, and our heritage. It endangers wildlife that needs the dark, and the environment though the over-use of energy and the

generation of carbon. Light pollution arises from a lack of thought or attention in the design of development schemes and installation of lighting equipment.

Reducing light pollution delivers many benefits. All living things, including people, adjust their behaviour according to natural light. The cycle of night and day controls Nature's rhythms but in different ways for different things. It is a part of our nature to sleep at night, a dark night sky improves our mental state. We are often safer in natural light conditions, even at night, as impenetrable shadows accompany intense light, and we see less. And under natural conditions, we see our night-sky heritage. Nature benefits. Some wildlife needs the dark to survive, and we save the planet by using less energy and cutting our carbon footprint. We also strengthen our local economy by attracting more visitors; star-gazing is a growth tourism activity.

To control light pollution, all exterior light sources should be 'fully shielded'. That is, a screened light source with its light directed in such a way that there is no emission above the horizontal plane. Never install unshielded bulkhead lights; they waste light in all directions, shining only a small fraction of light to where it is needed. There may be permission for unshielded fittings with small light sources (less than 500 Lm) in special circumstances, but proper upward light control will always be the recommended approach. If the angle of a lighting unit is adjustable, direct it downwards. There should be no light escaping above the horizontal plane. Only light what needs lighting and not neighbouring property.

Switching controls can reduce energy costs and restrict light issues to those times when lighting is necessary (use light sensors, motion sensors, timers or dimmers). Whilst lighting systems typically generate a 'white' light, this includes a range of different tones from a dim orange glow to a blinding blue white. The Kelvin scale (K) measures this range of 'colour temperature'. Lower kelvin lights are cost and energy efficient, safer, better for human health and the natural environment, and contribute less to skyglow. For these reasons, lighting systems affecting the AONB should emit a colour temperature of no more than 3000K.

When designing a lighting scheme, it is important that the design process considers how a proposal will interact with the night-time environment, the likely night-time use, and how site layout planning and design minimises the need for exterior lighting.

Illumination should be appropriate to the surroundings and character of the whole area, not just the site.

Some lighting installations will require planning permission. 'Planning for dark night skies' will help in the selection of the best lighting and in the assessment of such proposals. If the lighting scheme requires planning permission then there must be a lighting plan and assessment. This will likely need the services of a qualified lighting design engineer. The lighting plan must show:

- Where the site is
 - The need for the lighting
 - The standards to be used
-



Caer Drewyn Hillfort, Corwen

- The position of all proposed lighting
- The installation details of all proposed lighting (angle, tilt, height)
- The technical specifications of the lighting
- A modelled illuminance plot of the proposal, detailing spill and average illuminance against lighting guidelines.
- Elevation plans showing lines of illumination from lights on walls
- The baseline conditions, including details of any existing lighting or any nearby lighting
- If the proposed lighting exceeds the limits described in 'Planning for dark night skies'

There is detailed design advice in 'Planning for dark night skies', this includes advice by development type. But many installations need no permission. We hope that everyone will see the benefits of retaining our dark night sky and choose to follow the **Good Lighting Code**:

Think before you light; the right amount of light, where needed, when needed.

Before installing any external light fitting, answer these questions:

- Do you really need additional lighting?
- If yes –
- What is it you must illuminate?

- When must you illuminate it (can you use a time switch or motion sensor)?
- What is the dimmest light source you can use (is this below the level set out in the guidance)?
- What is the colour temperature of the light source (it should throw a soft white glow and be less than 3000 Kelvin)?
- How will you make sure that you do not illuminate anything else (orientation, shielding, tilt of the light)?
- How will you avoid any light spilling into the night-sky (angle fitting downward to a non-reflective surface)?

Fig



Clwydian Range and Dee Valley AONB

1. Introduction

“No sight is more provocative of awe than is the night sky”

Llewelyn Powys

Purpose and scope of this Supplementary Planning Guidance

1.1. The Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB) covers part of the counties of Denbighshire, Flintshire and Wrexham. Each county has a principal council that is the local planning authority. These local planning authorities each have a Development Plan that is their policy base for planning decisions. The intention of ‘Planning for dark night skies’ (the Guidance) is to provide Supplementary Planning Guidance (SPG) in amplification of those Development Plan policies that seek to conserve and enhance the AONB and deliver distinctive and natural places.

1.2. This Guidance is for individuals proposing new development and for decision makers involved in the management of the AONB. It sets out guidance to lighting design for the protection of the dark night sky of the Clwydian Range and Dee Valley AONB. The Guidance enables developers and planners to design, submit and assess lighting schemes that are appropriate to the landscape, whether planning permission is a requirement or not.

1.3. There is no specific statement on what proposals may need planning permission as reliable advice is available elsewhere. Before considering any new development, it would be advisable to seek professional assistance from a planning agent or architect, to ascertain whether there is a need for planning permission or any other consents, such as works affecting public rights of way or highways. If there is a

requirement for planning permission, prospective applicants may wish to obtain further advice from their local planning authority by submitting a pre-application request for advice before embarking on a formal planning application. Further information is available from individual authorities. The contact details for planning departments and the AONB are set out in **Appendix 1**, together with a map showing the respective local authority areas within the AONB.

The Area of Outstanding Natural Beauty

1.4. The Countryside and Rights of Way Act 2000 states that the primary purpose of an AONB designation is to conserve and enhance its natural beauty. Planning authorities have a statutory duty to have regard to the AONB’s purpose. This duty applies in relation to all activities affecting the AONB, whether those activities lie within, or in the setting of, the designated area. The planning authorities should also have regard to the identified special qualities of the AONB. The AONB “must be afforded the highest status of protection from inappropriate development”, which is identical to the protection afforded to National Parks. National planning policies in Wales underpin the statutory designation of the AONB (Planning Policy Wales Edition 10, December 2018). Chapter 6 addresses AONBs. AONBs should be drivers of the sustainable use and management of natural resources in their areas. Planning authorities should have regard to their identified special qualities.

1.5. The initial designation of the Clwydian Range as an AONB was in 1985. In 2011, the Welsh Government extended the area to include the Dee Valley (Figure 1). Within the Dee Valley, there also lies a part of the Pontcysyllte Aqueduct & Canal World Heritage Site (inscribed in 2009). A Joint Committee of the counties of Denbighshire, Flintshire and Wrexham oversees the management of the AONB. That committee produces a statutory AONB Management Plan on behalf of the three councils. This plan sets out the local authority’s policies for the AONB and the means of achieving them. It also defines the special qualities of the area, one of which is tranquillity. In the plan, tranquillity is associated with an atmosphere of calm and stillness; peace and quiet; and with dark night skies.

Policy context

1.6. The Guidance takes account of the most recent changes to the legislative and strategic planning context that have arisen at both national and local level. This includes the current version of Planning Policy Wales and supporting Technical Advice Notes (TANs) produced by the Welsh Government. It also builds on the AONB Management Plan (2014) but this plan is currently under review; the review will strengthen Dark Night Sky policies and objectives.

NATIONAL POLICY

1.7. The Environment (Wales) Act 2016¹ introduces the Sustainable Management of Natural Resources (SNMR) and sets out a framework to achieve this as part of decision-making. The objective of the SNMR is to maintain and enhance the resilience of ecosystems and the benefits that they provide. The Environment Act also sets a legal target of reducing greenhouse gas emissions by at least 80% by 2050.

1.8. Planning Policy Wales (Edition 10, December 2018)² refers to light pollution in Chapter 6. It recognises the need to balance the adverse impacts of lighting on the environment, amenity and wildlife with the need to provide security and enable night-time recreational and sporting events to take place with the need to:

- protect the natural and historic environment including wildlife and features of the natural environment such as tranquillity;
- retain dark skies where appropriate;
- prevent glare and respect the amenity of neighbouring land uses; and
- reduce the carbon emissions associated with lighting.

It notes that dark sky reserves can contribute positively to an area in economic and environmental terms. The advice to planning authorities is to adopt policies for lighting, including the control of light pollution, in their development plans.

LOCAL POLICY

1.9. Development Plans set out the proposals of the local planning authority for future development and use of land in their area and which areas need to be protected for their environmental qualities. After adoption, the plan forms the basis of planning decisions that the local planning authority makes.



Bryn Alyn

1.10. The Institute of Lighting Professionals (ILP) recommends that Local Planning Authorities specify environmental zones for exterior lighting control within their Development Plans. It presents guidance for reducing obtrusive light (ILP 2020 Guidance Note 01). This guidance is set out in Section 5.

1.11. In addition, the AONB Management Plan provides a framework to inform and guide anyone who undertakes activities within the area.

Status of the Guidance

1.12. Following adoption by the respective Local Planning Authorities, 'Planning for dark night skies' becomes a material planning consideration when those authorities are making planning decisions within the AONB and its setting. It is Supplementary Planning Guidance to amplify the following Development Plan Policies:

Denbighshire LDP 2006-2021 (adopted 2013)

- Policy VOE2: Area of Outstanding Natural Beauty and Area of Outstanding Beauty
- Policy VOE3: Pontcysyllte Aqueduct and Canal World Heritage Site
- Policy RD1: Sustainable development and good design

Denbighshire Local Development Plan 2018 – 2033 Draft Preferred Strategy May 2019 (not yet adopted)

- Draft Key Policy: Placemaking
- Draft Key Policy: Natural & Built Environment

Flintshire UDP 2000-2015 (adopted 2011)

- Policy L2: Area of Outstanding Natural Beauty
- Policy D2: Design
- Policy D4: Outdoor Lighting
- Policy EWP13: Nuisance

Flintshire LDP 2015-2030: Deposit Plan September 2019 (not yet adopted)

- Strategic Policy STR10: Tourism, Culture, and Leisure
- Strategic Policy STR13: Natural and Built Environment, Green Networks and Infrastructure
- Strategic Policy STR14: Climate Change and Environmental Protection
- Policy PC2: General Requirements for Development
- Policy PC3: Design
- Policy EN5: Area of Outstanding Natural Beauty
- Policy EN18: Pollution and Nuisance

Wrexham UDP 1996 – 2011 (adopted 2005)

- Policy EC5: Special Landscape Areas
- Policy CLF4: Playing Fields, Children's Play Areas and Open Space

1. <https://www.legislation.gov.uk/anaw/2016/3/contents/enacted>

2. <https://gov.wales/sites/default/files/publications/2019-02/planning-policy-wales-edition-10.pdf>

Note paragraph 5.7: Area of Outstanding Natural Beauty

Wrexham LDP 2013-2028 Deposit Plan April 2018 (not yet adopted)

- Policy SP15: Natural Environment
- Policy DM1: Development Management Considerations
- Policy NE4: Area of Outstanding Natural Beauty

The text of these policies is set out in **Appendix 2**. Further information on planning policies and procedures of individual authorities are available on their websites.

Clwydian Range and Dee Valley AONB Management Plan (confirmed 2014³)

1.13. The AONB Management Plan defines ‘**Tranquillity**’ as one of the area’s special qualities. It states:

“tranquillity is associated with an atmosphere of calm and stillness; peace and quiet; and with dark night skies”

Objective LQCO4 seeks to conserve this quality: *“Protect the tranquillity of the AONB and take steps where possible to reduce noise and light pollution”*.

To view the AONB Management Plan go to: <http://www.clwydianrangeanddeevalleyaonb.org.uk/plans-and-strategies>

1.14. Designers, developers, landowners and relevant organisations **must have regard to ‘Planning for dark night skies’** when preparing their plans, proposals or strategies. Local authority planning officers will also assess development proposals against the principles outlined in this document together with other material planning considerations. Lighting is only one consideration in the assessment of planning applications. Applicants will need to demonstrate compliance with other policies in the LDPs and with national guidance and other material considerations when applying for planning permission.

1.15. The Councils will continue to monitor the effectiveness of the Guidance through LDP monitoring and planning application feedback

questionnaires. The AONB Joint Committee sets out its monitoring indicators in **Appendix 3**.

Dark Sky Community designation

1.16. The Councils are seeking the formal recognition of the Clwydian Range and Dee Valley AONB as a ‘Dark Sky Community’ from the International Dark Sky Association (IDA). That Association defines a Dark Sky Community as:

“a town, city, municipality or other similar political entity that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting policies, dark sky education and citizen support of the ideal of dark skies.”

Achieving this designation brings recognition of the efforts made by the community to protect the night sky and the nocturnal environment dependent on it.

1.17. This recognition requires:

- a suite of minimum standards for permanent lighting installations in the AONB;
 - community commitment to dark skies and quality lighting;
 - demonstrated success in light pollution control; and
 - a sky brightness measurement programme to monitor light pollution in the area.
- 1.18.** This SPG covers the following matters:
- Overview of the importance of conserving the dark night sky;
 - Lighting terminology and light pollution impacts;
 - What to consider in a lighting assessment;
 - Replacement of existing lighting installations; and

- Best practice for all lighting, domestic and non-domestic.

1.19. Reducing light pollution delivers many benefits. All living things, including people, adjust their behaviour according to natural light. The cycle of night and day controls Nature’s rhythms but in different ways for different things. It is a part of our nature to sleep at night, a dark night sky improves our mental state. We are often safer in natural light conditions, even at night, as impenetrable shadows accompany intense light, and we see less. And under natural conditions, we see our night-sky heritage. Nature benefits. Some wildlife needs the dark to survive, and we save the planet by using less energy and cutting our carbon footprint. We also strengthen our local economy by attracting more visitors; star-gazing is a growth tourism activity.

1.20. The Guidance does not seek to eliminate or ban lighting within Clwydian Range and Dee Valley AONB. The Councils recognise that there is a duty of care for developments to include lighting to meet health and safety requirements and other legitimate needs. However, maintaining the dark sky environment relies on good lighting design that is appropriate to the rural setting and that does not cause light pollution. Degrading the dark sky environment will damage the special qualities of the AONB. Also, the Councils will seek to prevent statutory nuisances where lighting forms part of a planning permission and may seek to regulate light as part of planning conditions and obligations.

1.21. All lighting installations in the AONB should apply best practice to reduce light pollution and impacts on the dark sky. To minimize the harmful effects of light pollution, follow the **Good Lighting Code:**

‘Think before you light; the right amount of light, where needed, when needed.’

3. The AONB Management Plan is currently under review. It is the intention that the review (among other things) will strengthen policies and objectives relating to Dark Sky Community Status.



Castell Dinas Brân

2. Dark Sky and light pollution

“There are two kinds of light – the glow that illuminates, and the glare that obscures”

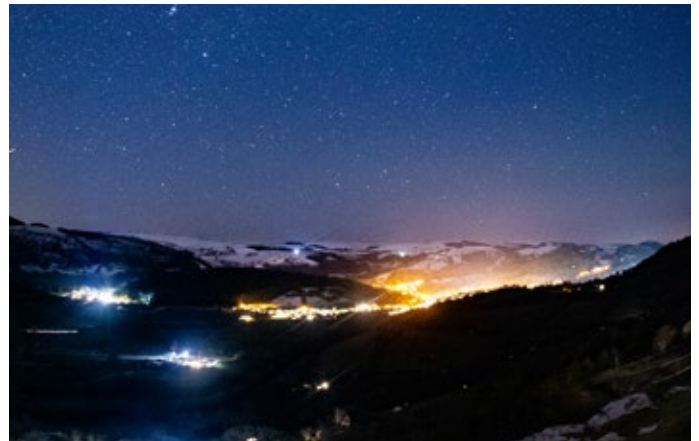
James Thurber 1894–1961 Lanterns and Lances

What is light pollution?

2.1. All living things adjust their behaviour according to natural light. The invention of artificial light has done much to safeguard and enhance our night-time environment but, if not properly controlled, obtrusive light (known as light pollution) can present serious physiological and ecological problems. Light pollution arises from a lack of thought or attention in the design of development schemes and installation of lighting equipment.

2.2. There are three general types of light pollution:

- **Sky glow** – This is the glow that is visible around urban areas resulting from the scattering of artificial light. Sky glow is light from reflected surfaces and badly directed light sources illuminating air molecules and other particles. A major effect of sky glow at night is to reduce contrast in the sky. This is the most pervasive form of light pollution and can affect areas many miles from the original light source. Light directed at the near horizontal is the most damaging as it travels furthest and lowest through the atmosphere; pointing lights downward avoids this.
- **Glare** – the uncomfortable brightness of a light source when viewed against a contrasting darker background. Glare forms a veil of luminance from poorly controlled and directed lighting that reduces contrast and visibility. To road users, glare can be highly dangerous. Lights in the rural, darker area of the AONB will be relatively higher in glare than in urban areas causing impacts on night time landscape tranquillity.
- **Nuisance / intrusion** – the spilling of light beyond the area or property being lit. Light nuisance can include intrusion into windows of neighbouring properties, but it can also cause issues to habitats and areas of high biodiversity interest.



Sky glow



Glare



Nuisance/intrusion

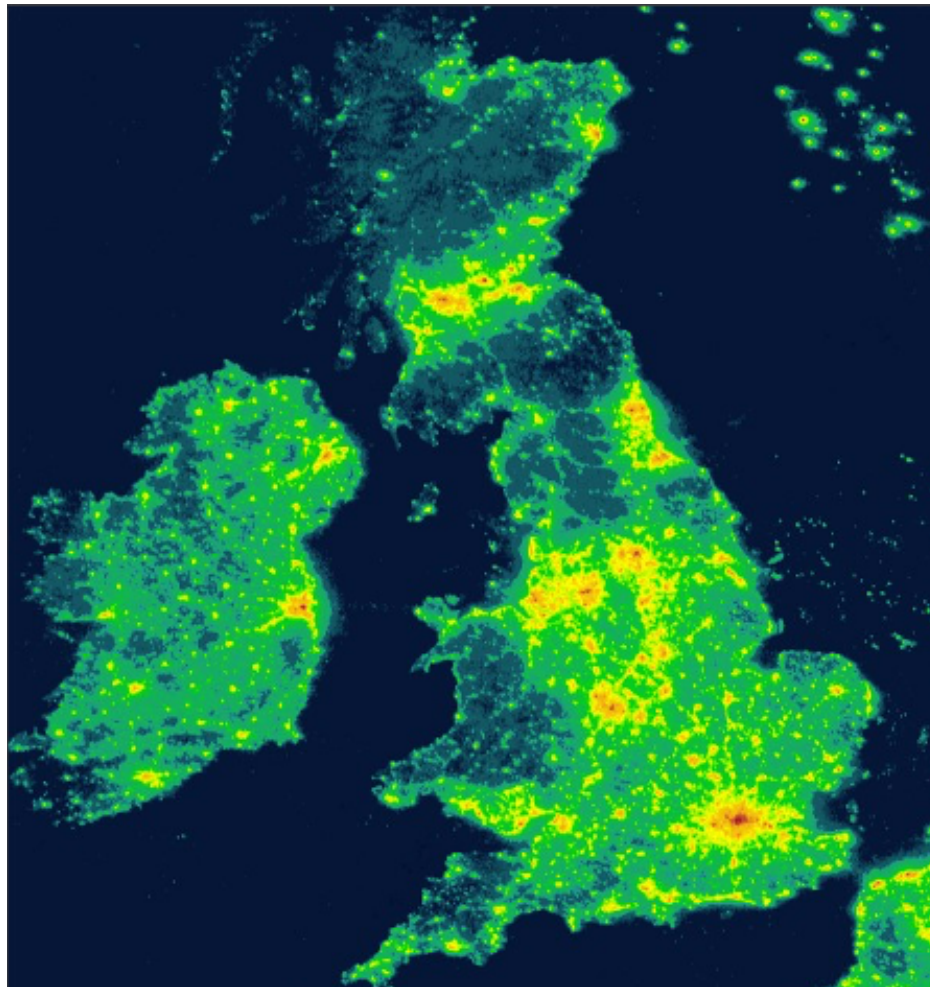
Effects of light pollution

2.3. Light pollution in the UK has increased significantly in recent years (up 24% between 1993 and 2000). Over 90% of UK population now live under a highly polluted sky. As light pollution increases, the opportunities to enjoy the night sky and its stars are declining.

2.4. Excessive or inappropriate lighting can harm our health and well-being; and harm the natural environment. For example:

- **Health** – Light pollution impacts on human sleep patterns with links to obesity, depression, diabetes, and cancer.
- **Tranquillity** – Obtrusive lighting can reduce the perception of tranquillity. This reduces the feeling of general well-being and self-reported levels of health.
- **Nature** – Plants and animals depend on Earth's daily cycle of light and dark rhythm to govern life-sustaining behaviours such as reproduction, nourishment, sleep and protection from predators. Artificial light at night has negative and deadly effects on many creatures.
- **Climate** – Reducing light levels will save energy and reduce carbon emissions.
- **Economy** – Dark Sky status can support a tourist economy where the quality of the skies is an important part of the tourism offer. Reducing light levels can also save money.
- **Crime and safety** – There is no proven link between lighting levels and crime rates. Crime is a societal problem, not a lighting problem.

Figure 2: Image of light pollution in the UK



2.5. Light pollution has been demonstrated to disrupt human Circadian rhythm ('body clocks'), with consequences including loss of attention, increased stress and fatigue. Recent studies have linked particularly blue-rich lighting with the suppressing of melatonin production – the hormone that regulates the human sleep-wake cycle.

2.6. Tranquillity is not a characteristic of the environment itself but rather a 'state of mind'; a perception by the observer. It is the quality of calm experienced in places with mainly natural features and

activities, free from disturbance from manufactured ones, such as obtrusive lighting and structures. General wellbeing and self-reported overall health are both significantly higher for people who frequently experience tranquil spaces. A recent study found that the well-being value of parks and green spaces is £34.2 billion per year in the UK and it saves the NHS around £111 million per year, primarily due to the reduced number of GP visits. It also found that general wellbeing and self-reported overall health are both significantly higher for those who frequently use parks and green spaces.⁴

2.7. Artificial light can be very disruptive to body clocks of many animal species; but it can also act as a barrier to migration, animal movement and



4. Fields in Trust (2018) Revaluing Parks and Green Spaces. Measuring their economic and wellbeing value to individuals www.fieldsintrust.org/Upload/file/research/Revaluing-Parks-and-Green-Spaces-Report.pdf

ecosystem integrity. Artificial light can alter a species' phenology. For example, lighting affecting the wetland breeding habitat of frogs and toads can disrupt their nocturnal croaking – an important part of their breeding activity – with consequences for reproduction success and population size. Movement by vegetation or wildlife can trigger poorly positioned lights.

2.8. Poor design and/or installation will allow light spill into adjacent areas or the sky where there is no need or use; this is a waste of energy and a loss of efficiency. Whilst new LED systems are reliable and cheap to power, only their effective design and installation will allow their peak operation and efficiency.

2.9. Dark skies are becoming an important aspect for tourism, through landscapes offering unblemished views of the night sky. After its designation as a Dark Sky Park, the tourism authority in Northumberland reported many of the hotels in and close to it witnessed increases in business with visitors especially from urban areas, wishing to see and experience the wonders of the night sky; 2017 figures estimated that dark skies tourism in Northumberland was worth over £25m to the county, supporting around 450 jobs.

2.10. People cite the reduction of outdoor lighting as being responsible for increased crime, anti-social behaviour, and reduced road safety. However, whilst outdoor lighting at night is often meant to enhance safety and security, its overuse and/or poor management can in fact have the opposite effect, impacting adversely upon visibility. Thus, glare from bright, unshielded lights reduces safety by constricting pupils, so impacting on the ability to see and making it more difficult to adjust to low-light conditions. Bright lights can create contrasting dark spots for intruders to hide within, unseen from the outside. Lights can help criminals see what they are doing, and help them

to see an escape route in what would otherwise be unfamiliar surroundings. Lighting can mean that intruders do not need to use a torch that would otherwise advertise their presence. A recent study⁵ in 62 English and Welsh local authorities found that streetlights do not prevent accidents or crime, but do cost a lot of money. Domestic security lighting can have the opposite effect to that desired.

“Where there is much light the shade is deepest” Johann Wolfgang Von Goethe, Goetz Von Berlichingen

2.11. Tackling light pollution can reduce or avoid the above effects; in addition, sympathetic and energy-efficient lighting can satisfy community needs at lower cost and reduce carbon emissions.

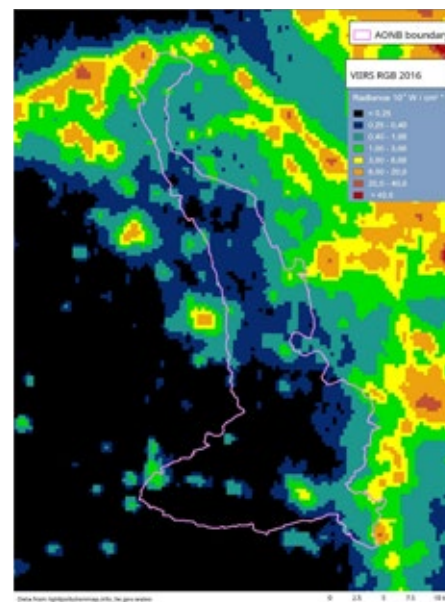
Light pollution in the Clwydian Range and Dee Valley

2.12. The assessment of the quality of the night skies in the AONB uses two complementary studies. There is a desktop examination of light pollution using existing satellite and other data (**Figure 3**). To support the desktop analysis, there is a network of 49 survey points across the AONB. Selection of these points was through a grid system to provide a good representation across the area (listed in **Appendix 4**).

2.13. The dark night sky quality at the majority of the AONB locations monitored is of a very good standard. There are areas of higher light pollution that correspond to the more populated areas with the more rural locations showing better dark sky quality. There is a high incidence of light pollution in the centre of Llangollen, and from holiday parks. Highways lighting is also noticeable. The light spillage from the towns of Mold and Wrexham, as well as Deeside, Chester and Merseyside, affects the quality of the night sky on the eastern edges of the AONB. There are similar impacts in the north from the

coastal towns. These have a significant effect upon tranquillity, particularly at night, spilling light into the sky to the north and east of the AONB.

Figure 3: Radiance observed from space 2016



(Source: VIIRS 2019 Satellite imagery. www.Lightpollutionmap.info)

5. Steinbach R, Perkins C, Tompson L, et al The effect of reduced street lighting on road casualties and crime in England and Wales: controlled interrupted time series analysis J Epidemiol Community Health 2015; 69:1118-1124.)

3. Control of light pollution

There are several characteristics of light that describe and assess lighting installations.

3.1. The following metrics describe light quantities and limits (see Figure 4) and include:

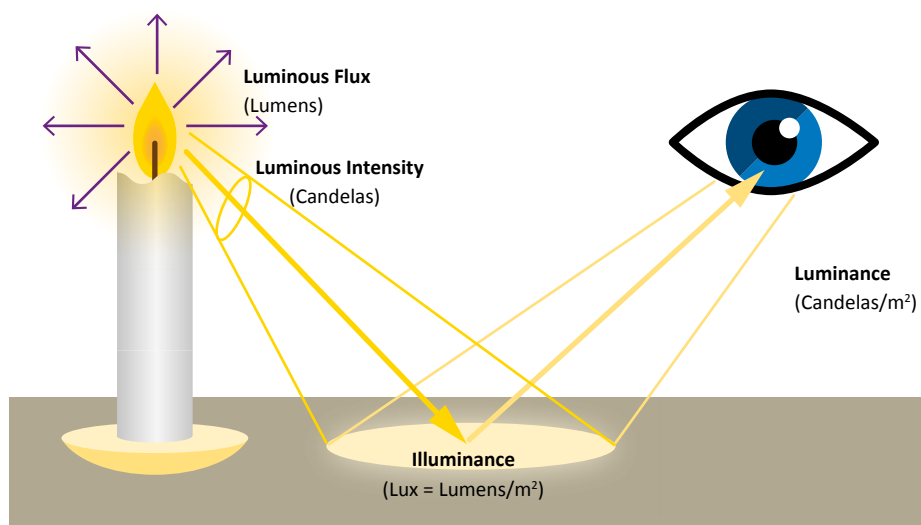
- **Lumens (Lm)** – a measure of luminous flux, the total amount of light emitted in all directions by a light source.
- **Candela (cd)** – a measure of luminous intensity, the intensity of light in each direction.
- **Lux (Lm/m²)** – a measure of illuminance, the total amount of light that falls on a surface; the higher the Lux value, the brighter a subject appears.

3.2. In the Clwydian Range and Dee Valley AONB, any exterior light source of 500Lm (or greater) output will be ‘fully shielded’. That is - a screened light source with its light directed in such a way that there is no emission above the horizontal plane passing through its lowest light-emitting part. There may be permission for unshielded fittings with small light sources (less than 500 Lm) in special circumstances, but proper upward light control will always be the recommended approach.

3.1. The following metrics describe light quantities and limits (see Figure 4) and include:

- **Lumens (Lm)** – a measure of luminous flux, the total amount of light emitted in all directions by a light source.
- **Candela (cd)** – a measure of luminous intensity, the intensity of light in each direction.
- **Lux (Lm/m²)** – a measure of illuminance, the total amount of light that falls on a surface; the higher the Lux value, the brighter a subject appears.

Figure 4: Metrics of light



3.3. Outside lights that have the bulb tucked out of sight into the lamp casing, but have a glass bowl beneath, are NOT fully shielded; the light is refracted upwards from the curvature of the glass. Never install unshielded bulkhead lights, of any output; they waste light in all directions, shining only a small fraction of light to where it is needed.

3.4. If the angle of a lighting unit is adjustable, direct it downwards. There should be no light escaping above the horizontal plane. Only light what needs lighting and no neighbouring property.

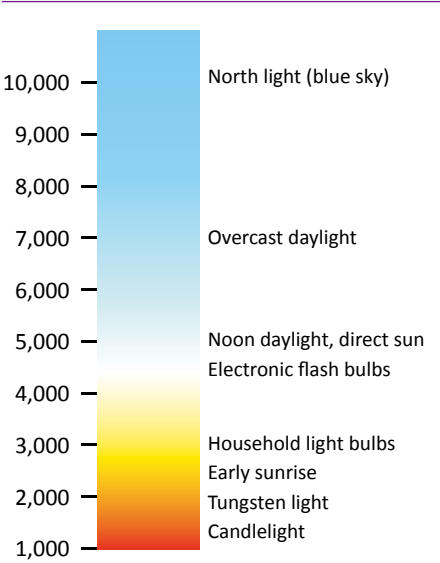
3.5. Switching controls can reduce energy costs and restrict light issues to those times when lighting is necessary. Integrate switching controls into lighting projects, incorporating at least one of the following:

- Passive Infra-red (PIR) switching with integrated daylight sensing. These systems activate lights for a set time by detecting the presence of a person/animal after dark. (Note: check that light units with an integrated PIR sensor allow the light to be angled downwards, and the PIR sensor to angled independently in the direction it needs to work.

A separate light unit and PIR sensor may be better.)

- Timer controls to switch off lights until needed.
- Where low-level lighting is necessary use dimmer controls.

Figure 5: Kelvin colour temperature chart



3.6. Modern LED technology provides for reliable and energy efficient lighting systems. Whilst lighting systems typically generate a ‘white’ light, this includes a range of different tones that manufacturers describe using phrases such as ‘warm white’ or ‘cool white’. The Kelvin scale (K) measures this range of ‘colour temperature’ (see Figure 5 and Table 1).

3.7. High kelvin lighting includes more light in the blue part of the range. This can create a harsh glare, making it difficult to see clearly at night; it may also suppress melatonin production, leading to disrupted sleep and other health risks. High kelvin external lighting can also affect nocturnal wildlife and their habitats, particularly bats.

Lower kelvin lights are cost and energy efficient, safer, better for human health and the natural environment, and contribute less to skyglow.

3.8. For these reasons, lighting systems affecting the Clwydian Range and Dee Valley AONB should emit a colour temperature of no more than 3000K.

Table 1: Characteristics and purpose of light bulbs

Kelvin (K)	Description	Use
< 2000K	a dim glow of light like that of candlelight	Intimate lighting
2000K-3000K	a soft white glow, often yellow in appearance	Outdoor spaces
3100K-4500K	a bright amount of white light	Normal task lighting
4600K-6500K	a bright amount of blue-white light, like that of day-light	Detailed task lighting
6500K +	a bright bluish hue of light	Blinding lights



Bryn Alyn

4. Lighting Design Principles

Illumination should be appropriate to the surroundings and character of the whole area, not just the site.

4.1. It is important that the design process considers how a proposal will interact with the night-time environment, the likely night-time use, and how site layout planning and design minimises the need for exterior lighting. For example: areas of a development that need higher levels of task lighting such as storage yards, car parks, loading bays, yards outside of farm buildings etc., should be in less visually sensitive intrinsically dark locations, to avoid light being visible beyond the site. Locating these uses behind buildings or within internal courtyards for example might help. The location of lighting to avoid impact is therefore a factor that could influence the layout of buildings and external spaces. Understanding where the public viewpoints of the site are will help in making these decisions. Developers should refer to, and apply, other published professional guidance on the reduction of obtrusive light within projects (see references for links to guidance, especially the Institution of Lighting Professionals publications).

4.2. Table 2 identifies some general lighting principles for any lighting projects affecting the AONB.

Table 2: Clwydian Range and Dee Valley general lighting principles

<p>New lighting should not degrade the night sky quality or night-time tranquillity of the AONB</p> <ul style="list-style-type: none">• Direct light to the place of need, not in a direction that disturbs neighbours or wildlife• Angle lights downward, no unnecessary light above or near the horizontal• Lamps of 500 lumens or less are enough for most domestic purposes• Installation of lamps above 500 lumens should always be in dark night sky friendly fixtures that prevent upward light• Switch lights off when not needed, use proximity sensors and timed circuits• Light to the appropriate illuminance, do not needlessly over-light• Avoid bright white and cooler temperature LED's of over 3000 Kelvin• Install fixtures at the lowest possible height to achieve lighting levels• Extinguish or dim external lighting after 2300 hours (curfew time)
<p>Within buildings:</p> <ul style="list-style-type: none">• Use and shut curtains and blinds at night• Limit the size of picture windows, or add louvers to reduce the extent of night time illumination, where these are visible from beyond the site• In new builds and replacement buildings, recess and shield internal lighting within ceilings or walls in rooms with picture windows
<p>Note: Lighting design should comply with the obtrusive light limitations set out in Table 5</p>

5. Lighting assessment and design

Some lighting installations will require planning permission. This guide will help in the selection of the best lighting and in the assessment of such proposals.

5.1. Many installations need no permission. We hope that everyone will see the benefits of retaining our dark night sky and choose to follow the lighting design principles (Table 2) and design advice set out in paragraphs 5.4 to 5.3⁶.

Lighting assessment

5.2. For those developments where the Planning Authority requires a lighting plan, the design and assessment should aim to address the key points in Table 3. If the lighting scheme requires planning permission then there must be a lighting assessment. This will likely need the services of a qualified lighting design engineer. Pre-application discussions

are useful in helping applicants and agents identify what issues to cover and the information needed to support any application for planning permission. This can help minimise delays in processing the application.

5.3. The lighting plan must show:

- Where the site is
- The need for the lighting
- The standards to be used
- The position of all proposed lighting
- The installation details of all proposed lighting (angle, tilt, height)
- Technical specifications of the lighting including isolux, power, lumen

output, colour temperature

- A modelled illuminance plot of the proposal, detailing spill and average illuminance against lighting guidelines
- Elevation plans showing lines of illumination from lights on walls
- Baseline conditions, including details of any existing lighting, or any nearby lighting that is providing useful levels of ambient lighting
- If the proposed lighting exceeds the limits described in this document

The following table summarises the questions for a lighting plan to address. There is a paragraph reference to supporting information.



Jubilee Tower, Moel Famau Country Park

⁶ An Isolux is a line of equal illumination. It is like an Isobar, which is a line of equal barometric pressure found on a weather map, or to an Isotherm, which is a line of equal temperature found in nature or science.

Table 3: Key aspects of a lighting assessment

Whether submitting, designing or assessing applications, the key questions to address are those shown in **bold**.

Aspects	Description	Paragraph
Need		
1	Statement of client needs and parties' comments	Is the lighting needed? 5.4
Baseline conditions		
2	Existing lighting environment of the site	<ul style="list-style-type: none"> • What is the current lighting on site? • How is it used and what for? • Is the current lighting dark sky compliant? • Is there potential for improvement? 5.5 5.6
3	Survey of surrounding night environment	What is the surrounding lighting environment? Is the locality: <ul style="list-style-type: none"> • Completely dark? (no lighting) • Intrinsically dark? (light sources are rare) (continued)
3	(continued)	<ul style="list-style-type: none"> • Intrinsically dark with scattered light sources? (light sources are present but at scattered intervals) • Intrinsically dark with light clusters? (lighting within nucleated rural settlement, farms and rural enterprises, along roads, lighting of sports fields in open countryside)
4	Identification of critical viewpoints	<ul style="list-style-type: none"> • Are there 'Dark Sky Discovery Sites' nearby? • Are there any 'Sky Quality Measurement' monitoring points nearby? • Are there any important habitat/wildlife sites nearby? • Is the site visible from any viewpoints, public routes or sites? 5.4 5.7 5.8
5	Determination of the obtrusive light limitations for lighting installations	<ul style="list-style-type: none"> • What is the maximum acceptable level of Sky Glow? • How much light can spill into a room? • What is the maximum acceptable intensity of each light source? • What is the maximum level of light intended to create a sense of place or to emphasise architectural structures acceptable on a building (building luminance)? What limitations to Obtrusive Light apply? 5.12 5.13
Design		
6	Lighting Design Objectives	<ul style="list-style-type: none"> • What are the general lighting objectives? • What are standards or policies of reference? • Is it an expected design for the task?
7	Task Illuminance	<ul style="list-style-type: none"> • What guidance/standards were used to reference lux levels? • What levels of illuminance are to be used and why? Does the illuminance exceed the Dark Environment limits? 5.12 5.14

Aspects	Description	Paragraph
Design		
8	Calculated Predictions	<p>A lighting design should include:</p> <ul style="list-style-type: none"> • A site layout plan showing illuminance and uniformity levels across the site. • Where the intention is to illuminate buildings, elevation drawings showing illuminance and uniformity levels across the site. • A comparison between the maintained averages (EAv) calculation for task lighting areas and the guidance standards. <p>Are the predicted averages consistent with guidance standards?</p>
9	Obtrusive Light Calculation	<p>A design should show:</p> <ul style="list-style-type: none"> • How it meets the criteria as set out by the ILP protected or natural zones when installed (not as bought) <p>Do any luminaires exceed any of the ILP natural dark zone limits?</p>
10	Comparison with Baseline Values	<ul style="list-style-type: none"> • What is the assessment of the expected cumulative impact? <p>Does the design negatively affect the dark sky environment?</p>
11	Luminaire Schedule	<ul style="list-style-type: none"> • Luminaire light distribution type • Lamp type and Wattage • Mounting Height • Orientation • Tilt • Lumens • Colour Temperature (CCT) • Spectrum <p>Does the colour temperature exceed 3000Kelvin?</p> <p>Does the tilt when installed exceed ILP guidance?</p>
12	Mitigation	<p>Are other controls in use to bring design into compliance? Such as:</p> <ul style="list-style-type: none"> • Curfews • Proximity sensors • Shielding • Baffles and louvres • Infra-red CCTV • Surfaces <p>Is it possible to make adjustments to prevent harm under astronomically dark conditions?</p>



Castell Dinas Brân

Design advice

LIGHTING NEED

5.4. From the outset it is important to justify the need for lighting – only consider that which is essential for the task. The Guidance recognises that there is a duty of care for lighting to meet health and safety requirements and other such legitimate needs. However, there is not a need for all lighting. Some is solely for decoration and this may not be appropriate in the AONB. Examples include architectural or ‘mood’ lighting, illuminated signage or access pathways. There must be proof that lighting proposed as a duty of care is essential – and not justified on a general perception that there is always a need for lighting.

EXISTING LIGHT LEVELS

5.5. Consider existing lighting levels when proposing new installations that illuminate areas. If existing street lighting, safety or security lighting already provides direct lighting on to a task area, then a lighting design must allow for this. Do not add new lighting if existing conditions already provide enough lighting.

OVERALL FOOTPRINT

5.6. Reduce the overall footprint of a lighting design by offsetting against existing lighting that has been poorly installed. The installation of older systems is less likely to be in line with dark sky standards, making an adjustment to comply with the standards is good. This may not need a complete replacement, but an adjustment to a fitting or installation of sensors. Reducing the light pollution of the existing stock may help in lowering the cumulative impact of the proposed lighting, which may present a design more favourably.

DARK SKY DISCOVERY SITES

5.7. Dark Sky Discovery Sites (DSDS) are local places that allow good access to observe the dark sky. There are currently four sites in the Clwydian Range and Dee Valley AONB:

- Llangwyfan
- Moel Arthur
- Bwlch Penbarras
- Horseshoe Falls

These DSDS are part of a growing UK network of sites and it is probable that the number in the Clwydian Range and Dee Valley AONB will increase.’

SKY QUALITY MEASUREMENT MONITORING POINTS

5.8. The Sky Quality Measurement (SQM) Monitoring Points are easily accessible sites (often roadside). This is where we take SQM measurements as a way of monitoring the dark sky in the AONB. As key observation and meeting points, these need to be free of any direct sources of light pollution. Any lighting installations proposed close to these sites should aim to avoid any illumination towards or within them.

The current SQM points are set out in Appendix 4 but these may change over time. Contact the AONB Team for an [UpToDate](#) list, see Appendix 1 for contact details.

5.9. SQM is a measure of the luminance of the night sky, quantifying the skyglow in units of “magnitudes per square arc-second”. The larger the number, the darker the sky. A reading of 21.00 would indicate a very dark site, while a reading of 16.00 would indicate a light polluted sky.

BIODIVERSITY

5.10. Lighting plans should weigh up the impacts on biodiversity. The impact of artificial light on wildlife is a growing area of research. Evidence shows that light can be very disruptive to many different species, not just

from a disruption to their circadian body clocks, but also as a barrier to migration, movement and ecosystem integrity. Artificial light causes negative phenology adaptations in many species and disrupts the movement of species in an otherwise dark habitat. Whilst any lighting will have some impact on all species and habitats, there are some particular considerations:

BATS:

All bat species are susceptible to impacts from artificial light. There is legal protection for all bat species and it is illegal to kill, capture or disturb bats; obstruct access to bat roost; or to damage/destroy roosts. Lighting in the vicinity of a bat roost could be a disturbance. This includes large scale feature glazing, there is a concern that internal lighting spilling through these windows impacts on bat roosting and foraging. Development proposals should:

- Survey area for bat species/activity
- Not directly illuminate bat roosts
- Avoid illuminating foraging areas and routes
- Review and apply the detailed guidance published by The Institute of Lighting Professionals and the Bat Conservation Trust

BIRDS:

Exposure to artificial light can reduce sleep in birds, disrupting long-term Circadian Rhythm that determine the onset of breeding. Birds are also likely to be influenced by changes in insect behaviour due to artificial lights. Lighting proposals should avoid the direct illumination of important areas for nesting birds.

INVERTEBRATES:

Artificial light can disrupt feeding, breeding and movement that may reduce and fragment invertebrate populations. This disruption can significantly reduce plant pollination rates in lit areas. Lighting design should:

- Avoid illuminating water or reflective surfaces
- Avoid the direct illumination of ecologically sensitive areas
- Use lighting of no more than 3000K
- Review and apply the detailed guidance published by Institute of Lighting Professionals and the Invertebrate Conservation Trust

WILDLIFE SITES:

Artificial lighting may disturb all important wildlife sites.

Wildlife sites include areas of international importance (e.g. Special Areas of Conservation), national interest (e.g. Sites of Special Scientific Interest) and local interest (e.g. County Wildlife Sites or Sites of Importance for Nature Conservation).

As the AONB includes a very high concentration of wildlife sites, lighting proposals should note the presence of any nearby sites and avoid their illumination.

Note: artificial light should not fall across existing or proposed bat or bird roosting boxes.

OBTRUSIVE LIGHT

5.11. Obtrusive Light, whether it keeps you awake through a bedroom window or impedes your view of the night sky, is a form of pollution and can be substantially reduced without detriment to the lighting task. The Institute of Lighting Professionals (ILP) presents guidance for reducing obtrusive light (ILP 2020 Guidance Note 01:20). It proposes five environmental zones for exterior lighting control within Development Plans (Table 4).

5.12. All development within the Clwydian Range and Dee Valley AONB with external lighting should ensure an **E1 dark lighting environment**. The aim is to reach an average SQM of 20 across

the AONB with night-sky viewpoints being 20.5+. These levels will also apply to developments outside of the AONB where their lighting proposals may impact on the sky quality of the AONB. These are recommended limits for the control of the main sources of light pollution – sky glow, glare and light spill. Data from three annual surveys (2017, 2019 and 2020⁷) suggests that the average SQM for the AONB is 20 (Figure 6 & Appendix 4).

5.13. Table 5 sets out the limitations for exterior lighting in the AONB, as seen by a general observer.

MAXIMUM LUX – MAINTAINED AVERAGE ILLUMINATION

5.14. Lux is a measure of light on a surface and it can describe the level of light needed on a surface required to do a specific task. Tasks that need high levels of lighting (e.g. sports) will require greater lux levels than other areas where lower light levels are acceptable (e.g. pedestrian pathways). For nondomestic lighting, the calculation of lux is generally an average (the maintained illuminance (EAv) across a surface) as levels will vary significantly over a large task area. It is important to design a lighting scheme with the correct levels of light.

5.15. Obtaining the right level of lux can be a complex task and is likely to require a lighting engineer to model the design and calculate the average for the task area. A range of design aspects affect the lux level, such as: lamp height and direction; number of lamps; lumen output; and source intensity. Poor design and installation of task lighting may lead to areas being either over or under lit.

*“The sea-bird wheeling round it,
with the din of wings and winds and solitary cries,
Blinded and maddened by the light within,
Dashes himself against the glare, and dies”.*

Extract from *The Lighthouse* by Henry Wadsworth Longfellow 1849

This can impair its use as well as impact on dark skies. Table 6 provides example lux levels, showing that non-domestic needs require substantially more lighting, which will have a greater impact in darker areas. Compilation of these levels is by the South Downs National Park (2018) and sourced from several guidance documents. In designing a lighting plan, denote the average level of lux (EAv) needed according to standard guidance that recommends levels of lighting for different tasks.

5.16. There are some useful guidance documents in the references. Where there is no specific guidance for a task, reference the most appropriate and similar activity. In some cases, the level of required lux will be so great that the inherent surface illuminance will pose a significant threat to the dark skies landscape - no matter how well the design meets all other criteria. Designs requiring an illuminance greater than 10 lux in most situations in the AONB will produce this threat.

KEY VIEWPOINTS

5.17. There are many key daytime viewpoints across and outside the AONB that serve both the daytime and night. Proposals should consider the impact on these viewpoints, particularly regarding the disruption of the continuity of the dark landscape. Large-scale developments are more likely to be outside the AONB. There is a need to consider their impact on dark skies and key viewpoints within the AONB.

Table 4: Environmental zones for exterior lighting

Zone		Lighting environment	Example
E0	Protected	Dark (SQM 2025+)	IDA dark sky place
E1	Natural	Dark (SQM 20-2025)	AONB
E2	Rural	Low district brightness (SQM ~15-20)	A village
E3	Suburban	Medium district brightness	Well inhabited settlements
E4	Urban	High district brightness	Town centres with high levels of night-time activity

After Institute of Lighting Professionals guidance notes for reducing obtrusive light 2020

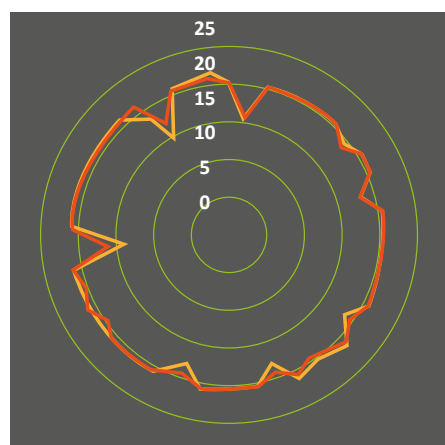
Table 5: Obtrusive light limitations for exterior lighting installations

Zone	Sky Glow ULR [Max%]	Light Intrusion (into windows) E_{Av} [lux]		Luminaire Intensity I [candelas]		Building Luminance Pre-curfew
		Pre-curfew	Post-curfew	Pre-curfew	Post-curfew	Average L [cd/m ²]
E0	0	0	0	0	0	0
E1	0	2	0 (1*)	2500	0	0

KEY

ULR =	Upward Light Ratio of the installation is the maximum permitted percentage of luminaire flux that goes directly into the sky. Some lighting schemes will require the deliberate and careful use of upward light, e.g. ground recessed luminaires, ground mounted floodlights, festive lighting, to which these limits cannot apply. However, care should always be taken to minimise any upward waste light by the proper application of suitably directional luminaires and light controlling attachments.
E_{Av} =	Vertical Illuminance in Lux – measured flat on the glazing at the centre of the window. (* is ONLY for public road lighting installations)
I =	Light Intensity in Candelas (cd)
L =	Luminance in Candelas per square metre (cd/m ²)
Curfew =	the time after which stricter requirements (for the control of obtrusive light) will apply.

For further clarification, refer to the Construction Information Service Guide on the limitation of the effects of obtrusive light from outdoor lighting installations 2017

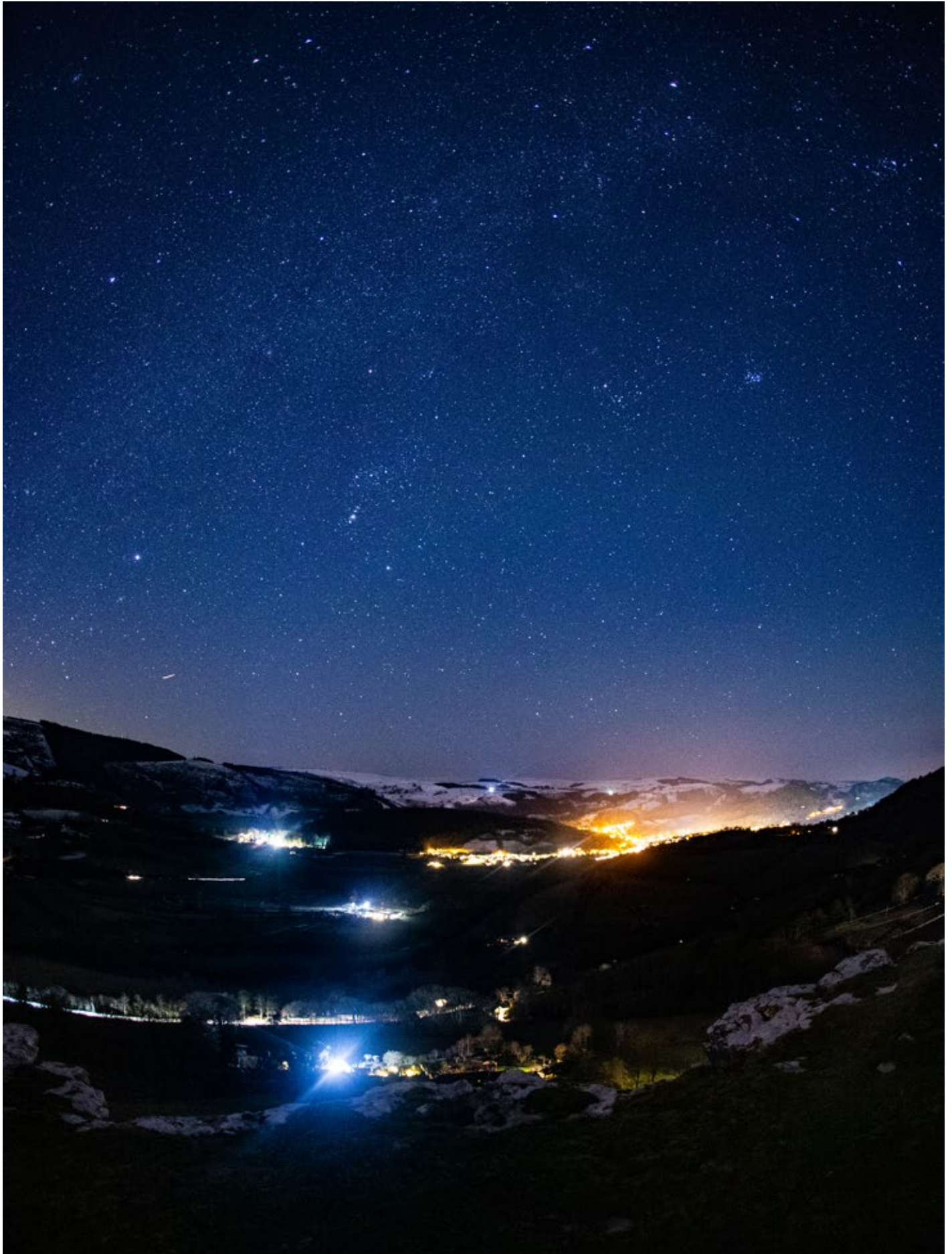
Figure 6: Illustration of SQM readings in 2017 and 2019

2019 2017

Table 6: Recommended average lux illumination levels

Minimum emergency lighting	0.2
Full moon	1
Domestic security lighting – rural	5
Safety and security –general working areas	10
Residential roads	10
AONB max. average illuminance	10
Car park –rural	15
Domestic security lighting – urban	20
Distributor roads	30
Building site	50
Motorway	50
Internal family living room	50
Football	75
Cricket	100
Hockey/Equestrian/Tennis	200
Internal general office/professional kitchen	500

7. Note: during 2020 a full survey was not possible because of the Covid-19 outbreak.



Looking over Llangollen, Dee Valley

Luminaires – Physical Characteristics

SYMMETRICAL AND ASYMMETRICAL LUMINAIRES

5.18. Luminaires fall into two categories:

- Symmetrical luminaires direct light in a symmetrical pattern around the unit and are useful for lighting large areas to a high level of uniformity – such as decorative installations. The design of the enclosure and the choice of materials are critical in ensuring that the unit does not cause undue levels of obtrusive light. Styles that complement the aesthetic or historic character of the area are better than bulky and ‘functional’ lighting. However, their design should inhibit all upward light (e.g. there are LED versions of traditional ‘carriage style’ units that house the lamp under the lid).
- Asymmetric luminaires direct light in a certain path (e.g. along a road or over a sports pitch). Such units allow a design to minimise light spill in unwanted areas and provide high illuminance to specific wanted areas. Many standard security light units have an asymmetric design, so direct the light to the task areas only.

FULL CUT-OFF

5.19. Luminaires can have a variety of glass features that alter the path of light. Their classification is according to the amount of light that shines above the horizontal. They are:

- Non Cut-off: No limitation
- Semi Cut-off: 5% above the horizontal
- Cut-off: 2.5% light above the horizontal
- Full Cut-off: No light above the horizontal – zero upward light.

The recommendation for use throughout the AONB is for full cut-off fixtures, where the glass is flat to the horizontal. This must be the case where the light exceeds 500 lumens. (See **Appendix 5** for examples of Dark Sky Friendly Lighting units).

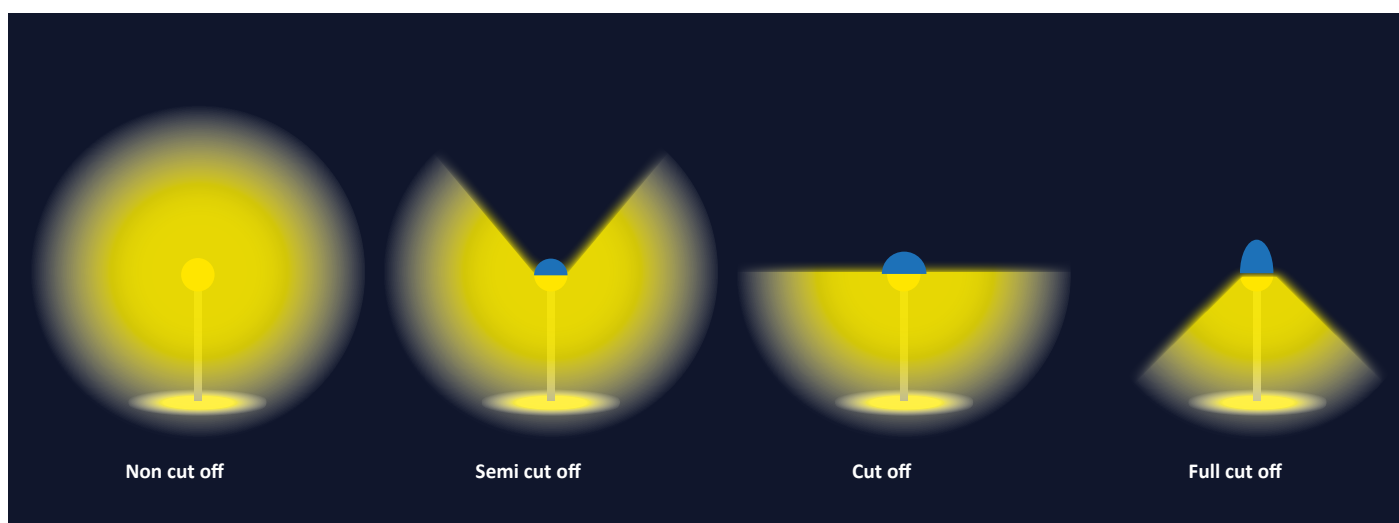
INSTALLATION HEIGHT

5.20. To achieve the same illuminance, light sources further away from the intended subject will require brighter lights with a greater intensity than those closer to the surface. Installations should be as close to ground level as practicably possible. For example, light footpaths with lower powered, low-level bollards or wall lights rather than overhead lighting.

SURFACES

5.21. Choices in surface type can impact on upon the visibility of the installation and the amount of sky-glow (the light from reflected surfaces illuminating air molecules and other particles). Avoid the illumination of whiter or mirrored surfaces, including water. Darker colours, such as dark greens or asphalt greys and blacks will reduce reflectivity.

5.22. Note: Technological advances may present new alternatives to lighting. If ‘glow in the dark’ strips and pathways or luminous discs result in the removal of luminaires, they may be suitable. Any new technologies will still have to comply with the lighting specifications that minimise light pollution.





Pontcysyllte Aqueduct

Mitigation Measures

PROXIMITY AND TIMED CIRCUITS

5.23. Proximity PIR (Passive Infra-Red) sensors fitted to external lighting will minimise the time that a unit is on and so reduce light pollution. Use timed circuits to turn off lights after a certain time; timed circuits should be set to a maximum of 5 minutes after activation.

SHIELDING

5.24. Cowls, baffles or louvres fixed to a light source (or reflection) will act as a physical barrier to an observer. LED lighting systems tend to limit the need for this type of mitigation.

SECURITY LIGHTING VS CCTV

5.25. There is little evidence to suggest that security lighting will directly deter criminals, and a poorly designed system may make things easier for intruders. Developers could consider the installation of night vision CCTV or

wireless camera systems to avoid the need for security lighting.

STREET LIGHTING

5.26. There is no statutory requirement on local authorities to provide public lighting. Street lighting is not always necessary. Where there is to be a street lighting scheme, use the Dark Skies Community Appendix to the North Wales Lighting Design Guide and Specification to determine design parameters, as this will satisfy IDA requirements. Where possible (especially for minor or private estate residential roads), use low level bollards rather than tall, brighter columns. This will limit the total lumen output, possible glare scattering and reduce the surrounding impact.

CURFEW

5.27. To prevent waste and excessive areas of light pollution, consider curfews as significant lighting controls. In areas where some lighting is appropriate,

a programme of dimming lights can operate at periods where there is minimal use of the location. In the Clwydian Range and Dee Valley AONB, the general 'exterior light curfew' should be 2300 hours. However, where development may affect a night sky viewpoint, then the curfew should be earlier. All lighting schemes should include a curfew. The expectation is that new lighting development within the AONB will extinguish or reduce the quantity of lighting to benefit dark skies.

The best light to protect dark skies is a light that is not on!

INTERNAL LIGHTING - GLAZING

5.28. The spill of light through windows can create significant amounts of light pollution. Internal illuminance demands can greatly exceed most types of domestic rural lighting, so the impact on dark skies can be significant. In general, internal glazing will cause light to spill horizontally (and in the case of sky lights,

directly upward), which are the most damaging paths of light. Internal spill will have a similar impact to external lighting, particularly in interrupting and disrupting the continuity of the dark landscape.

Where local habitat is good for bats, there are some concerns about the impacts of the internal lighting spilling through large feature windows or glazed walls.

5.29. Keep glazing to a minimum.

Wherever possible, glazing should:

- not exceed 25% of the floor area (using Elemental Method Energy Efficiency as reference (building regulations);
- avoid large single areas (>50% glazing on a single elevation is becoming 'large') of glazing such as floor to eaves glazing/cart shed openings or single elevations; and
- not be on roofs without sufficient mitigation.

5.30. There are several technologies available to reduce the light pollution through glass:

- Inward facing glazing where nearby buildings or courtyards offer shielding.
- Low Transmittance 'tinted' Glass can reduce light transmission by up to 66%.
- Smart Glass uses an electrical current through the material to change its transparency.
- Electronically timed blinds/shutters/blackout blinds can cut out light spill, particularly where glazing design exceeds recommendations.

5.31. Where floor to eaves glazing cannot be avoided, eaves should overhang the glazing sufficiently to block all upward spillage of light.

TEMPORARY FLOODLIGHTING

5.32. Temporary installations of a duration of less than 28 days may not require planning permission. If temporary lighting is in use, it is important to follow the recommendations for lighting in this document. Portable floodlight systems are extremely bright to cater for a

range of purposes, but they are highly threatening to dark skies. Due to its design and general use, temporary lighting can create significant light pollution. Take care to ensure that the power and installation of the equipment is appropriate for the task and is not obtrusive to neighbours.

Note:

- Where temporary lighting is likely to be in use beyond 28 days or with consistent regularity over some years, then seek planning permission.
- Do not use temporary and portable floodlighting in dark areas.
- Do not use temporary and portable floodlighting for community facilities and sports fields. Agree a permanent design.



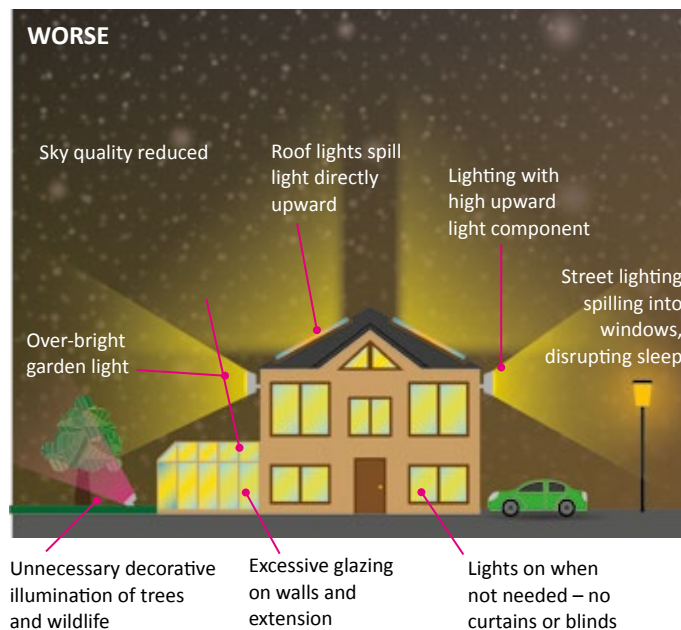
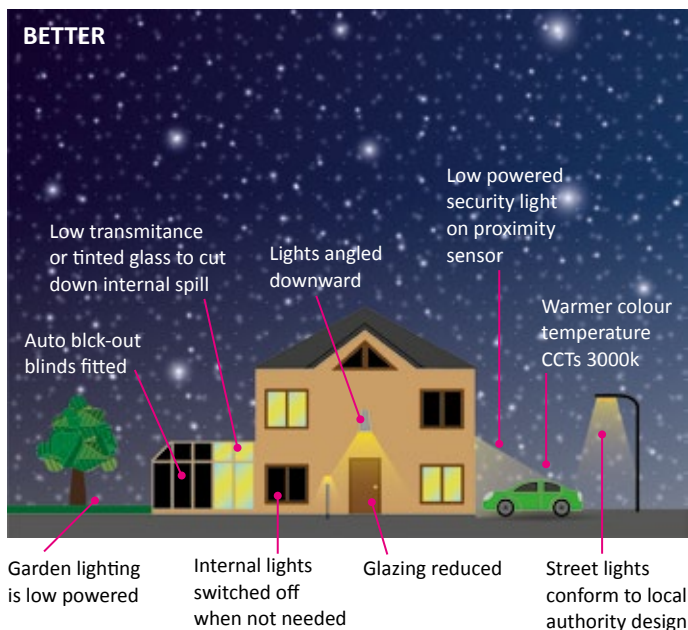
Planetarium

Advice by type of development

DOMESTIC

Key points: ✓ Use lights less than 1000 lumens ✓ Shield lights above 500 lumens ✓ Use proximity sensors or timers
✓ Angle lights downwards ✓ Use curtains and blinds

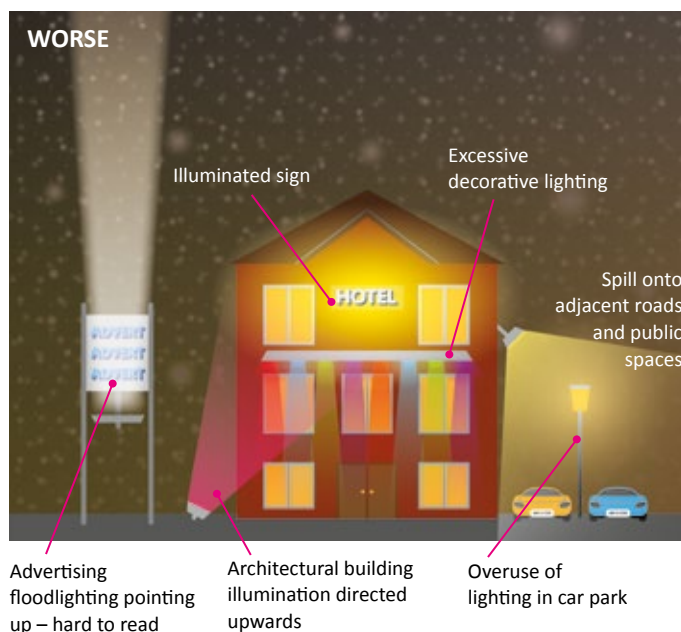
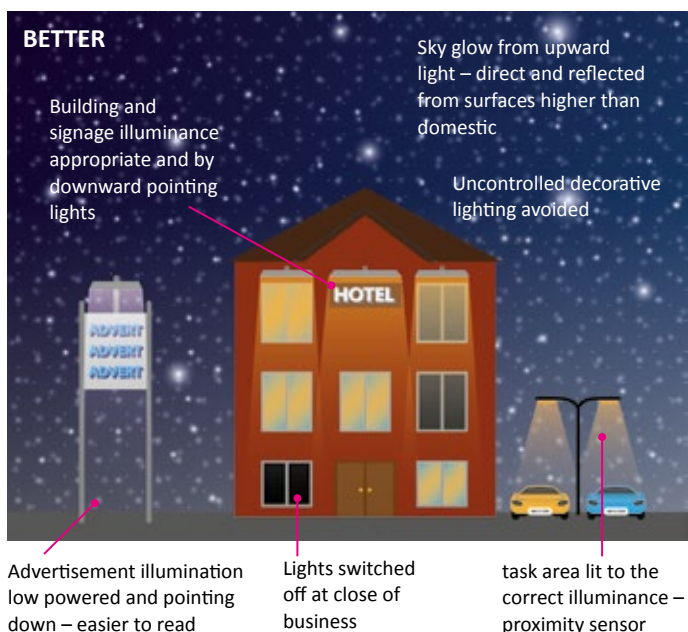
5.33. These principles apply to single dwellings and estates



COMMERCIAL

Key points: ✓ Shield lights above 500 lumens ✓ Use proximity sensors or timers ✓ Angle lights downwards
✓ Turn off at close of business ✓ Avoid uncontrolled decorative lighting

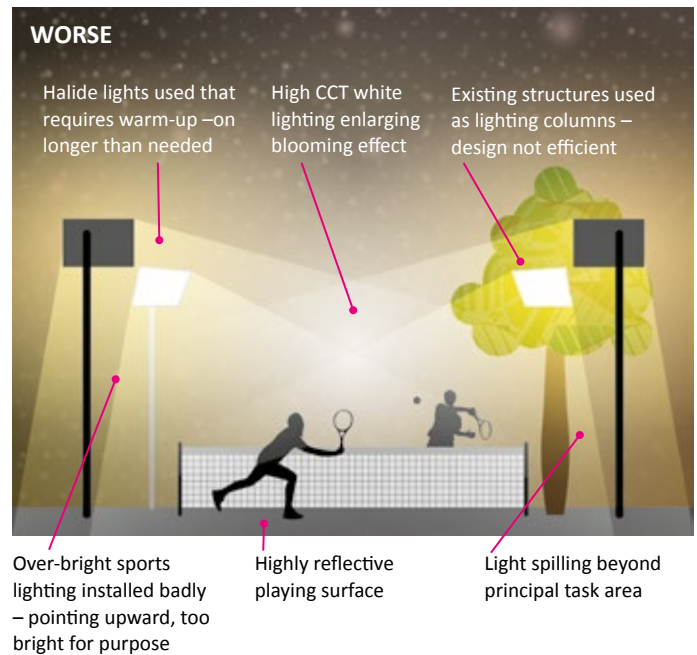
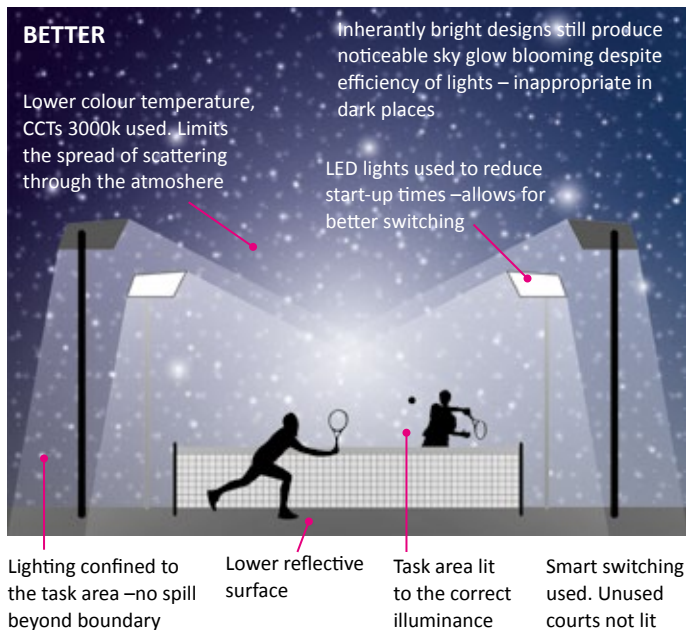
5.34. These principles apply to smaller retail/commercial properties and public houses



SPORT

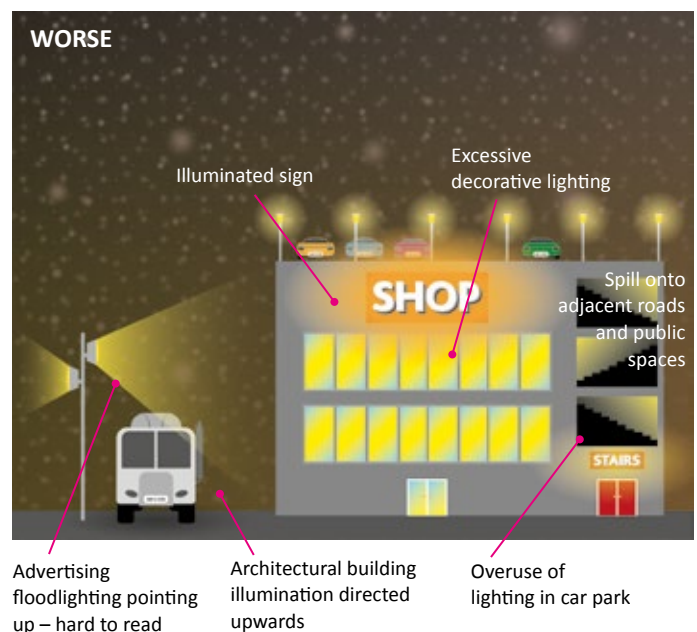
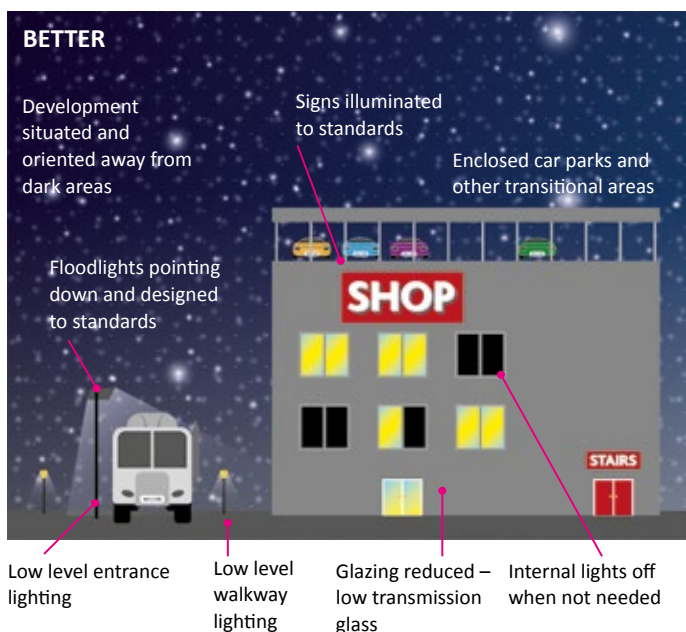
Key points: ✓ Design scheme in accordance with standards ✓ Limit hours of use ✓ Situate closer to urban locations
 ✓ Use low reflective surfaces ✓ Use shielding

5.35. Lighting designs will be different between sports, but the principles apply throughout.

**INDUSTRIAL**

Key points: ✓ Design scheme in accordance with standards ✓ Turn off when not needed ✓ Angle lights downwards ✓ Situate further away from rural locations ✓ Avoid tall lighting columns in open areas

5.36. This applies to larger developments including offices, warehouses and retail centres



Summary assessment and design check list

5.37. We hope that everyone will see the benefits of retaining our dark night sky and choose to follow the **Good Lighting Code: *think before you light; the right amount of light, where needed, when needed.*** 'Planning for dark night skies' presents a comprehensive guide to the design and installation of light fittings in the AONB. We set out this simple checklist to help you understand the steps we would like you take before you change any lighting on your building or site.

5.38. Before installing any external light fitting, ask yourself these questions:

- What is the current lighting affecting the site?
- How is it used and what for?
- Is the current lighting causing sky-glow or glare?
- Can you improve it (see the guidance for new lighting)?
- What is the surrounding lighting environment (is it completely dark or nearly so)?

- Are there any dark sky viewing points nearby?
- Are there any important wildlife sites nearby?
- Is your site visible from public viewing points?

5.39. Having considered these questions, do you really need more lighting? If yes: new lighting should not degrade the night sky quality or night-time tranquillity of the AONB. You must carefully address these questions:

- What is it you must illuminate?
- When must you illuminate it (can you use a time switch or motion sensor)?
- What is the dimmest light source you can use (try to use lamps of 500 lumens or less)?
- What is the colour temperature of the light source (it should throw a soft white glow and be less than 3000 Kelvin)?
- How will you direct light to the place of need, not in a direction that disturbs neighbours or wildlife (orientation, shielding, tilt of the light)?

- How will you avoid any light spilling into the night-sky (angle fitting downward to a non-reflective surface)?
- Can you extinguish or dim external lighting after 2300 hours (curfew time)?
- Will the lighting scheme require planning permission (many do not but if in doubt, ask)?
- If it does require planning permission, will the Local Planning Authority require a formal lighting plan (if it does, you may need the help of a qualified lighting design engineer)?

5.40. Within buildings -

- Do use and shut curtains and blinds at night.
- Limit the size of picture windows, or add louvers to reduce the extent of night time illumination, where these are visible from beyond the site.
- In new builds and replacement buildings, recess and shield internal lighting within ceilings or walls in rooms with picture windows.



Perseids meteor shower

References

Illumination should be appropriate to the surroundings and character of the whole area, not just the site.

International Dark Sky Community Program Guidelines (2018) International Dark-Sky Association.
<https://www.darksky.org/our-work/conservation/idsp/communities/>

British Standards Institute. <https://shop.bsigroup.com/>

- BS5489-1: 2013 Code of practice for the design of road lighting – Part 1: Lighting of roads and public amenity areas
- BS EN 12193: 2018 Light and lighting - Sports lighting

Construction Information Service (CIE 2017): *Guide on the limitation of the effects of obtrusive light from outdoor lighting installations, 2nd edition* CIE 150:2017 ISBN: 978-3-902842-48-0
https://www.techstreet.com/cie/standards/cie-150-2017?product_id=1997388

Institute of Lighting Professionals - <https://www.theilp.org.uk/resources/free-resources/>

- Institute of Lighting Professionals (ILP, 2020) *Guidance Note for the Reduction of Obtrusive Light GN01*
- Institute of Lighting Professionals and the Bat Conservation Trust (ILP, 2018) *Guidance Note for Bats and artificial lighting in the UKGN08*
- C Bruce-White and M Shardlow (2011) *A Review of the Impact of Artificial Light on Invertebrates*, The Invertebrate Conservation Trust

International Dark Sky Community Program Guidelines (2018) International Dark-Sky Association.
<https://www.darksky.org/our-work/conservation/idsp/communities/>

Northumberland National Park Authority (2017). *Good Practice Guide for Outside Lighting*.
<https://www.northumberlandnationalpark.org.uk/wp-content/uploads/2017/05/NNP-outside-lighting-guide.pdf>

South Downs National Park Authority (2018). *Dark Skies Technical Advice Note*.
<https://www.southdowns.gov.uk/wp-content/uploads/2018/04/TLL-10-SDNPA-Dark-Skies-Technical-Advice-Note-2018.pdf>

Appendix 1

Map and contact details for Local Planning Authorities and the Clwydian Range and Dee Valley Area of Outstanding Natural Beauty

Denbighshire County Council

Development Management

P.O. Box 62

Ruthin

LL15 9AZ

Email: planning@denbighshire.gov.uk

Tel: 01824 706727

Website: <https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/planning/planning.aspx>

Flintshire County Council

County Hall

Mold

Flintshire

CH7 6NF

Email: planningdc@flintshire.gov.uk

Tel: 01352 703234

Website: <http://www.flintshire.gov.uk/en/Resident/Planning/Home.aspx>

Wrexham County Borough Council

Environment and Planning

16 Lord Street

Wrexham

LL11 1LG

Email: planning@wrexham.gov.uk

Tel: 01978 298994

Website: <http://www.wrexham.gov.uk/planning>

Clwydian Range and Dee Valley AONB

Loggerheads Country Park NR. Mold

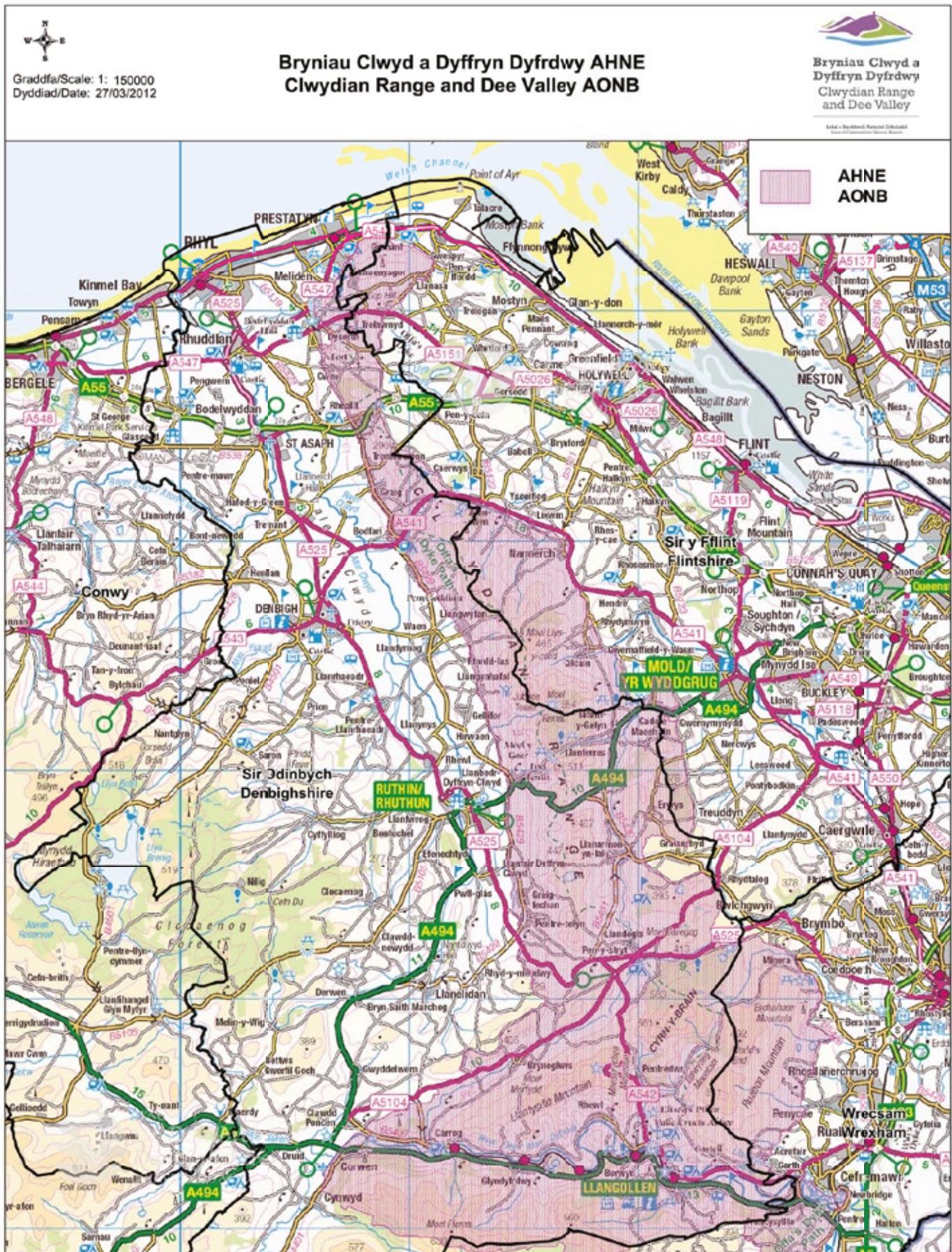
Denbighshire CH7 5LH

Email: clwydianrangeaonb@denbighshire.gov.uk

Tel: 01824 712757

Website: <http://www.clwydianrangeanddeevalleyaonb.org.uk/plans-and-strategies/>

Figure 7: Map of administrative boundaries



Appendix 2

Relevant policies of the local planning authorities

Extracts from Denbighshire Local Development Plan 2006 – 2021

Policy VOE 2: Area of Outstanding Natural Beauty and Area of Outstanding Beauty

In determining development proposals within or affecting the Area of Outstanding Natural Beauty (AONB) and Area of Outstanding Beauty (AOB), development that would cause unacceptable harm to the character and appearance of the landscape and the reasons for designation will not be permitted.

Policy VOE 3: Pontcysyllte Aqueduct and Canal World Heritage Site

Development which would harm the attributes which justified the designation of the Pontcysyllte Aqueduct and Canal as a World Heritage Site and the site's Outstanding Universal Value will not be permitted. The following are considered to be key material considerations:

- i. The authenticity and integrity of the attributes that contribute to the Outstanding Universal Value of the World Heritage Site including views, and features of cultural, artistic, historical, social and natural environmental importance.
- ii. The setting of the World Heritage Site and attributes important to the Outstanding Universal Value of the site present within the Buffer Zone. Where there is a demonstrable need for essential non-residential visitor attraction facilities for the World Heritage Site which cannot be provided within the settlement limit, their location outside settlement limits will be permitted where there is no adverse impact on the Outstanding Universal Value of the site present within the Buffer Zone.

Where there is a demonstrable need for essential non-residential visitor attraction facilities for the World Heritage Site which cannot be provided within the settlement limit, their location outside settlement limits will be permitted where there is no adverse impact on the Outstanding Universal Value.

Policy RD1: Sustainable development and good design

Development proposals will be supported within development boundaries provided that all the following criteria are met:

- i. Respects the site and surroundings in terms of the siting, layout, scale, form, character, design, materials, aspect, micro-climate and intensity of use of land/buildings and spaces around and between buildings; and
- ii. Makes most efficient use of land by achieving densities of a minimum of 35 dwellings per hectare for residential development (unless there are local circumstances that dictate a lower density).
- iii. Protects and where possible enhances the local natural and historic environment; and
- iv. Does not unacceptably affect prominent public views into, out of, or across any settlement or area of open countryside; and
- v. Incorporates existing landscape or other features, takes account of site contours and changes in levels and prominent skylines; and
- vi. Does not unacceptably affect the amenity of local residents, other land and property users or characteristics of the locality by virtue of increased activity, disturbance, noise, dust, fumes, litter, drainage, light pollution etc., and provides satisfactory amenity standards itself; and
- vii. Provides safe and convenient access for disabled people, pedestrians, cyclists, vehicles and emergency vehicles together with adequate parking, services and manoeuvring space. Proposals should also consider impacts on the wider Rights of Way network surrounding the site; and
- viii. Does not have an unacceptable effect on the local highway network as a result of congestion, danger and nuisance arising from traffic generated and incorporates traffic management/calming measures where necessary and appropriate. A transport assessment and travel plan will be required where appropriate; and
- ix. Has regard to the adequacy of existing public facilities and services; and
- x. Does not prejudice land or buildings safeguarded for other uses, or impair the development and use of adjoining land; and

- xi. Satisfies physical or natural environmental considerations relating to land stability, drainage and liability to flooding, water supply and water abstraction from natural watercourse; and
- xii. Takes account of personal and community safety and security in the design and layout of development and public/private spaces and has regard to implications for crime and disorder; and
- xiii. Incorporates suitable landscaping measures, including where appropriate hard and soft landscaping treatment, the creation and/or protection of green and blue corridors, mature landscaping, and arrangements for subsequent maintenance. Landscaping should create a visually pleasant, sustainable and biodiversity rich environment that protects and enhances existing landscape features and also creates new features and areas of open space that reflect local character and sense of place; and
- xiv. Has regard to the generation, treatment and disposal of waste.

Extracts from Denbighshire Local Development Plan 2018 – 2033 Draft Preferred Strategy May 2019

Draft Key Policy: Placemaking

All proposals must support the delivery of economic, social, environmental and cultural well-being, and demonstrate the following:

- Resource efficiency
- Promotion of health and well-being
- Maintenance and enhancement of the natural environment
- Equality of access
- Access to services and facilities
- Support and enhancement of the Welsh language
- Resilience to the impacts of climate change
- Promote decarbonisation and renewable energy technology
- High quality design that respects local character and distinctiveness.

Draft Key Policy: Natural & Built Environment

Denbighshire's natural and built environment will be protected from development that adversely affects their protected characteristics, features or their setting.

All proposals must contribute towards the preservation and, where possible, the enhancement of the natural and built environment.

Extract from Flintshire Unitary Development Plan 2000 - 2015

Policy L2: Area of Outstanding Natural Beauty

Development within or affecting the Area of Outstanding Natural Beauty (AONB) will be permitted only where:

- a. it maintains and where appropriate enhances the natural beauty, wildlife and cultural heritage and preserves the natural tranquillity of the AONB; and
- b. it will be designed to a high standard using traditional materials and planting.

Major developments within the AONB will be the subject of rigorous examination and will not be permitted unless there is an overriding need in terms of proven national interest and there are no alternative sites.

Policy D2: Design

Development will be permitted only where:

- a. the proposed building and structures are of a good standard of design, form, scale and materials; and
- b. it protects the character and amenity of the locality and adds to the quality and distinctiveness of the local area.

Policy D4: Outdoor Lighting

Development will be permitted only where any associated lighting is restricted to the minimum which is necessary to:

- a. ensure public safety and security;
- b. facilitate enjoyment of the physical and visual fabric of the development and its surroundings; and
- c. prevent light pollution by the creation of excessive glare.

Policy EWP13: Nuisance

Development which is sensitive to noise, vibration, odour, dust or light pollution and which is proposed near to existing sources of nuisance, such as railways, roads, airfields or industrial activities, will be permitted only if the developer is able to demonstrate that sufficient measures will be taken to mitigate any potential adverse effects.

Proposals which are likely to cause an increase in noise, vibration, odour, dust or light pollution will be permitted only if the developer has demonstrated that there will be no detrimental impact on users outside the boundary of the site, who may be sensitive to such nuisance.

Flintshire LDP 2015-2030: Deposit Plan September 2019 (not yet adopted)

Strategic Policy STR 10: Tourism, Culture, and Leisure

The intrinsic attractiveness of Flintshire's natural and built

environment makes the County an attractive destination for sustainable tourism development. Development that capitalizes on these assets and creates a year round broad appeal will be supported.

Particular emphasis will be placed on:

- i. Supporting new and extended tourism development which is appropriate to its location and enhances the existing offer within Flintshire;
- ii. Support development that promotes accessibility to Flintshire's landscape, cultural and historic assets, including the Clwydian Range AONB, coastline, rights of way, cycling and active travel networks;
- iii. Promote and enhance the maintenance and diversification of a sustainable rural economy;
- iv. Conserving and enhancing Flintshire's natural, built and cultural heritage;
- v. Enabling a range and choice of tourism accommodation to meet a variety of needs from short visit to long stay.

Strategic Policy STR 13: Natural and Built Environment, Green Networks and Infrastructure

Environmental networks can, and do, have a variety of roles in protecting and enhancing biodiversity, defining the landscape setting of places, defining the transition from urban to countryside, and facilitating well-being through amenity, recreation and active leisure. The key is to balance these sometimes conflicting roles, achieving a sustainable balance.

Development will identify, respect, protect, enhance and connect Flintshire's environmental assets, to create a multifunctional network of natural and historic resources.

To achieve this all development will:

- i. Protect open countryside and the undeveloped coastline
- ii. Protect the open character and appearance of green wedges
- iii. Protect and enhance the quality and diversity of Flintshire's natural, built, and historic environmental networks;
- iv. Promote opportunities to enhance biodiversity;
- v. Maintain, enhance, and contribute to green infrastructure;
- vi. Create and protect green spaces and open space / play environments that encourage and support good health, well-being, and equality;
- vii. Contribute to local distinctiveness having regard to the quality of Flintshire's landscape, biodiversity, and heritage assets including the Dee Estuary and Clwydian Range AONB;

viii. Not adversely affect the conservation status of Flintshire's natural, built and historic environments;

- ix. Make financial contributions where appropriate, to facilitate and maintain the favourable conservation status of key environmental assets;
- x. Support measures to minimise the consequences of climate change
- xi. Protecting playing fields and open space from development: and
- xii. Ensuring adequate new open space and playing fields are provided as part of new housing development.

Strategic Policy STR 14: Climate Change and Environmental Protection

The Council will seek to mitigate the effects of climate change and ensure appropriate environmental protection in the County through:

- i. Ensuring new development is sustainably located and designed so as to reduce the need for travel by private car;
- ii. Supporting the use and development of appropriate or suitable brownfield land;
- iii. Adopting a sustainable approach to water resource management including supply, surface water run-off and waste water treatment;
- iv. Directing development away from flood risk areas, assessing the implications of development in areas at risk of flooding and ensuring that new development does not increase the risk of flooding elsewhere;
- v. Encouraging energy efficient development, environmentally acceptable renewable and zero / low carbon energy generation and combined heat and power and communal / district heating networks;
- vi. Ensuring that new development has regard to the protection of the environment in terms of air, noise and light pollution, unstable and contaminated land and former landfill sites;
- vii. Design of development to be adaptable and resilient to future effects of climate change.

Policy PC2: General Requirements for Development

All development should, where appropriate:

- a. harmonise with or enhance the character, local distinctiveness and appearance of the site, existing building(s) and surrounding landscape/townscape;
- b. not have a significant adverse impact on the safety and living conditions of nearby residents, other users of nearby

land/property, or the community in general, through increased activity, disturbance, noise, dust, vibration, hazard, or the adverse effects of pollution;

- c. take account of personal and community safety and security in its design and layout;
- d. maximise sustainable travel choice by having safe and convenient access by foot, cycle, public transport and vehicles;
- e. not have an unacceptable effect on the highway network or highway safety as a result of problems arising from traffic generation, inadequate and poorly located parking spaces, servicing and manoeuvring;
- f. not result in or be susceptible to problems related to foul and surface water drainage, land stability, contamination, flooding, or pollution of light, air and water, either on or off site.

Policy PC3: Design

All new development should, where appropriate:

- a. be of a high quality, distinctive and inclusive design which respects and enhances the site and its surroundings in terms of its siting, layout, scale, height, design, density, use of materials and landscaping, and creates a sense of place;
- b. retain existing landscape and nature conservation features and incorporate opportunities to enhance biodiversity and ecological connectivity;
- c. ensure that new materials are appropriate, durable and sympathetic to the character and context of the site;
- d. protect and enhance the townscape, architectural, historic and cultural built environment;
- e. incorporate suitable provision of space about dwellings, amenity space, landscaping and planting;
- f. create attractive, accessible and safe and healthy places with natural surveillance, visibility and sensitive lighting;
- g. incorporate Sustainable Urban Drainage Schemes to bring about multiple benefits as an integral part of the development.

Policy EN5: Area of Outstanding Natural Beauty

Within the Clwydian Range and Dee Valley AONB, development will only be permitted where it conserves or enhances the natural beauty of the designated area and its setting. In assessing the likely impact of development proposals on the natural beauty of the AONB, cumulative impact will also be taken into consideration.

Development must:

- a. not have an adverse impact on the special character and qualities of the AONB; and
- b. contribute to the social, economic and cultural well-being of the local community; and be of a scale, form, density and use that is compatible with the character of the AONB and local area; and
- c. be of an appropriately high standard of design and use appropriate materials that are compatible with the character of the AONB.

Policy EN18: Pollution and Nuisance

New development which is sensitive to the effects of existing noise, vibration, odour, dust, light or other pollution or nuisance, will be permitted only if it can be demonstrated that appropriate measures can be taken to mitigate any potential adverse effects.

New development which would create an increased risk of noise, vibration, odour, dust, light or other pollution or hazard will only be permitted if:

- a. it would not unacceptably harm general amenity or living conditions; and
- b. it would not impose significant restrictions on the use or development of surrounding land.

If new external lighting is proposed, particularly in or near to the AONB, this should be considered as part of an overall landscaping scheme and kept to a minimum to avoid light pollution.

Extract from Wrexham Unitary Development Plan 1996 - 2011

Policy EC5: Special Landscape Areas

Within Special Landscape Areas, priority will be given to the conservation and enhancement of the landscape. Development, other than for agriculture, small-scale farm-based and other rural enterprises, and essential operational development by utility service providers, will be strictly controlled. Development will be required to conform to a high standard of design and landscaping, and special attention will be paid to minimising its visual impact both from nearby and distant viewpoints.

Policy CLF4: Playing Fields, Children's Play Areas and Open Space

The redevelopment of sports grounds, playing fields, children's play areas and informal open spaces and allotment gardens for uses other than sport and recreation will not be permitted unless:-

- a) redevelopment of only a small part of the site would allow the retention and enhancement of that existing facility; or
- b) the long term requirement for the facility has ceased and it would not lead to, or increase an existing shortfall of that facility in the immediate locality; or
- c) the loss can be replaced with an equivalent or greater provision in the immediate locality. Alternative sites should be within settlement limits or, in exceptional circumstances, adjacent to settlement limits provided that associated buildings, lighting, and parking facilities are not intrusive in the landscape and user accessibility is not reduced.

Note paragraph 5.7: Area of Outstanding Natural Beauty

'During the plan period the existing Clwydian Range Area of Outstanding Natural Beauty may be extended to include sections of Ruabon Mountain, and the Berwyn Mountain Range, which includes much of the Ceiriog Valley, may be designated as an Area of Outstanding Natural Beauty. The Council supports such a proposal. Such designation would recognise the national importance of that landscape and the need to protect, manage, and enhance it. Landscape conservation would be the primary consideration and development which detracts from the character and appearance of the landscape would be resisted. Any development permitted must be of the highest standard of design, and use materials appropriate to the locality'.

Wrexham LDP 2013-2028 Deposit Plan April 2018 (not yet adopted)**Strategic Policy SP15: Natural Environment**

Development will only be supported where it protects, conserves and enhances the natural environment including:

- Internationally protected Special Areas of Conservation, Special Protection Areas, and Ramsar Sites,
- Nationally protected Sites of Special Scientific Interest and National Nature Reserves;
- Protected Species and their habitat;
- The Clwydian Range and Dee Valley Area of Outstanding Natural Beauty including recognising the importance it has in contributing to the Outstanding Universal Value

and setting of the Pontcysyllte Aqueduct and Canal World Heritage Site;

- Local Wildlife Sites including the strategic ecological network on Wrexham Industrial Estate and Regionally Important Geological Sites;
- Local Nature Reserves;
- Special Landscape Areas recognised for their outstanding local landscape character;
- natural landscape features such as trees, hedges and woodland and the green networks between them which contribute to the quality and diversity of the natural environment and play an important role in mitigating the impact of climate change;
- The quality of natural services including water, air and soils
- Developing and maintaining Green Infrastructure links; and
- Habitats and species of principal importance to Wales.

Policy DM1: Development Management Considerations

Developments proposals, where relevant, must:

- a) Accord with or enhance the character, local distinctiveness and appearance of the site, existing building(s) and surrounding landscape/ townscape in terms of its siting, layout, scale, height, design, density, use of materials and landscaping;
- b) Not have an unacceptable effect on the amenity of the occupiers of nearby properties/land by virtue of noise, disturbance and overlooking; and provides a satisfactory standard of amenity for the occupiers/users of the development itself;
- c) Safeguard the environment from the adverse effects of pollution of water, land, light or air, or land instability, arising from development;
- d) Take account of personal and community safety and security in its design and layout
- e) Be safely and conveniently accessible for all potential users/occupiers of the development on foot, bicycle, by public transport and by car;
- f) Not give rise to parking or highway safety problems on site or in the locality;
- g) Maximise sustainable travel choices first and then provides for car related needs;
- h) Contribute to low carbon communities through energy efficiency, be designed to minimise the use of non-renewable energy, water and the production of waste both during construction and when in use;

- i) Not increase the risk of flooding but makes adequate provision for sustainably dealing with foul and surface water drainage and not result in an unacceptable impact upon the water environment;
- j) Consider the needs of a diverse population including those with protected characteristics such as age or disability;
- k) On sites which have previously been developed, new development proposals should make use of existing suitable building materials wherever possible for appropriate uses in order to re-use recyclable materials and reduce the amount of imported materials; and
- l) Ensure that any risks arising from past coal mining, as indicated on the proposals map, can be adequately managed.

Policy NE4: Area of Outstanding Natural Beauty

Within the Area of Outstanding Natural Beauty (AONB), development will only be supported where it conserves or enhances the natural beauty of the area and its setting. In assessing the likely impact of development proposals on the natural beauty of the AONB, cumulative impact will also be taken into consideration.

Development must:

- i. Not have an adverse impact on the special qualities of the AONB or the resources and ecosystem services on which the local economy and well-being of the area depends;
- ii. Contribute to the social, economic and cultural well-being of the local community;
- iii. Be of a scale, form, design, density and intensity of use that is compatible with the character of the AONB; and
- iv. Be designed to an appropriately high standard in order to integrate with the existing landscape and where feasible enhance the landscape quality. Development proposals that are outside, but closely interlinked with the AONB must not have an adverse impact on the natural beauty of the AONB.

Appendix 3

Monitoring indicators

Monitoring is essential to establish what is happening now, what may happen in the future and then compare these trends against existing policies and targets to determine what needs to be done. Monitoring helps to address questions like:

- are our policies achieving their objectives?
- have the policies had unintended consequences?
- are the assumptions and objectives behind policies still relevant?
- are we achieving our targets?

The Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB) Joint Committee will use the following indicators to monitor progress in achieving and maintaining 'Dark Sky Community' status:

- The average SQM across the whole AONB (target to be 20 magnitudes per square arc-second).
- The SQM at each designated night-sky viewpoint (target to be 20.5+ magnitudes per square arc-second).
- The number of survey point SQM readings of 16 or less magnitudes per square arc-second in any AONB-wide survey (target to be a maximum of 2).
- The number of planning permissions with dark-sky friendly approved lighting schemes or conditions.

The respective Local Councils may choose to adopt their own monitoring indicators.

Appendix 4

SQM survey sites and data

Table 7: SQM survey sites and data

Averaged survey readings ⁸ by magnitude per square arc sec ⁹							
Survey Point location		2017	Survey Point location		Grid Reference	2019	2020
1	Gronant	19.67	1	Gronant	0882 8334	20.2	0
2	Gwespyr	19.59	2	Llanasa	1059 8145	15.72	0
3	Llanasa	19.93	3	Gwaenysgor	0771 8083	20.32	0
4	Gwaenysgor	20.29	4	Gop Hill	0920 8021	20.47	0
5	Gop Hill	20.18	5	Bron Heulog	0869 7870	20.49	0
6	Bron Heulog Hill	20.32	6	Marian Ffrith	0773 7811	20.46	0
7	Marian Ffrith	20.25	7	Cwm	0711 7719	20.38	0
8	Cwm	20.22	8	Rhuallt	0744 7511	19.24	0
9	Rhuallt	20.24	9	Glan Llyn	0955 7631	20.64	0
10	Glan Y Llyn	20.37	10	Bryn Gwyn	0886 7508	20.60	0
11	Bryngwyn Mawr	20.51	11	Tremeirchion	0826 7307	18.34	0
12	Moel Meanefa	20.57	12	Bodfari	0909 7031	20.72	0
13	Tremeirchion	20.41	13	Afonwen	1219 7180	20.67	0
14	Bodfari	20.58	14	Nannerch	1672 6923	20.59	0
15	Afonwen	20.45	15	Bryn Golau	1569 6962	20.67	0
16	Nannerch	20.32	16	Coed Llangwyfan	1389 6686	20.81	0
17	Bryn Golau	20.87	17	Llangwyfan	1229 6587	20.71	0
18	Coed Llangwyfan	20.46	18	Hendrerwyd	1220 6340	19.65	19.56
19	Llangwyfan	20.42	19	Moel Famau	1373 6336	21.25	20.86
20	Llandyrnog	19.01	20	Gellifor	1250 6280	20.24	20.82
21	Hendrerwydd	18.50	21	Llanbedr	1426 5966	20.17	20.12
22	Moel Famau Country Park	20.63	22	Bwlch Ucha	16645825	20.95	20.83
23	Gellifor	20.50	23	Llanferres	1887 6053	19.15	19.91
24	Llanbedr Dyffryn Clwyd	18.73	24	Loggerheads	1971 6253	20.39	20.34

25	Bwlch Uchaf	20.61	25	Cilcain	1773 6519	20.39	20.43
26	Llanferres	17.48	26	Llangynhafal Track	1455 6414	20.82	20.28
27	Loggerheads	20.41	27	Penbarras	1618 6057	20.76	20.59
28	Cilcain	19.87	28	Llanarmon Church	1906 5618	19.22	20.46
29	Eryrys	20.10	29	Llandegla	1977 5181	20.23	0
30	Llanarmon yn Iâl	19.82	30	Pentrecelyn	1502 5347	20.76	20.9
31	Llandegla	20.49	31	Graigfechan	1458 5524	20.84	20.89
32	Pentre Celyn	20.08	32	Ty Mawr -	1629 4841	20.88	20.98
33	Graigfechan	20.12	33	Bryneglwys	1498 4759	20.45	20.86
34	Tŷ Mawr	20.18	34	Carrog	1051 4387	21.16	21.52
35	Bryneglwys	19.68	35	Corwen	0830 4410	20.86	21.26
36	Carrog	20.14	36	Glyndyfrdwy	1246 4310	21.24	21.19
37	Corwen	17.28	37	Llangollen	2152 4215	15.77	12.09
38	Glandyfrdwy	19.68	38	Llantysilio Car Park	1971 4331	20.87	20.19
39	Llangollen	13.76	39	Eglwyseg	2160 4610	20.63	20.81
40	Eglwyseg	20.03	40	Cyrn y Brain	2348 4951	20.59	20.63
41	Gwter Siani	19.98	41	Gwter Siani	2526 5013	20.54	20.44
42	New Brighton	19.77	42	New Bright	2715 5115	20.31	19.77
43	Horseshoe Pass	20.85	43	Horseshoe Pass	1922 4721	20.76	20.83
44	Tai'r ant	19.67	44	Berwyn Bends	1847 4332	21.05	20.65
45	Garth	19.62	45	Garth	2481 4311	20.48	20.84
46	Pontcysyllte	16.97	46	Froncysyllte	2717 4123	16.27	16.74
47	Froncysyllte	16.96	47	Pontcysyllte	2680 4208	20.55	20.98
			48	Tai Nant	2697 4641	20.68	20.58
			49	Eryrys	1998 5817	21.08	20.94
Average SQM		20				20	20

Appendix 5

Examples of Dark Sky Friendly Lighting

GOOD LIGHT FITTINGS

Choose compact LED downlights or fully shielded pendant style fixtures, preferably with sensors to switch off when not needed.

BAD LIGHT FITTINGS

Unshielded or poorly shielded floodlights that cannot be tilted sufficiently to shine below the horizontal. Avoid common 'Bulkhead' style fittings that scatter light in all directions. The Institution of Lighting Professionals (ILP) website is a useful source of information and advice on lighting and reducing obtrusive light.

LIGHTING SUPPLIERS

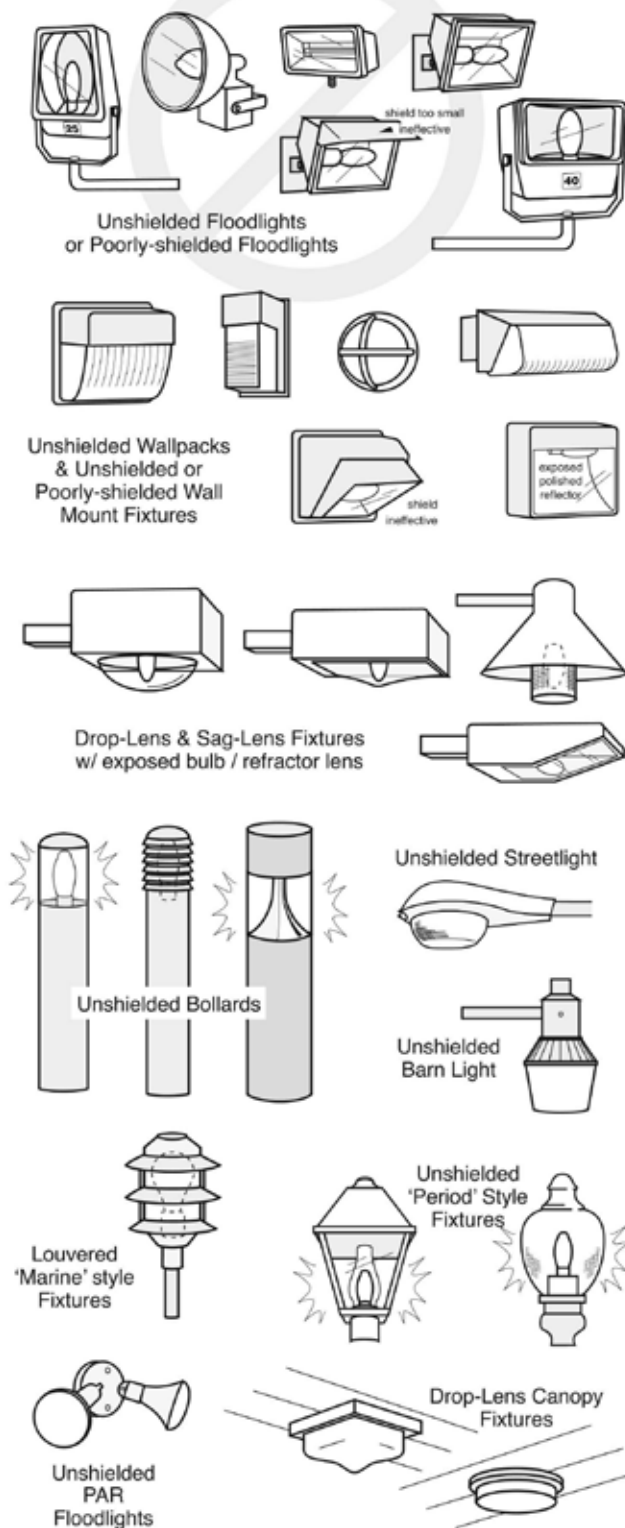
The list below is some of the wholesalers, distributors and retailers that currently supply dark sky friendly light fittings. The list is not exhaustive.

- B & Q
 - City Electrical Factors (CEF) Ltd
 - Collingwood Lighting Ltd
 - Edmundson Electrical Ltd
 - Firstlight Ltd
 - Homebase
 - Integral-LED Ltd
 - Luceco Ltd
 - Nordlux Lighting
 - Philips Lighting plc
 - Screwfix
 - Searchlight Ltd
 - Tam-lite Lighting Ltd
 - Thorn Lighting Ltd
 - Toolstation
 - Whitecroft Lighting Ltd
 - YESSS Electrical Ltd
-

Examples of Acceptable & Unacceptable Lighting Fixtures

Unacceptable/Not Compliant

Fixtures that produce glare and light trespass



Acceptable/Compliant

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



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**Bryniau Clwyd a
Dyffryn Dyfrdwy**
Clwydian Range
and Dee Valley

Awyr Dywyll
Dark Skies

AONB Main Office:

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LLANGOLLEN TOWN COUNCIL



STANDING ORDERS

Approved at the Annual Meeting of the Town Council held on the 2022.

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Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted or amended to suit a council's needs.

1 RULES OF DEBATE AT MEETINGS.

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a councillor may speak once

in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 10 minutes without the consent of the Chairman of the meeting.

2 DISORDERLY CONDUCT AT MEETINGS.

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY.

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- q **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of two hours.

4 COMMITTEES AND SUB-COMMITTEES.

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-**

councillors.

- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 10 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5 ORDINARY COUNCIL MEETINGS.

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall**

be held on such day in May as the Council decides.

- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's complaints procedure;
- xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvii. Review of the Council's policy for dealing with the press/media;
- xviii. Review of the Council's employment policies and procedures;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two**

councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

- c The Chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee].

7 PREVIOUS RESOLUTIONS.

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8 VOTING ON APPOINTMENTS.

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;

- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11 MANAGEMENT OF INFORMATION.

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 DRAFT MINUTES.

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 CODE OF CONDUCT AND DISPENSATIONS.

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the County Council as soon as possible before the meeting that the dispensation is required for.**

14 CODE OF CONDUCT COMPLAINTS.

- a Upon notification by the County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council’s code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15 PROPER OFFICER.

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - **serve on councillors by delivery or post at their residences a signed summons confirming the time, place and the agenda [unless they have previously given consent, by resolution of the council, to receive notification by email], and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
See also standing order 23.

16 RESPONSIBLE FINANCIAL OFFICER.

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 ACCOUNTS AND ACCOUNTING STATEMENTS.

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each

- quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18 FINANCIAL CONTROLS AND PROCUREMENT.

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. subject to standing orders 18(e) and (f) whether contracts with an estimated value below [£25,000] or due to special circumstances are exempt from a tendering process or procurement exercise.

- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- f **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in**

OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19 HANDLING STAFF MATTERS.

- 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.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Human Resources Committee or, if he is not available, the Vice-Chairman (if there is one) of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.
- c The Chairman of the Human Resources Committee or in his absence, the Vice-Chairman, together with the Town Mayor or in his absence, the Deputy Town Mayor, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
- 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 Chairman of the Human Resources Committee or in his absence, the Vice-Chairman of the Human Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Chairman or Vice-Chairman of the Human Resources Committee, this shall be communicated to another member of the Human Resources Committee, which shall be reported back and progressed by resolution of the Human Resources Committee.
- 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.
- 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).

20 RESPONSIBILITIES TO PROVIDE INFORMATION.

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall**

publish information in accordance with its publication scheme and respond to requests for information held by the Council.

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.

(Below is not an exclusive list).

See also standing order 11.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22 RELATIONS WITH THE PRESS/MEDIA.

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23 EXECUTION AND SEALING OF LEGAL DEEDS.

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24 COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCIL COUNCILLORS.

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of

the Council.

25 RESTRICTIONS ON COUNCILLOR ACTIVITIES.

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26 STANDING ORDERS GENERALLY.

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

Cyngor Tref Llangollen Town Council.

Agenda.

21.09.2021.

- | | | |
|-----------|--|--|
| 1. | Croesawiad a chyhoeddiadau Faer y Dref. | Mayors welcome and announcements. |
| 2. | Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. | Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol. | Presentations.
To receive presentations from outside bodies. |
| 4. | Datganiadau gan Cyngorwyr Sir.
Derbyn datganiadau gan Gyngorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. | Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. | Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. | Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 20 Gorffennaf 2021, fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 20 July 2021, as a correct record. |
| 8. | Cofnodion Pwyllgorau. | Committee Minutes. |
| a) | I dderbyn cofnodion y Pwyllgor Adnoddau Dynol a gynhaliwyd ar 3 Awst 2021 ac yr Bwyllgor Rheoli Asedau a gynhaliwyd ar 6 Awst 2021. | To receive the minutes of the Human Resources Committee held on 3 August 2021 and the Asset Management Committee held on 6 August 2021 and the |
| b) | Cymeradwyo cofnodion Pwyllgor Cittaslow a gynhaliwyd 5 Mai 2021. | To approve the minutes of the Cittaslow Committee held 5 May 2021. |
| 9. | Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt. | Financial Reports.
To consider financial matters and make any necessary decisions thereon. |
| a) | Aliadau Awdurdodedig. | Authorised Payments. |

b) Datganiadau Ariannol.	Financial Statements.
<p>10. Adroddiadau Clerc y Dref. I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.</p> <p>a) Caru Llangollen, Cynllun y Pobl</p> <p>b) Gweithrediadau'r Cyngor: Byw gyda coronafeirws ar Lefel Rhybudd Cenedlaethol 0.</p> <p>c) Comisiwn Ffiniau i Gymru Cyhoeddi Cynigion Cychwynnol.</p> <p>d) Ymgynghoriad Adroddiad Blyneddol Drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol.</p> <p>e) Ymgynghoriad ar drethi lleol ar gyfer ail gartrefi a llety hunanarlwyo.</p> <p>f) Trwydded ar gyfer Gwaith Ail-wynebu Neuadd y Dref Llangollen.</p> <p>g) Pwyllgor Adnoddau Dynol, cais am arian.</p>	<p>Town Clerk's Reports. To receive reports submitted to the Town Clerk and considered the recommendations therein. Caru Llangollen, The Peoples Plan. Council operations: Living with coronavirus at National Alert Level 0.</p> <p>Boundary Commission for Wales Initial Proposals. Independent Remuneration Panel for Wales draft Annual Report Consultation</p> <p>Consultation on local taxes for second homes and self-catering accommodation. Licence for Resurfacing Works Llangollen Town Hall. Human Resources Committee, request for funding.</p>
<p>11. Ceisiadau Cynllunio. Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).</p> <p>03/2021/0656 Land to the rear of 20 Regent Street Newid defnydd tir i ffurfio parcio domestig oddi ar y ffordd, ffurfio mynediad, tirlunio a gwaith cysylltiedig</p> <p>03/2021/0748 Land to the rear of 20 Regent Street. Caniatâd ardal gadwraeth i ddymchwel wal derfyn er mwyn caniatáu ffurfio mynediad a pharcio oddi ar y stryd</p> <p>03/2021/0890 Y Llyn , Trevor. Addasiadau allanol a mewnol i'r annedd a throsi ty pwll ar wahân i ffurfio atodiad gwestai.</p>	<p>Planning Applications. To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).</p> <p>03/2021/0656 Land to the rear of 20 Regent Street Change of use of land to form off road domestic parking, formation of access, landscaping and associated works</p> <p>03/2021/0748 Land to the rear of 20 Regent Street. Conservation area consent for the demolition of a boundary wall to allow the formation of access and off street parking</p> <p>03/2021/0890 Y Llyn , Trevor. External and internal alterations to dwelling and conversion of detached pool house to form a guest annex.</p>

	<p>03/2021/0902 2 Avondale, Ffordd Grange. Codi ty haf.</p>	<p>03/2021/0902 2 Avondale Grange Road. Erection of a summerhouse.</p>
	<p>03/2021/0920 4 Fairway View, Ffordd Caergybi. Codi estyniad cefn unllawr</p>	<p>03/2021/0920 4 Fairway View. Holyhead Road. Erection of a single storey rear extension.</p>
	<p>03/2021/0921 4 Fairway View, Ffordd Caergybi Codi estyniad cefn un llawr (Cais Adeilad Rhestredig)</p>	<p>03/2021/0921 4 Fairway View, Holyhead Road. Erection of a single storey rear extension (Listed Building Application)</p>
12.	<p>Tystysgrifau Penderfyniad. Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.</p>	<p>Certificates of Decision. To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.</p>
	<p>03/2021/0530 Penddol Farm Caravan Park, Ffordd yr Abaty. Gwrthod.</p>	<p>03/2021/0530 Penddol Farm Caravan Park. Abbey Road. Refused.</p>
	<p>03/2021/0719 Tir gerllaw Gwesty'r Hand, Stryd y Bont Caniatáu.</p>	<p>03/2021/0719 Land Adjacent to The Hand Hotel, Bridge Street. Grant.</p>
	<p>03/2021/0798 15 Tyn Y Celyn Drive. Caniatáu.</p>	<p>03/2021/0798 15 Tyn Y Celyn Drive. Grant.</p>
	<p>03/2020/0921 25 Stryd y Bont Caniatáu.</p>	<p>03/2020/0921 25 Bridge Street Grant.</p>
	<p>03/2020/0973 3 Cerrig Y Llan, Stryd y Berwyn. Caniatáu.</p>	<p>03/2020/0973 3 Cerrig Y Llan Berwyn Street. Grant.</p>
	<p>03/2020/1034 16 Stryd yr Helyg. Caniatáu.</p>	<p>03/2020/1034 16 Willow Street. Grant.</p>
12.	<p>Gohebiaeth Cynllunio.</p>	<p>Planning Correspondence.</p>

	Ystyried gohebiaeth gyslltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno	To consider planning related correspondence received and to make any necessary decisions thereon.
14.	<p>Gohebiaeth.</p> <p>I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).</p> <p>a) HSBC.</p> <p>Maent yn gwneud newidiadau i gyfrifon busnes, gan gynnwys newidiadau mewn prisiau i wasanaethau. Mae'r newidiadau'n weithredol o 1 Tachwedd 2021.</p> <p>Gweithred.</p> <p>Nodi'r goblygiadau ar y gyllideb.</p>	<p>Correspondence.</p> <p>To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).</p> <p>HSBC.</p> <p>Are making changes to business accounts, including price changes to services. The changes are effective from 1 November 2021.</p> <p>Action.</p> <p>To note the implications on the budget.</p>
15.	<p>Adroddiadau i'r Cyngor y Dref.</p> <p>I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.</p> <p>a) Cynrychiolwyr Ieuenctid.</p> <p>b) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.</p>	<p>Reports to the Town Council.</p> <p>To receive reports submitted to the Town Council and determine what action, if any, to be taken.</p> <p>Youth Representatives.</p> <p>Members representing the Council on outside bodies or organisations.</p>

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

Authorised Payments August 2021					
Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M5	£2,628.97	£0.00	£2,628.97
CThEM/HMRC	PAYE	M5	£1,054.47	£0.00	£1,054.47
H. Edwards	Ground maintenance contract	39	£889.00	£0.00	£889.00
B Jones	Translation costs	40	£60.40	£0.00	£60.40
B Jones	Translation costs	41	£55.28	£0.00	£55.28
Morgans Decorators	Paint	42	£31.97	£5.33	£26.64
K Susantham	Upholstery	43	£2,800.00	£0.00	£2,800.00
J Williams	Bus shelter and window cleaning	44	£70.00	£0.00	£70.00
Taliad Visa Payments					
Screwfix	Plate metal and fixings	9	£19.46	£3.24	£16.22
Giff Gaff	Mobile phone charges	10	£6.00	£1.00	£5.00
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Service charges		£153.50	£0.00	£153.50
ACS Technology	Network repair		£50.00	£0.00	£50.00
British Telecom	Broadband and phone		£412.34	£68.72	£343.62
Cyngor Sir Ddybich / Denbighshire County Council	Trade waste		£118.20	£0.00	£118.20
Nwy Prydain / British Gas 6667	Electricity		£34.96	£1.66	£33.30
Nwy Prydain / British Gas 6668	Electricity		£6.34	£0.30	£6.04
Nwy Prydain / British Gas 6669	Electricity		£119.23	£5.67	£113.56
Nwy Prydain / British Gas 1539	Electricity		£47.11	£2.24	£44.87
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
		Totals	£8,873.75	£88.16	£8,785.59

Authorised Payments September 2021					
Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M6	£2,628.77	£0.00	£2,628.77
CThEM/HMRC	PAYE	M6	£0.00	£0.00	£0.00
H. Edwards	Ground maintenance contract	45	£889.00	£0.00	£889.00
Tidy Towns Team	Ground works	46	£230.00	£0.00	£230.00
Watkins and Williams	Ironmongery	47	£4.50	£0.75	£3.75
Watkins and Williams	Ironmongery	48	£21.00	£3.50	£17.50
Watkins and Williams	Ironmongery	49	£3.00	£0.50	£2.50
J Williams	Window, memorial and bus shelter cleaning	50	£130.00	£0.00	£130.00
Taliad Visa Payments					
Giff Gaff	Mobile phone charges	12	£6.00	£1.00	£5.00
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
British Telecom	Broadband		£0.00	£68.72	-£68.72
Cyngor Sir Ddybich / Denbighshire County Council	Trade waste		£118.20	£0.00	£118.20
Nwy Prydain / British Gas 6667	Electricity		£53.60	£2.55	£51.05
Nwy Prydain / British Gas 6668	Electricity		£12.22	£0.58	£11.64
Nwy Prydain / British Gas 6669	Electricity		£210.04	£10.00	£200.04
Nwy Prydain / British Gas 1539	Electricity		£47.81	£2.27	£45.54
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
		Totals	£4,824.16	£89.87	£4,734.29

Authorised Payments October 2021					
Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M7	TBC	£0.00	£0.00
CThEM/HMRC	PAYE	M7	TBC	£0.00	£0.00
R Harris	Volunteer costs	51	£113.40	£0.00	£113.40
Lelo	Skip hire	52	£180.00	£30.00	£150.00
Ultraclean	Cleaning services	53	£152.05	£25.34	£126.71
Taliad Visa Payments					
Giff Gaff	Mobile phone charges	13	£6.00	£1.00	£5.00
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
British Telecom	Broadband		TBC	£0.00	£0.00
Nwy Prydain / British Gas 6667	Electricity		£0.58	£0.02	£0.56
Nwy Prydain / British Gas 6667	Electricity		£37.21	£1.77	£35.44
Nwy Prydain / British Gas 6668	Electricity		£9.96	£0.47	£9.49
Nwy Prydain / British Gas 6669	Electricity		£82.00	£5.67	£76.33
Nwy Prydain / British Gas 1539	Electricity		£0.00	£2.24	-£2.24
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
		Totals	£1,051.22	£66.51	£984.71

Net Position by Cost Centre and Code

Cost Centre Name

Administration		<u>Bal. B/Fwd.</u>	Budget	Receipts	Payments		Current Balance
<u>Code</u>	<u>Title</u>			Actual	Budget	Actual	Budget
8	Fees and charges				1,050.00	4,606.49	-3,556.49
9	Cloud services				1,500.00	839.00	661.00
10	Health and safety				2,500.00		2,500.00
11	Insurance				8,000.00	5,183.10	2,816.90
12	Licenses				550.00		550.00
13	NNDR				11,000.00		11,000.00
14	Payroll				500.00		500.00
15	Subscriptions				1,000.00	648.00	352.00
					26,100.00	£11,276.59	14,823.41

Asset Management		<u>Bal. B/Fwd.</u>	Budget	Receipts	Payments		Current Balance
<u>Code</u>	<u>Title</u>			Actual	Budget	Actual	Budget
16	Equipment				500.00		500.00
17	Projects				20,000.00		20,000.00
18	Cleaning				2,200.00	326.34	1,873.66
19	Grounds maintenance				10,000.00	5,334.95	4,665.05
20	Christmas illuminations				9,000.00		9,000.00
21	Repairs and renewals				9,000.00	5,981.52	3,018.48
22	Waste collection				1,700.00	895.93	804.07
23	Water charges				2,000.00		2,000.00
					54,400.00	£12,538.74	41,861.26

Capital Financing			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
33	Loan repayments				1,500.00	1,455.36	44.64
					1,500.00	£1,455.36	44.64

Community			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
34	Community grants				4,000.00		4,000.00
35	Donations				3,000.00	500.00	2,500.00
36	Cittaslow				3,500.00		3,500.00
					10,500.00	£500.00	10,000.00

Cost of Democracy			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
24	Election expenses				3,000.00		3,000.00
25	Civic costs				2,150.00		2,150.00
26	Civic events				1,500.00		1,500.00
27	Mayor's allowance						
28	Remuneration				2,000.00	120.00	1,880.00
29	Member Training				1,000.00		1,000.00
30	Member expenses				100.00		100.00
					9,750.00	£120.00	9,630.00

Energy Costs			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
31	Electricity				5,000.00	1,343.80	3,656.20
32	Gas				6,000.00	51.88	5,948.12
					11,000.00	£1,395.68	9,604.32

Income			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
1	Precept		144,975.00	96,530.00			-48,445.00
2	Interest		100.00	4.12			-95.88
3	Room hire		10,000.00	1,260.00			-8,740.00
4	Rents		15,000.00	11,070.22			-3,929.78
5	Grants			5,007.99			5,007.99
6	Tenants recharges		1,900.00				-1,900.00
7	VAT refund		12,000.00		12,000.00		
			183,975.00	£113,872.33	12,000.00		-58,102.67

Office Costs			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
37	Office supplies				1,000.00	44.57	955.43
38	Telephone and broadband				1,000.00	1,135.61	-135.61
39	Photocopying				1,100.00	519.84	580.16
40	Printing		75.00		1,500.00	48.84	1,376.16
41	Translation				1,700.00	300.27	1,399.73
47	Computer hardware				1,000.00	50.00	950.00
			75.00		7,300.00	£2,099.13	5,125.87

Staff Costs			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Budget	Actual	Budget	Actual	Budget
42	Salaries				34,000.00	15,913.09	18,086.91
43	Expenses				500.00		500.00
44	Pension				2,000.00	2,260.49	-260.49
45	Training				1,000.00		1,000.00
46	HMRC				13,000.00	5,332.11	7,667.89
					50,500.00	£23,505.69	26,994.31
NET TOTAL			184,050.00	£113,872.33	183,050.00	£52,891.19	59,981.14

REPORT AUTHOR: Town Clerk.
SUBJECT: Love Llangollen, The Peoples Plan.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Love Llangollen place plan, produced by the Shape my Llangollen Town Team on behalf of the Town Council, and the actions assigned to the Council.

2. Background.

- 2.1 The concept of a “Place Plan for Llangollen” was endorsed at the Town Council Meeting of the 20 February 2018. At this meeting the Town Council also supported the use of the Shape My Town toolkit,
- 2.2 The first meeting of the Shape my Town, Town Team took place on the 11 May 2018 In respect of the skills of the Town Team it was felt there were sufficient skills within the makeup of group to take forward to a Place Plan and it was not felt there was any need to buy in or pay for any external expertise. Many members of the team had in the past been responsible for the work associated with acquiring Cittaslow Status for the Town and were therefore very familiar with the process of community engagement and reporting back to the Town Council.
- 2.2 An initial vision document was prepared, and the Town Team were in the process of moving to the publication of an action plan just prior to the restrictions put in place during the Covid-19 pandemic. This has not only hindered progress on the plan, in terms of public consultation, but has also brought a raft of other issues to the fore that would influence and guide the plans for the town.
- 2.3 The Town Team were therefore faced with not only progressing the work done to date, based on a considerable amount of consultation and research, but also had to look at aspects relating to the effects of the pandemic. The team, whilst having been keen to keep the process free from any external input believed that assistance was required to help to validate the draft action plan with the community and to be able to focus rapidly on the priorities needed to emerge from the pandemic whilst recognising the work that has been undertaken to date.
- 2.4 The Town Team quickly came up with an organisation, Resources for Change, which seems to perfectly meet the Team’s criteria, a socially responsible, employee owned consultancy with a significant reputation for innovation in involving people in the matters that affect their lives.

3. Action Plan.

- 3.1 The attached action plan is based on the co-production work undertaken through six stakeholder workshops held in May and June 2021, which built on the key themes and priorities identified through the initial community consultation. The purpose of the stakeholder workshops was to include the decision makers, influential organisations, and those with the capacity to deliver. This has ensured the development of a robust

and realistic action plan which addresses the needs of the community. The plan is structured to address six key aims, which together will address a common vision.

3.2 The draft action plan has been circulated to all those decision makers and organisations that have been identified to take a lead to confirm their acceptance of this responsibility. To date all organisations have indicated their willingness to be involved with the plan and take the lead responsibility.

3.3 In particular the comments received from Devonshire County Council have been very positive. The County Council; stated: -

“It is encouraging to see the level of engagement that has taken place within the community and with public, private and third sector organisations and it is heartening to see that a number of initiatives have come from the community directly. It is clear from the content and context that a lot of effort, commitment and engagement has been involved in creating the vision for the town and this is something that we hope other communities will look to as an example of best practise. Having sight of the Action Plan is helpful to provide us with an understanding of the aspirations of the local community and what is important to its residents. Although we have not had the opportunity to consider the content in great detail owing to the timescale for feedback, we have no fundamental objections to the aims of the document and will be happy to work with the Shape My Town group, Llangollen Town Council and other partners to support the delivery of projects wherever possible.”

3.4 Given the positive comments received it is for the Town Council to review the actions that they have been identified as a lead body in order to be confident that they will be able to deliver the actions identified.

4.0 The way forward.

4.1 Once the Town Council has considered the draft action plan a final round of public consultation will be undertaken by the Town Team prior to Christmas, with a view to the document coming back to the Town Council in the early new year for adoption.

4.2 The adopted plan will then feed into the Town Councils business planning process for the new Council to consider after the elections in May 2022.

4. Recommendations

4.1 It is recommended that the Town Council endorses the work to date on the action plan and considered those actions identified for which the Town Council would have a lead role.

5. Reasons for recommendation.

5.1 To ensure probity and due diligence in the administration of Town Council projects

caru♥love Llangollen

A Place to Live, Work, Play and Stay

The People's Plan

2022 -2026

Prepared by Shape My Llangollen

Foreword

Lorem Ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem Ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in



Cllr Austin Cheminais
Town Mayor



Introduction

This People's Plan is a summation of many months of work by residents of Llangollen. With the exception of the sections dealing with traffic management and car parking, the work has been completed by residents committed to building a plan to deliver a better future for our community. We have avoided the choice taken by other towns, to appoint consultants to produce a ready-made plan. We did so because, for too long there has been a perception amongst some residents that central and local government decide what is best for us and then tell us what we are getting.

The ethos of a place plan is one which seeks 'grass roots' opinion and presents the wishes and aspirations of the community in a formal way that can be assimilated into the future planning of all government agencies. The Welsh Government has promoted the roll-out of Place Plans, and because of this, Welsh Government are optimistic that this democratic process of self-help will lead to better outcomes for our community. This is the beginning of a new process, and we look forward to forging new working partnerships with all parties concerned. We are now seeking your feed-back on this first draft. We want the Plan to fairly represent all interest groups in our community. So, if you find errors or omissions in the content of this draft, please tell us.

Phil Robinson
Chair of the Llangollen Town Team



A Brief History of Llangollen



The town sits at a natural crossing point of the Dee, where the valley narrows slightly, mainly on the south side of the river and centred on the early church and bridge crossing.

Although the existing bridge probably dates to

the sixteenth or seventeenth century, a bridge is recorded at this location from the late thirteenth century. It is likely that this river crossing and the sixth or seventh century foundation of the church of St Collen led to the development of the town of Llangollen.

The vale is a wide and fertile valley that follows the winding course of the Dee and is a natural communication route from the east into the mountainous heartland of Wales. It has been used for a number of transport routes including Thomas Telford's London to Holyhead Road and what is now the Llangollen Canal.

The town of Llangollen is set within the Vale of Llangollen, the valley of the River Dee bordered by the cliffs of Eglwyseg Mountain to the north and a further high ridge to the south, which divides the vale from the Ceiriog Valley.

Llangollen is known as a small town of handsome and substantial red brick buildings on the banks of the River Dee. Its highlights include the bridge, the heritage railway, the canal, Plas Newydd — the home of the Ladies of Llangollen — and the site of the Llangollen International Musical Eisteddfod. Beyond these individual features lies a deeper history of an older town of winding streets and small alleys with stone and timber buildings.

Llangollen: Understanding Urban Character
Cadw.

Llangollen Today

Llangollen is a vibrant community that has a wealth of culture, heritage and talent. It is a magnet for travellers situated as it is in the Clwydian Range Area of Outstanding Natural Beauty and the Pontcysyllte Aqueduct and Canal World Heritage Site.

Llangollen has several popular attractions, and a range of visitor accommodation and therefore a high number of people are employed in the accommodation and food service industry. There is a higher proportion of people aged over 65 and 85 in Llangollen. This is an age group that is projected to increase as a proportion of the population, creating both more demand for local services and opportunities for local businesses and the local economy.

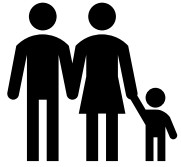
Compared to the county as a whole, fewer people who live in Llangollen work in the public sector, fewer people work in retail, a higher percentage of people work in manufacturing, a higher percentage of people work in hotels and restaurants, fewer people commute more than 20km to work, a lower percentage of people of working age claim Job Seekers 'Allowance and annual household incomes in Llangollen are higher than the average for Denbighshire.

The majority of households have either one or two people living within the house. The town has a higher proportion of terraced housing than the Denbighshire average and 40% of the housing in the area is owned outright. The private rented sector is slightly more than Denbighshire as a whole.

As well as mountains, white water rivers and the canals, gardens and historic buildings, Llangollen is the festival capital of Wales. It is most famous for the International Music Eisteddfod where singers and dancers from all over the world perform. The Llangollen Fringe Festival takes place in mid-July and is an independent arts festival which has grown from its early days held in a tent on a playing field to taking place in the Town Hall



Llangollen in Numbers (2021)



Population-mid-year estimate
2017
4,100



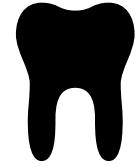
Resident households
1,846



1 secondary school
2 primaries



1 Health centre



1 Dentist



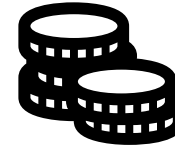
1 Pharmacy



1 Library



5 Public halls



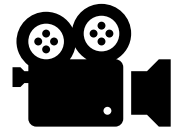
1 Bank



1 Post Office



39 Shops



1 Community Cinema



20 Hotels and guest houses



28 Restaurants and cafes



1 Hostel



2 Recreation grounds



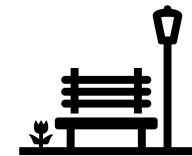
1 Golf course



3 Protected landscapes



224 Listed buildings



4 Parks

What You Said:

The ethos of this place plan was one which sought 'grass roots' opinion in order to present the wishes and aspirations of the community in a formal way that can be assimilated into the future planning of all government agencies.

To facilitate this community involvement the Shape My Llangollen group ran a number of consultation events including a dedicated two-day 'Story Studio' drop-in session held in September 2018. During May and June 2019, the Town Team carried out what was possibly the largest ever public consultation at several venues around the town. In addition, meetings were also held with a number of groups, community organisations, business sectors and other statutory bodies as well as desk-top studies. The findings were all collated and analysed in a visioning document. There were numerous issues identified which can be summarised in the following statement:

This analysis, supported by the views of the community, identified a desire to maintain and enhance:

- ❖ the scenery, setting and beauty of the area
- ❖ the sense of community friendliness of the people
- ❖ facilities for young people
- ❖ services to eradicate isolation and poverty
- ❖ appropriate market-led, and social housing
- ❖ the vibrancy of the town centre
- ❖ adequate and effective traffic and car parking solutions
- ❖ bus services and in particular transport for older people.
- ❖ the quality of the built environment.
- ❖ a willingness to pull together on projects and create common interest
- ❖ volunteering opportunities through support and training
- ❖ the cleanliness of the town
- ❖ appropriate improvements to the town
- ❖ the town's independent shops and its unique shopping experience



Community action is any activity that increases the understanding, engagement and empowerment of communities in the design and delivery of local services.

Local Government Association.

A Common Vision

It has been recognised by the community and strategic partners that opportunities in Llangollen need to be co-ordinated. The creation of an agreed vision and objectives will help direct future decisions, resources and investments within Llangollen and maximise regeneration opportunities.

This plan provides an overview of actions that could benefit Llangollen. The goal of this action plan is:

- ❖ To create a blueprint for the future of Llangollen, and its hinterland, that will reflect the aspirations of the community and sustain a vibrant and beautiful town of which we can be proud
- ❖ To ensure that the wishes of the community translate into tangible actions by government agencies, and the wider community.

Under the common vision of making Llangollen:

A Place to Live, Work, Play and Stay



A Plan for Action

The following action plan is based on the co-production work undertaken through six stakeholder workshops held in May and June 2021, which built on the key themes and priorities identified through the initial community consultation. This plan will be owned by the community. The intention is not to replace existing action but rather to identify and recognise work being done by different organisations, identify opportunities for collaboration and shape the collective efforts to address common issues.

The purpose of the stakeholder workshops was to include the decision makers, influential organisations, and those with the capacity to deliver. This ensured the development of a robust and realistic action plan which addresses the needs of the community. The plan is structured to address six key aims, which together will address a common vision.

This action plan will be monitored and reviewed annually in order to assess the extent to which individual proposals have been implemented or programmed, and whether, in the light of changing circumstances, activities should be added to or revised. The main areas of change which may necessitate alteration to the action plan are as follows:

- ❖ changes in national legislation
- ❖ decisions on major items of infrastructure
- ❖ modifications of partners' proposals and spending programmes
- ❖ physical changes within the area, particularly the rate of development of individual projects
- ❖ social and economic changes
- ❖ input from the local community via the forum

In certain areas change will simply entail an appropriate response to decisions which have been taken. In other cases, there will be a need for positive monitoring to assess changing circumstances. The main sources for this monitoring will be the progress of individual projects, data from Local Authority sources, changing circumstances of partner organisations, data from national, regional and county surveys, consultation with other bodies and information from members of the community.

Action Plan Terminology

Stakeholders:

AONB	Dee Valley and Clwydian Range Area of Outstanding Natural Beauty	NWP	North Wales Police
BCUHB	Betsi Cadwaladr University Health Board	NRW	Natural Resources Wales
CC	Cadwyn Clwyd	OPL	Our Picturesque Landscapes
DCC	Denbighshire County Council	SC	Local Schools
FOE	Friends of the Earth Llangollen	SDCP	South Denbighshire Community Partnership
FOP	Friends of Pengwern	SWGPG	South Wrexham General Practice Group
GC	Glandŵr Cymru (Canal and River Trust Wales)	TO	Tourism operators
HA	Housing Associations	WCC	Wales Co-operative Centre
LHC	Llangollen Health Centre	WG	Welsh Government
LFS	Llangollen Food Share	YM	Ymestyn
LTC	Llangollen Town Council		
LTE	Llangollen Trade and Enterprise		

Lead stakeholders charged with the task of taking forward actions are identified in **Bold** text and support organisation in *Italics* in the tables below.

Priority for Action

- A** Years 1- 2 schemes
- B** Years 3- 4 schemes

OUR FIRST AIM:
A COMMUNITY THAT WORKS TOGETHER AND SUPPORTS EACH OTHER

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring success)	Objective
A1.1	A	LTC	Establish quarterly workshops/meetings to bring organisations together using the community plan as a focus	Enable coordination and promotion of events and activities across the year, and collective ownership of the development of this plan	Improve the collaboration between local organisations
A1.2	A	LTC	Town Council to encourage the re-establishment of a representative and influential Chamber of Trade and Tourism	Promote collaboration and joint initiatives, drive development projects, promote training and support opportunities, and coordinate activities and promotional activities	
A1.3	A	LTC	Town Council to consider town and place management role	To develop programmes to improve the location or to maintain existing good standard of operation.	
A1.4	A	LTC LTE	Establish and maintain a Community Calendar/Diary to publicise events and activities at one place.	Enable coordination and promotion of events and activities across the year	
A1.5	A	LTC LTE	Establish and maintain a Community Directory with the contact details of key personnel in organisations and businesses	Enable easy communication between key individuals and organisations	
A1.6	A	LTC LTE	Host regular volunteering fairs and events, targeting groups with time and incentive to get involved e.g., retirees/empty nesters with time on their hands, or young people needing volunteering opportunities for Welsh Baccalaureate or Duke of Edinburgh Award	Raise awareness and promote local opportunities to volunteer or get involved, the benefits of participating, and the difference that can be made	Increase the number of people involved with supporting our local community
A1.7	A	HA LTC	Engage families through the housing associations to identify needs of children and young people		
A1.8	A	LTC	Engage youth groups via two Town Council youth reps		
A1.9	A	LTC	Host regular 'community cafe' drop-in sessions to encourage community participation in developing projects and initiatives	Enable more people to actively influence and take part in activities that benefit the communities	
A1.10	A	LTC	Town Councillors to hold regular 'Street Surgeries' as have been successfully trialled in the past		
A1.11	B	LTC	Explore viability of establishing a Time Credit scheme in Llangollen		
A1.12	A	LTC	Develop a 'Youth Council' with their own budget to deliver projects		

OUR SECOND AIM:

OUR YOUNGER GENERATION WILL BE ABLE TO STAY OR RETURN TO LIVE AND WORK IN OUR COMMUNITY

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A2.1	A	DCC LTC	Collaborate with DCC to promote current schemes to encourage and enable landlords to develop affordable residential units in vacant spaces e.g., Empty Home and Investor Matching Service	Increased participation in support schemes by Llangollen landlords leading to new affordable residential developments	Increase the provision of affordable housing for local people
A2.2	A	DCC LTC	Apply learning from other studies into transforming empty spaces above shops into residential units	Replicating successful interventions that lead to development of new affordable residential units in currently vacant spaces above local shops	
A2.3	A	DCC LTC	Collaborate with DCC to develop clear evidence base for the need for affordable housing	Evidence to support and influence future affordable residential developments and inform the new DCC Local Development Plan	
A2.4	A	DCC LTC	Undertake or commission a study to ascertain why potential residential development sites are currently vacant		
A2.5	A	LTC DCC	Identify potentially viable sites for affordable housing, and liaise with DCC to include within the new Local Development Plan		
A2.6	A	LTC WG	Town Council could adopt a position regarding change of use of residential housing to holiday accommodation in light of the Welsh Government’s pilot to address the second homes crisis in Wales		
A2.7	B	LTC HA	Explore viability of setting up a land trust or similar in order to secure land for affordable homes development	Potential new organisation to enable the community to shape and drive future development	
A2.8	A	LTE LTC	Arrange annual employer and training fairs to promote employment and training opportunities, and to encourage local people to work for local businesses.	More employers, employees and the unemployed accessing bespoke training opportunities	Accessible Training Opportunities for local people
A2.9	A	LTE TO	Establish positive ongoing relationships with regional training providers, identifying and developing training opportunities relevant to the needs of Llangollen businesses and residents		

OUR THIRD AIM: A COMMUNITY THAT SUPPORTS A VIBRANT TOWN CENTRE WITH ITS OWN UNIQUE IDENTITY

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A3.1	A	LTE DCC	Engage with landlords regarding diversifying businesses in the town	Encourage a more attractive visitor offer, additional jobs, and more resilient economy	Increase employment opportunities in the town
A3.2	A	LTC DCC	Town Council to explore synergy with LDP and adopt local policies encouraging diversification which are enforced/supported by DCC		
A3.3	A	LTC DCC LTE	Identify our strengths as a town and build an offer around it to attract new businesses and employers		
A3.4	B	LTE	Promote existing support/networking schemes and opportunities to local businesses	Enable businesses to benefit from current support opportunities	
A3.5	A	LTE	Identify and encourage use of local products and supply chains	Encourage collaboration, mutual support, and joint initiatives between local businesses	
A3.6	B	LTE	Explore and coordinate a joint marketing/promotion scheme e.g., Stamp Passports		
A3.7	B	WCC LTC LTE	Promote and support development of digital skills and infrastructure	Supporting businesses to adapt to changing retail and customer habits and expectations	
A3.8	B	LTC AONB	Develop a signature project to improve the 'welcome' to the town along the A5 from the East	Improve the welcome to the town, promoting our vibrant cultural heritage and identity	Improve the quality of Llangollen’s streetscape and outdoor public spaces
A3.9	A	LTE	Street Banners to promote the area and brighten up the streets		
A3.10	A	LTC DCC	Adopt a policy that all new developments in town centre must be accessible to all	Ensure all public areas and businesses are accessible for all	
A3.11	A	LTC DCC	Establish locations for street entertainers and a clear plan to manage such activities	Cater for events and cultural performances to attract visitors to the town centre and create a unique sense of place	
A3.12	A	LTC DCC	Identify space for public events, markets etc (indoor or out) and develop the area accordingly		
A3.13	A	DCC LTC	Invest in improving outdoor green spaces and recreation areas, including Riverside Park water feature.	Better quality public green spaces and recreational areas within the town.	
A3.14	A	DCC WG LTC	Collaborate in the implementation of the Castle Street Project	Improve Traffic flow and Parking provision in Llangollen Town Centre	
A3.15	A	DCC LTC	Identify potential sites to provide additional visitor parking		
A3.16	A	DCC	Lobby for support and funding for the 4-Highways project		

		LTC			Improve the Management of traffic, pedestrians, and parking in the Town
A3.17	A	LTC DCC	Lobby for 20mph speed restriction in town centre	Safer roads for pedestrians, cyclists and vehicles on our main routes through the town	
A3.18	A	LTC DCC	Lobby for weight restriction on the bridge		
A3.19	B	DCC AONB	New circular cycling and walking routes connecting key sites	Develop new circular routes connecting key attractions for cyclists and pedestrians	
A3.20	A	AONB OPL DCC	Connection of the new Wenffrwd pocket park to town centre and canal, via footpath network	Circular routes promoting heritage sites	

OUR FOURTH AIM: A COMMUNITY THAT PROVIDES A SUSTAINABLE AND HIGH QUALITY VISITOR OFFER

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A4.1	A	LTC WHS DCC	Re-establish active links and representation between World Heritage Site management groups and the Town Council	Capitalise on World Heritage Site Status, and influence developments to benefit Llangollen	Develop a high-quality offer in the outdoor adventure, cultural and heritage sectors that respects local distinctiveness
A4.2	A	LTC DCC LTE	Step up promotion of existing high quality visitor attractions focusing on the area’s unique selling points of culture, events, heritage attractions and natural beauty all set in a distinctive historic Welsh town	Develop a unique sense of place and identity, and enabling smaller businesses to benefit from the draw of our major attractions and Welsh heritage	
A4.3	A	AONB OPL DCC	Trial Shuttle Bus service between key sites within the AONB	Link Llangollen with other heritage sites in the region to draw visitors	
A4.4	B	LTC DCC LTE	Explore ways to promote and grow the Outdoor Activity Sector	Promote and manage sustainable growth in the outdoor activities sector	
A4.5	B	LTC DCC LTE	Commission work to rationalise branding and messaging, focusing on World Heritage Site status but also incorporating AONB, Cittaslow, Plastic Free Llangollen etc.	A single coherent brand, image, and message to promote Llangollen	Improve the promotion of Llangollen’s attractions and events
A4.6	B	LTC DCC LTE	Work with businesses to develop messaging that promotes longer (overnight) stays visiting multiple establishments.	Targeting and attracting long-staying, high-spending visitors	
A4.7	B	LTC DCC LTE	Encourage the provision of more hotel bedspaces including chain budget hotel e.g., Travelodge/Premier Inn		
A4.8	A	LTC DCC LTE	Develop a marketing campaign spotlighting Llangollen’s attractions and events		
A4.9	A	LTC LTE	Develop a coordinated calendar of events to ensure pressure on services and places is shared out across the year	Mitigate pressure on key sites and disruption to local residents during busy periods	Sustainable Management of Tourism
A4.10	A	AONB LTC	Collaborate with AONB team to organise and manage events within the AONB		
A4.11	B	LTC DCC LTE	Work with partners to identify methods to manage visitor flows around the town and key sites during busy periods		

A4.12	A	LTC <i>DCC</i> <i>LTE</i>	Develop common messages regarding sustainable behaviour toward both local people and the environment, and encourage local businesses to share and reinforce them with their visitors	Encourage and endorse responsible and sustainable behaviour by our visitors.	
A4.13	A	LTC <i>DCC</i> <i>LTE</i>	Further develop calendar of extended (non-weather dependant) out of season events and activities which reflect Llangollen's character	Attract high value visitors during the quieter winter months to support businesses all year round and enable more permanent employment opportunities as opposed to seasonal	Extending the Season
A4.14	A	LTE <i>TO</i>	Work with local accommodation providers/camp sites to provide alternative accommodation options for potential out of season visitors, e.g., retired motorhome owners		

OUR FIFTH AIM:

A COMMUNITY THAT VALUES, PROTECTS, AND PROMOTES THE SCENIC BEAUTY OF OUR HERITAGE AND NATURAL ENVIRONMENT.

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A5.1	A	LTC DCC	Town Council to oppose planning applications that are contrary to the aims of the Conservation Area	Enforce suitable and sustainable developments	Increase employment opportunities in the Town
A5.2	A	LTC DCC	Town Council to oppose planning applications that are detrimental to the area's scenic beauty and natural environment		
A5.3	A	LTC DCC	Collaborate with DCC to ensure measures to protect the scenic beauty, historic and natural heritage are included in the new LDP		
A5.4	A	DCC LTC	Develop proposals for a fit for purpose recycling facility in Llangollen, both for household waste and street litter	Encourage and endorse responsible and sustainable behaviour.	Enabling residents and visitors to access recycling facilities, and support DCC to reach their recycling targets
A5.5	A	LTC	Continue to ensure that any Town Council organised events use locally sourced food, wherever and avoid single use tableware.		
A5.6		FOE LTC	Maintain the town’s status as a Plastic Free Community		
A5.7	A	LTC	Undertake or commission work to explore the feasibility of establishing a green energy (hydro/solar) scheme managed by a Community Interest Company	Reduce dependency on fossil fuels.	Establish a green energy infrastructure and enable residents and businesses to reduce their carbon footprint and cater for changing demands to and addressing the Climate and Ecological emergency
A5.8	A	LTC	Town Council to change to green energy suppliers		
A5.9	A	LTC	Investigate and install electric vehicle charging points in Llangollen.		
A5.10	B	AONB DCC LTC	Support the formal recognition of the Clwydian Range and Dee Valley AONB as a ‘Dark Sky Community’ from the International Dark Sky Association (IDA).	To protect and preserve unique night-time conditions.	
A5.11	A	LTC DCC	Align the Town Council’s Community Grants to projects that contribute to mitigating climate change and promoting biodiversity	Encourage activities that contribute to sustaining our historic and natural heritage and addressing the Climate Crisis	
A5.12	A	LTC DCC SDCP	Support and promote the work of groups such as Llangollen Tidy Towns, Friends of the Earth and Llangollen Food Share#		
	A	LTC SC	Collaborate with the schools to raise awareness of local heritage, environment, and the climate crisis		
A5.13	B	DCC LTC AONB	Ensure that the definitive footpath map details all public rights of way within the community including ancient green lanes	Promote awareness and understanding of the value and management of our heritage and natural environment	
A5.14	A	NRW AONB FOP	Develop the Pengwern Vale Community Environment Project		

OUR SIXTH AIM: A COMMUNITY THAT PROVIDES ESSENTIAL SERVICES FOR ITS RESIDENTS

Ref	Priority	Stakeholders	Action (What we will do))	Output (Measuring Success)	Objective
A6.1	A	LTC DCC	Engage youth groups via two Town Council youth reps to identify their needs and how we can work with them to deliver these	Identifying the needs of our young people so we can work with them to deliver projects to meet these	Improve Services for children and young people
A6.2	A	HA LTC	Engage families through housing associations to identify needs of children and young people		
A6.3	B	LTC DCC	Promote training and employment opportunities in youth services		
A6.4	B	LTC DCC	Explore opportunities for intergenerational activities	Mutual beneficial projects to bring the community together	Ensure access to essential services for our residents who rely on them
A6.5	B	SDCP LRC	Expand the current Dial a Ride Scheme	Ensure essential transport is available for local residents	
A6.6	B	SDCP LRC	Expand Meals on Wheels into Llangollen	Ensure food and essential goods are accessible for local residents	
A6.7	A	LFS SDCP	Explore ways to support the current foodbank and food share initiatives to continue to meet increasing demands		
A6.8	A	LTC DCC	Open a New Solo Digital Space service at the Library for people to access online support and platforms such as Zoom, Teams etc.	Respond to the new ways people are accessing services and changing working arrangements	
A6.9	A	LTC	Review accessibility of the Town Council's services, recognising the need for a blended digital and face to face approach.	Ensure food and essential goods are accessible for local residents	
A6.10	A	LTC DCC	Refer residents to DCC 's Digital Buddy Scheme		
A6.11	B	FOP DCC SDCP	Develop a community Makerspace skills workshop at Pengwern	A new workshop space for practical skills development, upcycling, bike repairs, office provision and toilet facilities	Improve Llangollen's community owned facilities
A6.12	A	LTC	Undertake or commission a feasibility study to explore the potential for a new multipurpose community hub at the Town Hall	A clear understanding of the need for, viability and potential benefits of developing the town hall into a multipurpose community hub. Support local organisations to make improvements to Llangollen's community facilities	
A6.13	A	LTC	Support planning applications that aim to improve both the quality and sustainability of community facilities, as long as they do not adversely affect the character and heritage characteristics of the town		
A6.14	B	DCC FOP NRW	Promote engagement in sport, nature, creativity and social engagement as a means of keeping well. Nature for Health Programme		
A6.15	A	LTC SWGPG	Ensure that residents’ views collected for the Place Plan and relating to Health and Well-being, are shared	Improve health and wellbeing by increasing access to the local environment	

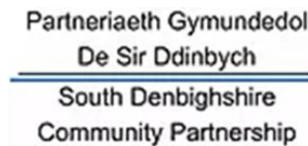
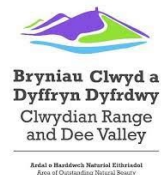
		<i>BCUHB DCC HA</i>			Ensure access to essential health services for our residents
A6.16	A	YM <i>LHC</i>	Many elderly people and individuals with current care needs in the community are excluded in some way from participating in social community life. Befriending is one way by which they can be supported to get more fully involved	Befriending provides companionship for isolated people a chance to develop a new relationship and opportunity to participate in local activities address issues associated with isolation and loneliness	
A6.17	A	DCC <i>LTC</i>	Tackle environmental crime by clamping down on anti-social behaviour	To prevent the area from deteriorating and ensure it is free from litter	To feel safe at home, and secure in the area and with people in the community
A6.18	A	DCC <i>LTC</i>	Review existing dog control areas	To ensure areas of open space and recreation grounds are protected.	
A6.19	B	NWP <i>AONB</i>	Actively police and advise of the effects of the illegal use of a vehicle which can lead to criminal damage of roads, other vehicles and surrounding property.	To manage off roading in the area to prevent anti-social behaviour	
A6.20	A	NWP <i>LTC</i>	Refocus Neighbourhood Watch schemes which are not just about crime awareness but are also about supporting communities to tackle issues within them	To create a greater sense of security and reduce the fear of crime	

ACKNOWLEDGEMENTS

The Llangollen Town Team would like to thank Llangollen Town Council and the National lottery Community Fund for the financial support provided to support the preparation of this action plan.

Thanks, must also go to Mr Deio Jones, a Senior Consultant with Resources for Change, who helped to develop this Action Plan drawing on previously undertaken community consultations and to the stakeholders who engaged in the process, as detailed below, and last but not least the people of Llangollen for their kind support.

Photographs courtesy of Kim Price Evans.



Llangollen
Tidy Towns Team

REPORT AUTHOR: Town Clerk.
SUBJECT: Council operations: Living with coronavirus at National Alert Level 0.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the delivery of Council operations with coronavirus continuing to circulate in the general population.

2. Background.

- 2.1 From the 7th August 2021 Wales moved to Alert Level 0. This means that there are no legal limits on the number of people who can meet, including in private homes, public places or at events. In addition, all businesses and premises may be open. Following the latest review of the coronavirus regulations on the 10 October, Wales will remain at alert level zero for the next three weeks,

- 2.2 Therefore, the country has not reached a position where the Welsh Government can remove all protections and, in line with the latest scientific and public health advice, they are keeping some key rules in place in law. In these respects, collective responsibility is needed rather than personal choice.

- 2.3 Regulation 16 of the Health Protection (Coronavirus Restrictions) (No. 5) (Wales) Regulations 2020 as amended (the “Regulations”) imposes obligations on people responsible for premises open to the public or where work takes place— (called “regulated premises” in the Regulations)—

- to minimise the risk of exposure to coronavirus on the premises, and
- to minimise the risk of spread of coronavirus by those who have been on the premises.

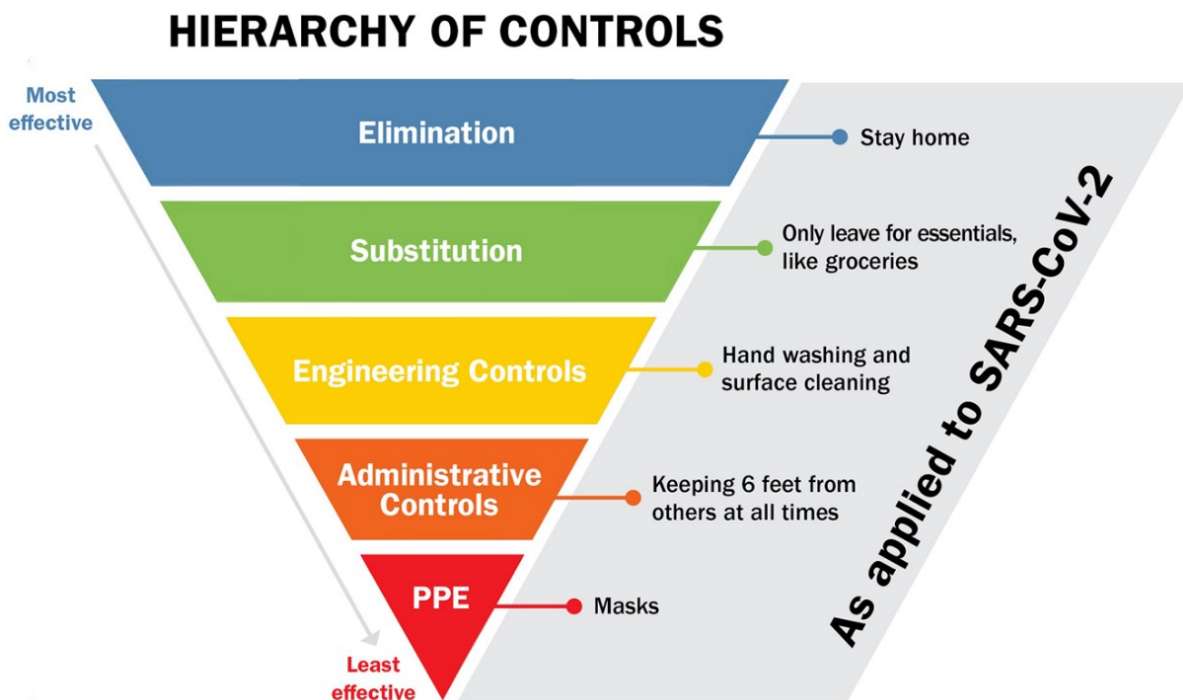
- 2.4 This regulation applies to all commercial business and activities, all businesses, including but not limited to organised activities and events, delivering services in private homes and community non-profit making organisations. The person responsible for “regulated premises” as defined under regulation 16 must protect all people who come into your business/organisation or who could be affected by your activities from harm. This includes taking reasonable steps to protect your staff, visitors and clients from coronavirus. This is called a COVID-19 risk assessment and it will help you manage risk and protect people.

- 2.5 The Welsh Government have produced guidance for employers, businesses and organisations to operate at Alert level 0 which was last updated: 23 September. This guidance is intended to provide the essential information needed to help businesses, employers and other organisations or institutions meet the legal obligations they are under to minimise the risk of people being exposed to, or spreading, coronavirus on their premises.

- 2.6 The guidance sets out what Welsh Government know about how coronavirus is transmitted and the most effective ways of reducing the spread of the disease. This

helps explain why a range of different precautions are necessary to lower risks.

- 2.7 The foundation of the specific legal requirement that applies in Wales is that the risk of exposure to coronavirus on all premises open to the public and workplaces must be assessed, and “reasonable measures” taken to minimise that risk. In general terms there are five main ways to minimise risk. These are often described as the “hierarchy of controls”. This provides a framework against which to assess risks and consider reasonable measures to take to minimise those risks. This is a widely accepted system promoted by numerous safety organisations as a way of determining how to implement feasible and effective solutions to reduce the risk of illness or injury.



3. Implication for Llangollen Town Council.

3.1 Town Hall.

Members resolved at their meeting in April to control the opening of the Town Hall to user groups as identified by the risk assessment and in accordance with the national alert levels in force,. As a consequence, a document entitled a guide to keeping safe when using Town Council facilities was prepared and was updated as Wales moved from alert level 2 in May 2021 to the current alert level on the 7th August.

3.2 The use of the Town Hall has increased slowly with bookings from dance classes to the return of major events such as the Llangollen Fringe Festival and theatrical performances.

3.3 Following representations made by Cllr Keddle held at the Asset Management Committee on the 1 September, in respect of his association with the Llangollen Fringe Festival, the Committee recommended a revision of this document to reflect the

Welsh Government's move to collective responsibility and therefore greater emphasis has been placed on users of the venue to assess the risks through the use of sector specific potential reasonable measures action cards, thus reducing the onus on the Town Council.

4. Council Meetings.

- 4.1 The new permanent arrangements for local authority meetings are set out in section 47 of the Local Government and Elections (Wales) Act 2021, (the Act), and retains the minimum standard for meetings established during the pandemic. The minimum requirement for a meeting is that members are able to hear and be heard by others
- 4.2 Whether meetings are held virtually; partially virtually; or entirely face to face is matter for those responsible for arranging the meetings. The Act requires that participants (i.e., other council members, members of the public and press) are able to join meetings remotely. Even if physical meetings are the preferred mode, Councils are not allowed to resolve that all meetings will be held entirely physically. councillors could opt to attend meetings in person or remotely but the days of all councillors having to be in the council chamber for meetings are in the past.
- 4.3 A number of other local community councils have recently invested in systems to provide for hybrid meetings and on average cost of these systems range between £5000 and £6000 depending on the size of the council membership. Given the present commitment the Town Council has to the roof work on the town hall and there is an indication that income is unlikely to achieve the level detailed in the budget and therefore care must be taken not to overcommit Town Council expenditure.
- 4.4 In addition to the requirements of recent legislation, in respect to access to meetings, there is the additional legal requirement that face coverings must be worn in all indoor public places. It applies to everyone aged 11 and over, to staff working in indoor public areas and to members of the public entering those public areas. The wearing of visors does not meet this requirement as the regulations require the face covering to cover the nose and mouth.
- 4.6 These two pieces of legislation taken together therefore place a significant burden on a return to face to face meetings in terms of financial outlay and the practicalities of holding meetings with Members wearing face masks and maintain physical distancing for all attendees. All of these issues are clearly not present under the current situation where meetings are held virtually using Microsoft Teams.
- 4.5 In addition as the winter months approach coronaviruses survive longer in environments of decreased sunlight, lower temperatures and lower relative humidity. Therefore, the amount of active virus in the environment might be greater during the winter months, and in cold, dry climates coupled with people spending more time indoors where viruses are more easily transmitted, may increase the potential exposure and transmission to others. In addition, influenza could be a bigger problem than coronavirus this winter with low prevalence over the past months possibly leading to a drop in immunity among the population.

- 4.6 The latest version of the Coronavirus Control Plan therefore sets out two planning scenarios for the pandemic over the winter – in the first, called Covid Stable, Wales remains at alert level zero through the autumn and winter, with all businesses able to open. This is thought to be the most likely scenario for the future, as we become used to living with coronavirus and we gradually move out of the pandemic to a position where the virus becomes a seasonal illness. Under this scenario, if case rates fall, measures could be relaxed further in response, and if they rise, some existing measures could be strengthened to protect people's health.
- 4.7 The second planning scenario, called Covid Urgent, is designed to deal with any sudden changes to the situation, caused by the emergence of a new, fast-spreading variant or if vaccine immunity levels fall, causing a rise in pandemic pressures, which risk overwhelming the NHS. In this scenario, the alert level system and restrictions would be used proportionately, but as a last-resort means, to protect people's health, control the spread of infections and to protect the NHS. Local authorities, the NHS and other local partners are expected continue to work together to maintain oversight of, and manage risks from COVID-19.
- 4.8 In addition the Local Government Association, have identified that the move to online meetings has allowed more people to participate and have seen the gains to local democratic process in public participation through remote council meetings during the pandemic and a survey carried out by One Voice Wales, during the pandemic, showed that the overwhelming majority of respondents (70%) considered online meetings to be an effective means of holding meetings.
- 4.9 The results of this survey provided clear and strong evidence that member Councils valued having the facility to hold remote meetings. Respondents referred to a number of matters which they considered to be the disbenefits of remote meetings:
- Councillors lacking IT knowledge and either without the necessary hardware
 - or internet for video meetings or not wanting to use the facilities they have to do so;
 - Technical issues due to lack of effective broadband in rural areas being
 - problematical and intermittent connectivity during meetings;
 - Chairing meetings more difficult, the voting process and possible stifling of
 - discussions particularly with highly disputed agenda items;
 - Provision of translation facilities;
- 4.10 Many of the above issues could be addressed by training and the availability of hardware and better internet connection and despite teething troubles these issues have not prevented the Town Council having effective meetings during periods of lockdown.
- 4.11 The benefits of having the facility to hold remote meetings identified in the survey far outweigh the disbenefits, including:
- more focussed, efficient and well-attended meetings;
 - maximising and diversifying engagement by members of councils, the public
 - and press, including the future recruitment of new members;

- savings on time, travel costs, room hire, printing of papers;
- more environmentally friendly;
- mitigating the effect of extenuating circumstances;
- ability to arrange urgent meetings of Council with minimal time and cost
- implications, thereby improving democratic decision making;
- scheduling meetings of sub-committees, project meetings and working groups;

4.12 Based on the survey's results and the fact that two thirds of respondents (66 %) said they would like to retain the facility for remote working led to the Welsh Government to enshrine the ability to hold remote meetings in future should be in law in the Local Government and Elections (Wales) Act 2021.

4.13 Therefore in line with the legislation and given the benefits of remote meetings as detailed above, there is no overriding business need to meet face to face. As elimination to avoid or remove the risk of coronavirus is the most effective type of intervention the continuation of remote meetings over the winter months is an obvious solution using Microsoft Teams.

4.14 This would also allow the Town Council to review systems used by other community councils for hybrid meetings and to provide resources in the forward budget for 22/23. Works to install an appropriate system in the Chamber would then be commissioned in early April in readiness for the new council that will sit following the elections in May 2022.

5. Office and Staff

5.1 In relation to the staff both members of staff are at high risk given their age and one is defined as in the clinically vulnerable group. As a consequence, the risk assessment as detailed in appendix 1 illustrate the mitigating actions needed to be taken to safeguard both staff.

5.2 As coronavirus will continue to circulate in the general population and moves to being endemic, the attached risk assessment identifies that changes to the current layout of the offices would provide protection and therefore alterations are required to make a safe working environment.

5.3 The risk assessment has identified places where physical distancing could be improved by changing the layout of your premises to facilitate physical distancing and to limit face to face interaction. In particular a more suitable reception area is required for visitors to the offices.

5.4 In order to facilitate this the current office spaces will be reconfigured. Members of staff will occupy the anti-room off the main office and the main office will be altered to provide a reception area, with appropriate screening There is very little equipment required to undertake these alterations such as provision of the new counter and some screens. This will provide for a safer environment which will provide protection to both visitors and staff. The reconfiguration of the office space also complements

the works being undertaken to the ICT network in terms of the location of the printers and other ancillary systems.

- 5.5 The current guidance from the Welsh Government continues to ask everyone who is able to work from home to carry on doing so. This is particularly important when case rates in the community are high, as contacts in the workplace can be a significant driver of transmission. Working from home is one of the key protective behaviours that can help minimise transmission rates. By continuing to work from home wherever possible, the Welsh Government are able to provide more freedoms in other areas.

6. Recommendation.

- 6.1 It is recommended that as coronavirus will continue to circulate in the general population and will move to being a seasonal illness the Town Council : -
- a) endorses the emphasis placed on users of the town hall to assess the risks through the use of sector specific potential reasonable measures action cards, thus reducing the onus on the Town Council.
 - b) continues to meet remotely and makes provision in the 22/23 budget for equipment to be installed in the Chamber to low compliance with section 47 of the Local Government and Elections (Wales) Act 2021 in 2022/23.
 - c) adopts the risk assessment and recognises Welsh Government guidance in respect of the Town Council's offices, the staff and meetings.
 - d) authorises the purchase of a of the new counter and screens to achieve a safer working environment for staff and visitors to the Town Council Offices.

7. Reasons for recommendation.

- 7.1 To ensure fiscal probity and compliance with the Health Protection (Coronavirus Restrictions) (No.5) (Wales) (Amendment) (No.17) Regulations 2021.

APPENDIX 1

Town Council coronavirus risk assessment

Assessment carried out by: Town Clerk.

Date assessment was carried out: September 2021.

Assessment Criteria.

Rating:	Potential Consequence	Score: 1-5	Classification:	1 – 5	LOW
	Likelihood of Happening	Score: 1-5		6 – 10	MEDIUM
				11 – 15	HIGH
				16 – 25	VERY HIGH

Severity Level Score (SLC) = Potential Consequence x Likelihood of happening.

Topic	Risk Identified	Potential Consequence	Likelihood	SLC	Classification	Hierarchy of controls. Measures to be taken to reduce/Minimise/Control Risk
Town Hall						
Hire of facility.	Introducing the virus into the building	5	3	15	HIGH	ADMINISTRATIVE CONTROLS. Refer users to the document a guide to keeping safe when using Town Council facilities.
Meetings						
Staff, visitors or customers.	People infected with coronavirus introducing the virus into the building	5	3	15	HIGH	ELIMINATION. No access to the setting if symptomatic, have tested positive for Coronavirus or have been identified by Track Trace and Protect as a close contact. Follow the self-isolation guidance Regular staff testing Encourage and support individuals to get 2

						<p>doses of the vaccine</p> <p>Face coverings must be worn in all indoor public places</p> <p>Signs for customers.</p>
Members/Staff who are clinically extremely vulnerable and/or in higher- risk groups.	Contracting the virus and increased risk of infection and complications.	5	4	20	VERY HIGH	<p>ADMINISTRATIVE CONTROLS.</p> <p>Identify who could be clinically extremely vulnerable and follow the government guidance. Follow our guidance on protecting vulnerable workers during the pandemic on how to support individuals in higher-risk groups and those who are clinically extremely vulnerable.</p> <p>Employers should help staff to transition back to work safely and must take all reasonable measures to minimise exposure to coronavirus.</p> <p>Employers should complete a Risk Assessment with their staff to help consider personal risk factors for Coronavirus using the all Wales COVID-19 Workforce Risk Assessment Tool.</p> <p>ELIMINATION</p> <p>Individuals continue to work from home if possible.</p> <p>ENGINEERING CONTROLS.</p> <p>Return to work if your workplace is COVID Secure.</p>
Commonly used or high traffic	Contracting or spreading the virus	5	3	15	HIGH	<p>ADMINISTRATIVE CONTROLS.</p> <p>Identify areas where people can</p>

areas including pinch points.						<p>congregate where there are pinch points that mean people can't maintaining physical distancing.</p> <p>For example, narrow corridors, areas and equipment where people touch the same surfaces, such as in kitchen, surfaces that people touch frequently but are difficult to clean,</p> <p>Put in place monitoring and supervision to make sure people are following any controls you have in place, including physical distancing guidelines.</p> <p>ENGINEERING CONTROLS.</p> <p>Identify communal areas where there may be less air movement than in other work areas, for example kitchens with no opening windows or mechanical ventilation.</p>
Not cleaning surfaces, equipment and workstations.	Contracting or spreading the virus	4	2	8	MEDIUM	<p>ENGINEERING CONTROLS.</p> <p>Keep workplace clean and frequent handwashing to reduce the potential for coronavirus to spread</p> <p>Use UK authorised biocidal products</p>
Not maintaining physical distancing.	Contracting or spreading the virus	5	3	15	HIGH	<p>ADMINISTRATIVE CONTROLS.</p> <p>Follow guidance on social distancing.</p> <p>Identify places where, under normal circumstances, workers would not be able</p>

						<p>to maintain physical distancing guidelines.</p> <p>Identify how you can help people maintain physical distancing in the first instance. This may include:</p> <p>changing the layout of your premises to facilitate physical distancing and to limit face to face interaction, using marker tape on the floor, using one-way systems, holding meetings virtually rather than face-to-face, staggering the times people start or finish work, limiting the number of people on site at onetime, giving customers allocated time slots, rearranging work areas and tasks to allow people to meet physical distancing guidelines, using empty spaces in the building for additional rest break areas where it is safe.</p> <p>Put in place arrangements to monitor, supervise and make sure people follow physical distancing guidelines.</p> <p>Provide information, instruction and training so people understand what they need to do.</p> <p>Provide signage.</p>
Staff and offices						
Returning to work after prolonged period of shutdown.	A temporary shutdown or reduced operation of a building and reductions in normal water use can create	4	2	8	MEDIUM	ENGINEERING CONTROLS. Consider whether building closure or reduced occupancy has led to water system stagnation due to

	hazards					<p>lack of use.</p> <p>Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number.</p> <p>ADMINISTRATIVE CONTROLS. Ensure returning staff are clear on arrangements for physical distancing, cleaning, hygiene and ventilation.</p>
Staff, visitors or customers.	People infected with coronavirus introducing the virus into the building	5	3	15	HIGH	<p>ELIMINATION. No access to the setting if symptomatic, have tested positive for Coronavirus or have been identified by Track Trace and Protect as a close contact.</p> <p>Staff should not be required or placed under pressure to return to the workplace unless there is a clear business need.</p> <p>ADMINISTRATIVE CONTROLS. Follow the self-isolation guidance Regular staff testing Encourage and support staff to get 2 doses of the vaccine Regular awareness with staff Signs for customers</p>
Not maintaining physical distancing.	Contracting or spreading the virus	5	3	15	HIGH	<p>ADMINISTRATIVE CONTROLS. Follow guidance on physical distancing. Identify places where, under normal</p>

						<p>circumstances, workers would not be able to maintain physical distancing guidelines.</p> <p>Identify how you can help people maintain physical distancing in the first instance. This may include:</p> <p>changing the layout of your premises to facilitate physical distancing and to limit face to face interaction, using marker tape on the floor, using one-way systems, holding meetings virtually rather than face-to-face, staggering the times people start or finish work, limiting the number of people on site at onetime, giving customers allocated time slots, rearranging work areas and tasks to allow people to meet physical distancing guidelines, using empty spaces in the building for additional rest break areas where it is safe.</p> <p>Put in place arrangements to monitor, supervise and make sure people follow physical distancing guidelines.</p> <p>Provide information, instruction and training so people understand what they need to do.</p> <p>Provide signage.</p>
Poorly ventilated spaces.	Coronavirus spreading.	5	3	15	HIGH	<p>ENGINEERING CONTROLS.</p> <p>Follow guidance on ventilation and air conditioning.</p> <p>Identify poorly ventilated areas of the</p>

						<p>workplace and take steps to improve ventilation, including natural ventilation, mechanical ventilation fans and air cleaning units.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where possible, rather than recirculating air.</p> <p>Fresh air is the preferred way of ventilating a workplace. Open windows and doors (that are not fire doors), where possible.</p> <p>ADMINISTRATIVE CONTROLS.</p> <p>Consider whether the activity can be undertaken outdoors</p>
Staff who are clinically extremely vulnerable and/or in higher- risk groups.	Increased risk of infection and complications for	5	4	20	VERY HIGH	<p>ADMINISTRATIVE CONTROLS.</p> <p>Identify who could be clinically extremely vulnerable and follow the government guidance. Follow our guidance on protecting vulnerable workers during the pandemic on how to support individuals in higher-risk groups and those who are clinically extremely vulnerable.</p> <p>Employers should help staff to transition back to work safely and must take all reasonable measures to minimise exposure to coronavirus.</p> <p>Employers should complete a Risk Assessment with their staff to help consider personal risk factors for</p>

						<p>Coronavirus.</p> <p>ELIMINATION Individuals continue to work from home if possible.</p> <p>ENGINEERING CONTROLS. Return to work if your workplace is COVID Secure.</p>
Not cleaning surfaces, equipment and workstations.	Getting or spreading coronavirus by transfer from people to surfaces. It can be passed on to others who touch the same surfaces.	4	2	8	MEDIUM	<p>ENGINEERING CONTROLS. Keep workplace clean and frequent handwashing to reduce the potential for coronavirus to spread</p> <p>Use UK authorised biocidal products</p>
Bathrooms, toilets and washbasins.	Getting or spreading coronavirus by transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Confined spaces.	4	2	8	MEDIUM	<p>ENGINEERING CONTROLS. Ensure the facilities are well ventilated, for example by opening windows and vents, where possible and making sure any mechanical ventilation systems are working effectively.</p> <p>ADMINISTRATIVE CONTROLS. Regularly clean bathrooms, toilet and handwashing facilities. Provide running water and soap and hand sanitiser, replenish regularly. Provide hand drying facilities – electrical dryers. Use signs and posters to increase awareness of good handwashing technique.</p>

REPORT AUTHOR: Town Clerk.
SUBJECT: Boundary Commission for Wales Initial Proposals.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider making representations on the Boundary Commission for Wales initial proposals to constituencies.

2. Background.

- 2.1 Parliamentary Constituencies Act 2020 made significant changes to the Parliamentary Constituencies Act 1986. It abandoned the 2018 review, and therefore cancelled plans to reduce the size of the House of Commons to 600 seats. The size of the House of Commons remains fixed at 650 seats. However, the calculation of the allocation of seats between the countries of the UK remains based on the proportion of the UK registered electorate in each country. This calculation results in a reduction in the number of Parliamentary constituencies in Wales – from the present 40 constituencies to 32. It represents the most significant change to Wales’s constituencies in a century.
- 2.2 This review has to be completed by 1 July 2023, and is based on the number of registered electors on 2 March 2020. The Commission’s recommendations will be implemented by the ‘automaticity’ rule. As such, the recommendations will no longer require Parliamentary approval. The final recommendations must be implemented as set out in the Commission’s final report.
- 2.3 The Boundary Commission for Wales (‘the Commission’) is responsible for reviewing Parliamentary constituency boundaries in Wales. This report contains the Commission’s initial proposals for Parliamentary constituencies in Wales. It is the beginning, not the end, of the Commission’s review process. These are initial views. and the Commission look forward, during our review process, to hearing from the people of Wales on how these proposals might be amended and revised.

3. Proposals for constituencies.

- 3.1 Schedule 2 of the Act sets out a number of rules that are relevant to developing proposals for individual constituencies. Foremost among these is Rule 2, which provides that – apart from five specified exceptions in the UK – every constituency must have an electorate that is no less than 95% and no more than 105% of the UK electoral quota (UKEQ). To the nearest whole number, the UKEQ for the 2023 review is 73,393.
- 3.2 Both the existing Montgomeryshire and Clwyd South constituencies are currently below the statutory requirements in respect of the size of the electorate. The Commission considered several options, and proposes to combine the existing Montgomeryshire constituency and the electoral wards to the north to include electoral wards from the existing Clwyd South constituency to meet the statutory electorate range.
- 3.3 The Commission considers that including electoral wards from the existing Clwyd South constituency would combine areas that are similar in nature and share similar rural characteristics.

3.4 The therefore the Commission proposes that a county constituency be created from the electoral wards within the County of Powys which currently make up the existing Montgomeryshire CC) with the additional electoral wards within the County Borough of Wrexham

- Cefn (3,768),
- Dyffryn Ceiriog/Ceiriog Valley (1,685),
- Chirk North (1,846),
- Chirk South(1,503),
- Llangollen Rural (1,631),
- Penycae (1,525),
- Penycae and Ruabon South (2,026),
- Plas Madoc (1,169)
- Ruabon (2,078)

and the following electoral wards within the County of Denbighshire (which currently form part of the existing Clwyd South CC):

- Corwen (1,799),
- Llandrillo (931)
- Llangollen (3,302).

as shown in Annex A.

3.5 This constituency would have 72,363 electors, which is 1.4% below the UKEQ of 73,393 electors per constituency. The proposed name for the constituency is Montgomeryshire and Glyndŵr. The proposed official alternative name is Maldwyn a Glyndŵr

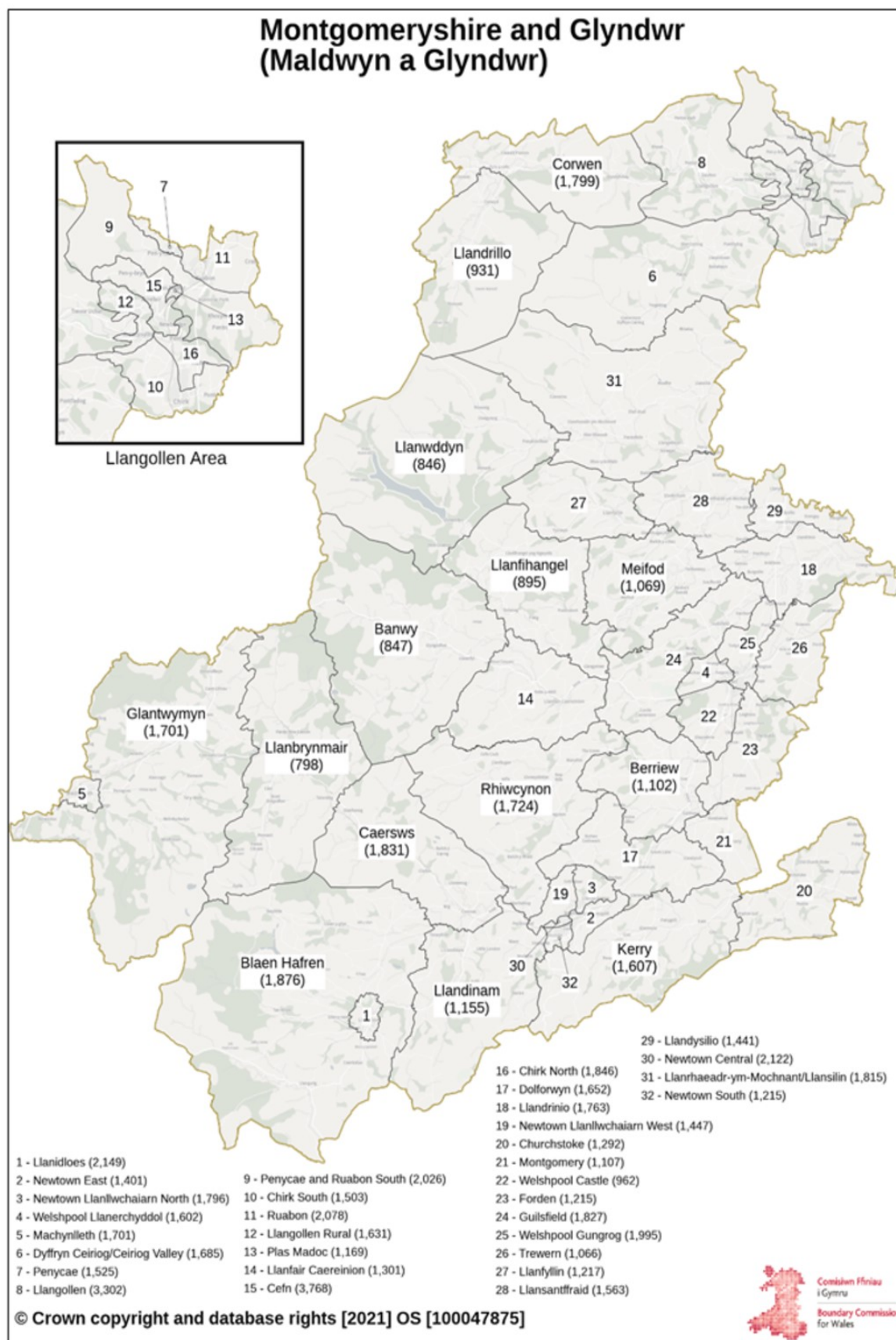
4. Recommendations

4.1 It is recommended that the Town Council considers the implications of the changes to the existing Clwyd South CC, and if necessary, makes representations to the Boundary Commission for Wales on its initial proposals to review constituencies.

5. Reasons for recommendation.

5.1 To respond to statutory consultations.

Annex A.



REPORT AUTHOR: Town Clerk.
SUBJECT: Independent Remuneration Panel for Wales draft Annual Report Consultation
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Independent Remuneration Panel for Wales consultation on the draft Annual Report.

2. Background.

- 2.1 The draft Report also sets out changes to the remuneration framework for community and town councils following an extensive consultation exercise undertaken earlier in the year by the

3. Draft determinations for 2022 - 2023

- 3.1 The Draft determinations include:
- Community and Town Council Groupings - five groups established based on the size of the council's electorate, replacing the three current groups.
 - Continuation of the mandatory payment of £150 as a contribution to costs and expenses for members of community and town councils, except for those councils in Group 5 where it will be optional.
 - The introduction of new determination the provision of an attendance allowance which is optional for all Councils.
 - The application of a new remuneration framework by relevant group as detailed table 1 below.

Table 1.

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory

Type of payment	Requirement
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Optional
Senior Role Payment	Optional
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subs	Optional
Cost of Care	Mandatory

4. Implementation of the Panel's Determinations.

- 4.1 For the period 1 April 2022 to 8 May 2022, all of the determinations contained in the Independent Remuneration Panel for Wales' Annual Report 2021/2022 will continue to apply in respect of principal councils and community and town councils.
- 4.2 With effect from 9 May 2022, the determinations set out in table 2 below will apply to principal councils and community and town councils and the Panel would be grateful if for any comments by no later than 26 November 2021. Representations received after this date may not be considered.

Table 2.

Determination Number	Is a decision required by council?
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can pay financial loss compensation to each of their	Yes – the payment of financial loss compensation is mandatory if claimed

Determination Number	Is a decision required by council?
members, where such loss has actually occurred, for attending approved duties.	
<p>48 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p> <p>Councils that intend to introduce a system of attendance allowances must set out the details of the scheme and publish on their website.</p>	Yes – the payment of attendance allowance is optional.
49 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a civic head is optional.
50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a deputy civic head is optional.
51 The application of the Remuneration Framework by relevant Group	
52 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

3. Recommendations

- 3.1 It is recommended that the Town Council notes the new groupings for Community and Town Councils and considers the determinations the impact of the determinations on the Town Council during the 2022/23 municipal year.

4. Reasons for recommendation.

- 4.1 To respond to statutory consultations.

REPORT AUTHOR: Town Clerk.
SUBJECT: Consultation on local taxes for second homes and self-catering accommodation.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Welsh Government consultation on local taxes for second homes and self-catering accommodation

2. Background.

- 2.1 The Minister for Climate Change, Julie James MS, set out an “ambitious three-pronged approach” to address issues of affordability and the impact of second homes and holiday lets on communities and the Welsh language. As part of this work, Welsh Government are looking at possible changes to local taxes to support local authorities in managing the impact of second homes and self-catered accommodation in their areas

3. The current position.

- 3.1 Welsh Government are consulting on potential changes to the local tax system, with the aim of supporting local authorities to manage the impact of second homes and self-catered accommodation on the communities in which they are located. This is to ensure that both domestic and non-domestic property owners make a fair and effective contribution to the communities in which they live or own property. Welsh Government also recognise the important contribution which holiday lets, and tourism make to the economy of Wales and the need to strike the right balance between the needs and interests of local communities, homeowners and businesses.
- 3.2 As part of this consultation, Welsh Government are looking at the circumstances in which properties may be transferred between the council tax list and the non-domestic rating list, including the reasons for transfers or for changes in definition.

4. The case for change.

- 4.1 There have been suggestions that the criteria for classification as self-catering accommodation are too lenient and should be strengthened to make it more challenging for owners who wish to have their properties transferred from the council tax list and listed for non-domestic rates. There have also been views to the contrary from people operating self-catering businesses who believe that the criteria are already challenging enough.
- 4.2 The Scottish Government plans to introduce the same criteria operating in Wales from 1 April 2022. The UK Government has recently consulted on introducing the same criteria for England.

5. Consultation response.

- 5.1 The format of this consultation is set of specific questions to which the Welsh Government are seeking response would no later than 17 November 2021. The questions are detailed below in tabular form with the Town Clerks initial observations for Members to consider.

Question		Observation
1	How effective has the use of premiums been in addressing housing issues?	Clearly premiums have been affected in some areas but in tourism hotspots such as Llangollen this has not prevented a significant number of properties being used as second homes or as Airbnb properties.
2	How could local authorities' best use the premiums to help bring empty or underused properties back into use to improve housing supply and the sustainability of local communities?	Bring long term empty homes back into use to provide safe, secure and affordable homes.
3	Do you have views on how funds raised from the premium should be used? For example, should local authorities be required to be more transparent about how funds raised from the premium have been spent?	Support local authorities in increasing the supply of affordable housing and enhancing the sustainability of local communities' Support first time buyers to buy their first home through loans and grants to qualifying applicants.
4	Is the current maximum premium of 100% appropriate? If not, what would you consider to be appropriate and fair?	Yes
5	If a higher maximum premium were proposed, should this be introduced incrementally?	Yes
6	What do you see as the impacts, both positive and negative, of self-catering accommodation?	The impact on self-catering accommodation could be that operators see the premiums as an as excessive which may subsequently result in a reduce number of bed space in a community for use by visitors. On the positive side those that recognise the use of premiums would understand the pressures that uncontrolled visitor

		numbers can have on individual locations such Llangollen.
7	What are your views on the current criteria and thresholds for defining property as self-catering accommodation and liable for non-domestic rates?	Reasonable at 140 days
8	Do you think the self-catering accommodation thresholds should be changed and, if so, why?	No
9	If the self-catering thresholds were to be changed, what do you suggest the new thresholds should be?	See above
10	What are your views on the eligibility of self-catering accommodation for Small Business Rates Relief?	They are business and if charges increase
11	Are there other ways in which you think the local tax system could be used to support the sustainability of our communities?	Local taxation could be redirected towards supporting the needs to and areas needs to manage tourism activity in terms of local infrastructure, environmental improvements and the negative effects caused by tourism in respect of climate change.
12	<p>Welsh Government would like to know your views on the effects that these proposals would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English.</p> <p>What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?</p>	Clearly should these proposals be effective then the number of second homes in an area would reduce thus allowing more reduce with a knock on house prices. This may address some other problems associated with a lack of housing for locals, some of whom may well be well speakers.
13	Please also explain how you believe the proposed policy approach could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language, and no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language.	As above.

4. Recommendation.

- 4.1 It is recommended that the observations once considered by Members should be forwarded to the Welsh Government as the Town Councils consultation response.

5. Reasons for recommendation.

- 5.1 To respond to statutory consultations.

REPORT AUTHOR: Town Clerk.
SUBJECT: Asset Management Committee, capital and revenue works funding.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider a request for financial assistance from the Asset Management Committee

2. Background.

- 2.1 At the meeting of the Town Council held on 6 July 2021 it was resolved to
- a) suspend standing order 18(c) and financial regulations 11(b) to (i) to facilitate emergency roof repairs to the town hall,
 - b) appoint Chambers Conservation to negotiate the contract price with Grosvenor Construction Ltd and to provide ongoing contract supervision including acting as Principal Designer under the CDM regulations 2015.
- 2.2 Chambers Conservation have prepared detailed drawings and specification, cross-referenced to photographs and a key plan and have received the detailed costings from Grosvenor Construction Ltd. The architects have assessed the cost and re of the opinion that the costs are reasonable but given the complexity of the roof structure the costs inevitably do add up and have noted that a contingency is included.
- 2.3 Clearly the works have to be expedited and completed given the risks identified in the risk assessment of not expediting roof repairs and the need to mitigate the risk by undertaking emergency repairs. A suitable funding formula was therefore considered by the Asset Management Committee to undertake the works whilst reflecting other Town Council priorities
- 3.1 The initial view would be to fund the works from the Assets Projects and repair and renewal cost code and assets reserves. However, the Asset Management Committee recognised that this approach would result in the use of all the asset reserve and that there were other calls on funds such as the need to undertake a principal inspection of the Chainbridge.
- 3.3 A more balanced approach would therefore be to identify other cost centres in which savings could be made in order to reduce the call on reserves. These funds are detailed below with and explanation as to why they could be vired to support these roof works as detailed below.

Cost code	Rational for consideration
Grounds maintenance	These funds are used to cover the grounds contract and floral displays and ad hoc works associated with the recreation ground. The summer planting is in place and the grounds and watering contract finishes in September. Winter planting of the static planters is usually undertaken but given the proposed highway improvements on the bridge and castle square this could be stopped for this year. To date there have been no issues on the recreation ground, and should any emergency works on the recreation Ground ensue, such as essential tree

	<p>surgery works, then these could be covered by reserves. Allowing a sum for the bridge inspection a sum of £3,000 could be available for the roof works contract.</p>
Christmas illuminations	<p>The intention for 21/22 was to upgrade some of the Christmas illuminations but given the fact that the illuminations on the bridge will not be possible this year these upgrades could be deferred therefore after contracted payment are made £3,000 could be available for the roof works contract</p>
Insurance	<p>A significant budget was provided for in 21/22 phone insurance cover as the property was subject to building reinstatement cost assessment. There is therefore an underspend in this cost code. Therefore £1,500 could be available for the roof works contract</p>
NNDR	<p>The Town Council received a rebate on NNDR paid in 2020 due to the closure of the town hall, Therefore £5,000 could be available for the roof works contract</p>

- 3.4 The above virements total £13,000 and therefore would reduce the call on reserves by £11,000 as shown below. The cost codes in italics are managed by the Asset Management Committee but the virement of funds from the other cost codes are the responsibility of Full Council.

Total project costs	£58,317
<i>Assets projects cost code</i>	-£20,000
<i>Repair and renewal cost code</i>	-£2,217
<i>Grounds maintenance cost code</i>	-£3,000
<i>Christmas illuminations cost code</i>	-£3,000
Insurance cost code	-£1,500
NNDR cost code	-£5,000
Asset reserves	-£23,600

4. Christmas illuminations.

- 4.1 Since this matter was considered by the Asset Management Committee works on the installation of the illuminations has started. As stated earlier the intention for 21/22 was to upgrade some of the Christmas illuminations this year, as the age of some of the current illuminations are over 15 years old, but given the uncertainty over the cost of the roof repairs this was not progressed.
- 4.2 Unfortunately as feared a number of the illuminations have failed this year. In addition, some of the catenary wire fixings also need attention. Therefore, the budget allocated to the Christmas illuminations cost code will be required to ensure the provision of illuminations this year as a total of 4 new cross street systems will be required to be used with one of the current functional unit. This matter would normally be the purview of the Asset Management Committee but given the urgency is presented to Full Council.
- 4.3 Given the absence of the Town Clerk, the Facilities Officer has contacted three Christmas illumination suppliers, who the Town Council have previously purchased installations from, to see if replacements could be secured for this year's festivities and they have indicated that

they have hire stock available. Unfortunately, Lite Ltd and Festive Lighting costs for ex hire stock available at short notice is in excess of £700 per installation but Blachere the supplier of the current illuminations has suitable stock at a cost discount price as a previous customer of £224.00 per installation. Having been our previous supplier their illuminations are more compatible with other installations on the Town hall using combinations of both warm and cool white with the other suppliers providing coloured units.

- 4.4 Fortunately, these problems were discovered early as installation was brought forward to allow for the removal of the catenary wires on the bridge as the lighting columns are to be replaced as part of the current highway works. It is therefore suggested that replacement cross street illuminations are hired for this year only and that consideration be given to new illuminations for Christmas 2022 as part of the tender process which also needs consideration.
- 4.5 As the Christmas illuminations cost code is no longer available it is further suggested that the £3,000 held in the elections cost code be used to replace the resultant shortfall in the roof repair contract. It is unlikely that an election will be called before December and In the case of a casual vacancy occurring within six months before the day on which that Councillor would regularly have retired, an election is not held. The Town/Community Council may co-opt a person to fill the vacancy and any vacancy not so filled shall be filled at the next ordinary election in May 2022.

5. Recommendation.

- 5.1 It is recommended that the Town Council:-
- a) vires £5,000 from the NNDR and £1,500 from the Insurance cost codes and £3000- from the elections cost code to the assets project cost code and transfers £23,600 from assets reserves to the asset project cost centre in order to cover the full cost of the town hall roof repairs.
 - c) hires 5 cross street illuminations from Blachere for one year to provide Christmas lighting for this year's festivities.

6. Reasons for recommendation.

- 6.1 To ensure financial probity and effective corporate governance.

REPORT AUTHOR: Town Clerk.
SUBJECT: Licence for resurfacing works Llangollen town hall.
REPORT FOR: Decision.

1. Summary.

- 1.1 To authorise the signing of the licence for resurfacing works Llangollen town hall

2. Background

- 2.1 Denbighshire county council's legal team have now followed have forwarded a copy of a licence between the County Council and Llangollen Town Council clarifying the terms relating to the highway works which will affect the curtilage of the town hall.
- 2.2 A copy of the licence was forwarded to the Town Council's solicitors GHP legal, to ensure there were no adverse clauses in the licence . They have confirmed that they see no reason why the Town Council should not sign the licence.

3. Execution and sealing of legal deeds.

- 3.1 Standing orders require a legal deed to be executed on behalf of the Council unless authorised by a resolution, and as only deed required by law should be signed two councillors as per the scheme of delegation the Proper Officer can sign this licence on behalf of the Council.

4. Recommendation.

- 4.1 That the Town Council authorises the signing of the licence.

5. Reasons for recommendation.

- 4.1 To ensure property in the delivery of projects on Town Council land.

REPORT AUTHOR: Town Clerk.
SUBJECT: Human Resources Committee, request for funding.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider a request for financial assistance from the Human Resources Committee.

2. Background.

- 2.1 The Human Resources Committee held on 3 August 2021 resolved to recommend to the Town Council that it considers allocating a sum of £250 to cover the cost of advice from Denbighshire County Council. with an additional contingency sum of £250.
- 2.2 The Town Council is now faced with a potential liability of £500 should the County Council decide to make a charge. Currently no charges have been made for the services of the human resources advisor, which are no longer required. However, provision will still have to be made to cover any potential request for these funds.
- 2.3 As the Human Resources Committee have no delegated authority in respect to the fees and charges cost centre the request for funds to cover the consultancy work now falls on the Town Council.
- 2.4 Unfortunately, as Members can see from the financial statement the fees and charges cost centre does not have sufficient funds to cover these costs and therefore funds will have to be found from other cost centres or general reserves to cover any potential costs associated with these actions.

4. Recommendations

- 4.1 It is recommended that: -
- a) Members acknowledge that in future actions of this nature the provisions of Section 101 of the Local Government Act 1972, Town Council Standing Orders and Financial Regulations should be complied with.
 - b) the Town Council considers how to fund the request for financial assistance from the Human Resources Committee.

5. Reasons for recommendation.

- 5.1 To ensure financial probity and effective corporate governance.

Cyngor Tref Llangollen Town Council.

Agenda.

16.11.2021.

- | | |
|--|--|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol. | Presentations.
To receive presentations from outside bodies. |
| 4. Datganiadau gan Cynghorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. Cofnodion.
Awdurdodi'r Cadeirydd i arwyddo cofnodion y cyfarfod a gynhaliwyd ar yr 19 Hydref 2021, fel cofnodion cywir., | Minutes.
To authorise the Chairman to sign the minutes of the meeting held on the 19 October 2021, as a correct record. |
| 9. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.
a) Datganiadau Ariannol.
b) Cysoni banc.
c) Aliadau Awdurdodedig.
d) Rhodd: Cinio Nadolig Cymunedol Llangollen. | Financial Reports.
To consider financial matters and make any necessary decisions thereon.
Financial Statements.
Bank reconciliation.
Authorised Payments.
Donation: Llangollen Community Christmas Lunch. |
| 10. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.
a) Polisi Cyfathrebu..
b) Ystyriaethau cyffredinol polisiau | Town Clerk's Reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein.
Communications Policy.
Policies general considerations. |

Ceisiadau Cynllunio.

Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

03/2021/1050 1-14 Aber Adda.

Codi toeau ar oledf dros doeau gwastad presennol.

03/2021/1087 Hen Fyddin, Sgwâr Fictoria.

Gosod blaen siop newydd a gwaith cysylltiedig (cais Adeilad Rhestredig).

03/2021/1090 Haydn House, 9 Stryd y Capel.

Gosod system 9 panel PV solar ar yr ochr gorllewin i'r to 'r adeilad allan.

03/2021/1091 Haydn House, 9 Stryd y Capel.**(Cais Adeilad Rhestredig)**

Gosod system 9 panel PV solar ar yr ochr gorllewin i'r to 'r adeilad allan

11. Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

03/2021/0940

Land Off Vicarage Road.
Caniatáu.

03/2021/0902

2 Avondale, Ffordd Grange
Caniatáu.

03/2021/0920

4 Fairway View, Ffordd Caergybi.
Gwrthod.

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).

03/2021/1050 1-14 Aber Adda.

Erection of pitched roofs over existing flat roofs.

03/2021/1087 Old Armoury, Victoria Square.

Installation of a new shopfront and associated works (Listed Building application).

03/2021/1090 Haydn House, 9 Chapel Street.

Installation of 9 panel solar PV System to west facing roof of outbuilding.

03/2021/1091 Haydn House, 9 Chapel Street.**(Listed Building Application)**

Installation of 9 panel solar PV System to west facing roof of outbuilding

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/2021/0940

Land Off Vicarage Road
Approved.

03/2021/0902

2 Avondale Grange Road.
Approved.

03/2021/0920

4 Fairway View, Holyhead Road
Refuse.

03/2021/092

4 Fairway View, Ffordd Caergybi.
Gwrthod.

03/2021/0921

4 Fairway View, Holyhead Road
Refuse.

12. Gohebiaeth Cynllunio.

Ystyried gohebiaeth gyslltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

Planning Correspondence.

To consider planning related correspondence received and to make any necessary decisions thereon.

13. Gohebiaeth.

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).

Correspondence.

To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).

a) Mrs Evans

Yn dymuno gwneud cwyn yn dilyn sylw a wnaed gan Gynghorydd a gofynnwyd iddo gael gwybod am y weithdrefn.

Cam gweithredu: Cynghori i gysylltu â'r Ombwdsmon Gwasanaethau Cyhoeddus Cymru.

Mr. Felton

Wished to make a complaint about a Councilor and asked to be advised of the procedure.

Action: Advised to contact the Public Services Ombudsman for Wales.

b) Mr. Felton

Cwyn ynghylch gweithrediad y Cyngor Tref.

Cam gweithredu: Ymdrin â pholisi pryderon a chwynion y Cyngor Tref.

Mr. Felton

Complaint regarding the functioning of the Town Council.

Action: Dealt with under Town Council's concerns and complaints policy.

c) Ombwdsmon Gwasanaethau Cyhoeddus Cymru.

Hysbysiad o gŵyn a wnaed i'r Ombwdsmon.

Cam gweithredu: Nodwyd

Public Services Ombudsman for Wales

Notification of complaint made to the Ombudsman.

Action: Note.

d) Cam gweithredu:

Cylchlythyr diweddaraf.

Cam gweithredu: Nodwyd.

Simon Baynes MP

Latest newsletter.

Action: Note.

e) Datblygu Economaidd Cyngor Sir Ddinbych.
Bwletin Busnes Mis Tachwedd.

Cam gweithredu: Nodwyd.

Denbighshire County Council Economic Development.

November Business Bulletin

Action: Note.

14. Adroddiadau i'r Cyngor y Dref.

I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o

Reports to the Town Council.

To receive reports submitted to the Town Council and determine what action, if any, to

- | | | |
|----|---|--|
| | gwbl, i'w cymryd. | be taken. |
| a) | Cynrychiolwyr ieuenctid. | Youth representatives. |
| b) | Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol. | Members representing the Council on outside bodies or organisations. |
| c) | Cyng Palmer. | Cllr Palmer. |
| | Grŵp Gorchwyl a Gorffen Llwybrau Troed. | Footpaths Task and Finish Group. |

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

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>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Fees and charges				1,050.00	4,606.49	-3,556.49
9	Cloud services				1,500.00	992.50	507.50
10	Health and safety				2,500.00		2,500.00
11	Insurance				8,000.00	5,183.10	2,816.90
12	Licenses				550.00		550.00
13	NNDR				11,000.00	1,102.98	9,897.02
14	Payroll				500.00		500.00
15	Subscriptions				1,000.00	648.00	352.00
					26,100.00	£12,533.07	13,566.93

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Equipment				500.00		500.00
17	Projects				20,000.00		20,000.00
18	Cleaning				2,200.00	454.72	1,745.28
19	Grounds maintenance				10,000.00	8,009.87	1,990.13
20	Christmas illuminations				9,000.00		9,000.00
21	Repairs and renewals				9,000.00	6,135.84	2,864.16
22	Waste collection				1,700.00	895.93	804.07
23	Water charges				2,000.00		2,000.00
					54,400.00	£15,496.36	38,903.64

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	Loan repayments				1,500.00	1,455.36	44.64
					1,500.00	£1,455.36	44.64

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Community grants				4,000.00		4,000.00
35	Donations				3,000.00	500.00	2,500.00
36	Cittaslow				3,500.00		3,500.00
					10,500.00	£500.00	10,000.00

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
24	Election expenses				3,000.00		3,000.00
25	Civic costs				2,150.00		2,150.00
26	Civic events				1,500.00	318.88	1,181.12
27	Mayor's allowance						
28	Remuneration				2,000.00	120.00	1,880.00
29	Member Training				1,000.00		1,000.00
30	Member expenses				100.00		100.00
					9,750.00	£438.88	9,311.12

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
31	Electricity				5,000.00	1,467.38	3,532.62
32	Gas				6,000.00	51.88	5,948.12
					11,000.00	£1,519.26	9,480.74

Llangollen Town Council

Net Position by Cost Centre and Code

Cost Centre Name

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept		144,975.00	96,530.00			-48,445.00
2	Interest		100.00	4.12			-95.88
3	Room hire		10,000.00	962.50			-9,037.50
4	Rents		15,000.00	15,274.08			274.08
5	Grants			5,007.99			5,007.99
6	Tenants recharges		1,900.00				-1,900.00
7	VAT refund		12,000.00		12,000.00		
			183,975.00	£117,778.69	12,000.00		-54,196.31

Office Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
37	Office supplies				1,000.00	44.57	955.43
38	Telephone and broadband				1,000.00	1,189.56	-189.56
39	Photocopying				1,100.00	779.76	320.24
40	Printing		75.00		1,500.00	48.84	1,376.16
41	Translation				1,700.00	300.27	1,399.73
47	Computer hardware				1,000.00	50.00	950.00
			75.00		7,300.00	£2,413.00	4,812.00

Staff Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
42	Salaries				34,000.00	18,552.06	15,447.94
43	Expenses				500.00		500.00
44	Pension				2,000.00	2,260.43	-260.43
45	Training				1,000.00		1,000.00
46	HMRC				13,000.00	6,366.38	6,633.62
					50,500.00	£27,178.87	23,321.13

NET TOTAL			184,050.00	£117,778.69	183,050.00	£61,534.80	55,243.89
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Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 31/07/2021		61,860.01
	SUBTRACT Payments 01/04/2021 - 31/07/2021		186,291.75
	Cash in Hand 31/07/2021 (per Cash Book)		43,173.45
B			143,118.30
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2021	0.00	
	Llangollen Town Council Money M& 31/07/2021	107,943.93	
	Llangollen Town Council Current A 31/07/2021	35,174.37	
			143,118.30
	Less unrepresented payments		
			143,118.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		143,118.30
	A = B Checks out OK		

Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 31/08/2021		112,622.43
	SUBTRACT Payments 01/04/2021 - 31/08/2021		237,054.17
	Cash in Hand 31/08/2021 (per Cash Book)		51,563.50
B			185,490.67
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	0.00	
	Llangollen Town Council Money M& 31/08/2021	107,943.93	
	Llangollen Town Council Current A 31/08/2021	77,546.74	
B			185,490.67
	Less unrepresented payments		
			185,490.67
	Plus unrepresented receipts		
B	Adjusted Bank Balance		185,490.67
	A = B Checks out OK		

Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 30/09/2021		115,376.76
	SUBTRACT Payments 01/04/2021 - 30/09/2021		239,808.50
	Cash in Hand 30/09/2021 (per Cash Book)		58,880.44
B			180,928.06
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	0.00	
	Llangollen Town Council Money M& 30/09/2021	107,946.33	
	Llangollen Town Council Current A 30/09/2021	72,981.73	
			180,928.06
	Less unrepresented payments		
			180,928.06
	Plus unrepresented receipts		
B	Adjusted Bank Balance		180,928.06
	A = B Checks out OK		

Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 31/10/2021		117,778.69
	SUBTRACT Payments 01/04/2021 - 31/10/2021		242,210.43
	Cash in Hand 31/10/2021 (per Cash Book)		64,149.49
B			178,060.94
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	0.00	
	Llangollen Town Council Money M& 31/10/2021	107,946.33	
	Llangollen Town Council Current A 31/10/2021	70,114.61	
B			178,060.94
	Less unrepresented payments		
			178,060.94
	Plus unrepresented receipts		
B	Adjusted Bank Balance		178,060.94
	A = B Checks out OK		

Authorised Payments November 2021

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M7	£2,638.97	£0.00	£2,638.97
CThEM/HMRC	PAYE	M7	£1,034.27	£0.00	£1,034.27
Staff	Salary	M8	TBC	£0.00	£0.00
CThEM/HMRC	PAYE	M8	TBC	£0.00	£0.00
Cittaslow UK	Membership	54	£750.00	£0.00	£750.00
P Ashby Locksmith	Emergency lock repair	55	£60.00	£10.00	£50.00
Ian Ball Electrical Contracting	Emergency works	56	£303.40	£0.00	£303.40
Bates Office Supplies	Card	57	£320.21	£53.37	£266.84
Blachere	Illuminations hire	58	£1,770.72	£295.12	£1,475.60
H Edwards	Illuminations installation	59	£5,554.00	£0.00	£5,554.00
H Edwards	Ground works	60	£889.00	£0.00	£889.00
Good Energy	Electricity Centenary Square	61	£26.22	£1.25	£24.97
R Harris	Volunteer costs October	62	£113.40	£0.00	£113.40
R Harris	Volunteer costs November	63	£100.80	£0.00	£100.80
Office Furniture	Counter	64	£510.00	£85.00	£425.00
Office Furniture	Screens	65	£394.80	£65.80	£329.00
Printed Today	Banner	66	£20.65	£3.44	£17.21
G Roberts	Seat removal and repair	67	£580.00	£0.00	£580.00
SLCC Enterprises Ltd	Virtual Regional Training Seminar - Wales	68	£54.00	£9.00	£45.00
Ultraclean	Cleaning services	69	£152.05	£25.34	£126.71
Watkin and Williams	Ironmongery and paint	70	£175.86	£29.31	£146.55
Taliad Visa Payments					
Coop Llangollen	Refreshments	14	£14.32	£0.00	£14.32
Scewfix	CAT leads	15			
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
ACS Technology	Web Hosting and support		£312.00	£0.00	£312.00
ACS Technology	SSL certificate for website		£87.50	£0.00	£87.50
British Telecom	Broadband		£58.74	£0.00	£58.74

Cyngor Sir Ddybich / Denbighshire County Council	NNDR		£1,101.00	£0.00	£1,101.00
Nwy Prydain / British Gas 6667	Electricity Centenary Square		£23.40	£1.11	£22.29
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
			Totals	£17,515.33	£578.74
					£16,936.59

REPORT AUTHOR: Town Clerk.
SUBJECT: Llangollen Community Christmas Lunch.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider donating to the 2021 Llangollen Community Christmas Lunch.

2. Background.

- 2.1 Mr & Mrs Connolly have organised the Llangollen Community Christmas Lunch for several years. The 2020 did not take place due to restrictions imposed by the Coronavirus pandemic but this year's event is scheduled to take place in the Community Hall, St Collen's Church on Christmas Day, Saturday 25th December 2021.
- 2.2 At Christmas some individuals face so many uncertainties including not knowing whether they will be able to join with family and friends for a traditional meal on Christmas day. They may find themselves alone or just a couple and the effort and cost to purchase the extra Christmas fayre and prepare and cook a traditional Christmas lunch is just a little too much to do.
- 2.3 The Llangollen Community Christmas Lunch offers an alternative to being alone on Christmas Day or nothing a hot meal and this year the organisers are expecting to cook and serve around 50 meals, some of which will be taken in the hall, and some will be delivered to people in their homes. Some people will be in attendance from 10am right through to 5pm. There is no charge to those attending and these would usually be people who would otherwise spend the day alone, or those in temporary hostel type accommodation while awaiting rehousing.
- 2.4 A range of festive food including a Christmas lunch with all the trimmings or poached salmon and then a choice of desserts is provided. Everyone attending will receive a gift and entertainment, usually in the form of carol singing finishes off the proceedings along with tea/coffee Christmas cake and mince pies
- 2.5 There is no formal charge or price for the meal, but the team ask those who can consider a donation to their funds at a level they can afford which will ensure that they can offer a Christmas Meal for our community for those who wish to take up the offer in future years.
- 2.6 The event has cost an average of £300. per year and the organisers are seeking a donation from the Town Council to help cover the cost of this year's event

3. Recommendation.

- 3.1 That the Town Council considers donating to the Llangollen Community Christmas Lunch.

4. Reasons for recommendation.

- 4.1 To support community initiatives in line with the Town Council's business plan.

REPORT AUTHOR: Town Clerk.
SUBJECT: Communications policy.
REPORT FOR: Decision.

1. Summary.

- 1.1 To adopt a Town Council Communications policy.

2. Background.

- 2.1 Members considered a report on a new email policy at the meeting held on the 27 October 2020 to addresses the need to comply with approved data security requirements.
- 2.2 Members at that meeting raised some concerns over elements of the draft document and it was resolved that the policy should be reworked, and that Cllrs Haddy, Cheminais and Mile would liaise with the Town Clerk on this process.
- 2.3 This exercises took place and a consensus emerged that there was merit in combining the need for an email policy with the existing press and media policies to establish a single all-encompassing communication policy.
- 2.4 Time has lapsed in bringing the policy forward, largely due to the need to ensure effective agenda management with more substantive items of business having been presented to Member for consideration. That said, the composite policy is detailed in the appendix to this report.

3. Recommendation.

- 3.1 That the Town Council adopts the Communications policy.

4. Reasons for recommendation.

- 4.1 To ensure effective corporate governance.

Appendix.

Title:	Communications Policy.
Purpose:	To detail the Council's policies and procedures in respect communications.
Owner:	Town Clerk.
Approved by:	Town Council.
Date:	
Version Number:	1.0
Status:	Draft
Review date:	

1. Introduction.

- 1.1 Llangollen Town Council is committed to active community engagement through a wide range of channels, including online and social media.
- 1.2 The Council is committed to the provision of accurate information in respect of its functions, decisions, and actions. Accordingly, great care needs to be taken when addressing communications within the Town Council and with outside bodies.
- 1.3 This policy sets out guidance to staff and Councillors about the use of media such as e-mails, blogs, social networking sites, podcasts, forums, messages boards or comments on web articles such as Twitter, Facebook, Instagram, LinkedIn and other relevant social media websites.

2. Scope.

- 2.1 The aim of this policy is to ensure:
 - a) A consistent approach is adopted and maintained in the use of all communication channels on behalf of Llangollen Town Council.
 - b) Communications by the council remain open and transparent.
 - c) Increased engagement with individuals and the community regarding the activities of the Town Council.
 - d) The Town Council's reputation is upheld and improved rather than adversely affected by ill-considered use of or focus on specific communication channels.
 - e) Councillors and Officers understand their obligations in respect of council communications.
- 2.2 This policy is subject to the Council's statutory obligations set out in the Public Bodies (Admission to Meetings) Act 1960, The Local Government Act 1972, The Local Government Act 1986, The Freedom of Information Act 2000, the Data Protection Act 2018, Communications Act 2003, Local Authorities (Model Code of Conduct) (Wales) Order 2008/788 and the Town Council's Standing Orders.
- 2.4 It is important that staff and Councillors are aware that communicating information about the Council cannot be isolated from their working life. For example, any information published online can be accessed around the world within seconds and will be publicly available for all to see. Everyone should take the following into

consideration when communicating in an official capacity with members of the public or the media when appropriate:

- a) Be familiar with the legal areas outlined below before writing or speaking about colleagues or sharing information about the Council.
- b) Ensure that verbal or written information does not disclose privileged or confidential information.
- c) Be aware (where applicable) of any Council guidelines for using social media and the use of the internet/council IT, whether this is for personal use or as a part of their working role.
- d) The importance of avoiding any actions which might prove misleading or bring the Council into disrepute.

2.6 The Town Council may be held responsible for something an employee or councillor has written or said if it is on behalf of the Council. Action can also be taken against anyone repeating libellous information from another source, so careful checks are needed before quoting statements from websites. This can also apply to linking to defamatory information. It should also be considered whether a statement can be proved before writing or using it, as in law, the onus is on the person making the statement to establish its truth.

2.7 Llangollen Town Council is the Data Controller as defined by Data Protection Act 2018 of personal data processed by the Council and Councillors. The Data Protection Officer, appointed by the Council is the Town Clerk. Staff and Councillors must not send, receive, or disseminate proprietary data or any confidential information belonging to Llangollen Town Council to or from a third party unless authorised.

3. Correspondence.

3.1 Communications from and on behalf of the Council must be routed via the Town Clerk and deals with all correspondence following a meeting both internally and externally. No individual Councillor should be the sole custodian of any correspondence or information in the name of the Council, a Committee, Sub-Committee or Task and Finish Group. Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.

3.2 All official correspondence should be sent by the Town Clerk in the name of the Council using letter headed paper or email using the Council email format. Where correspondence from the Town Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g., copy to XX).

4. Communications with the Public.

4.1 The Town Council encourages Councillors to keep residents and the wider community informed of issues. However, Councillors should be mindful of the need to ensure information is clearly relayed without bias. The "Council" speaks as a whole, and great care should be taken when expressing personal or "Councillor"

views prior to any formal resolution by the Town Council. This is to avoid pre-determination on an issue.

- 4.2 Once resolved, the resolution becomes the de jure stated position of the Town Council. Councillors may continue to make personal statements but should make it clear that are not speaking on behalf of the council. Where further information is required or where an issue is uncertain, the matter should be referred to the Town Clerk for guidance.

5. Dealing with the Press

- 5.1 The Town Clerk will co-ordinate all media enquiries to the Town Council. In certain circumstances it may be appropriate for the Town Mayor to respond to the enquiry. Members of the Town Council's staff who are directly approached by the media should not attempt to answer questions themselves and should refer the enquirer to the Town Clerk.

- 5.2 The phrase "no comment" should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry. Only the Town Clerk is authorised to communicate for and on behalf of the Town Council. Individual members cannot communicate for and on behalf of the Town Council.

6. Press Releases.

- 6.1 An official Town Council release is made on behalf of the Town Council as a whole; it will be written and issued by the Town Clerk. Official Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Town Council, contain relevant facts and may include an approved quotation from an appropriate Councillor.

- 6.2 Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Member's political party or persuade the general public to hold a particular view. All official Town Council releases will be placed on the Council's website.

7. Councillor Press Releases and communications with External Parties.

- 7.1 Councillor press releases are personal and are written and issued by the Councillor responsible. This type of release may or may not be political and should not include the name of any Officer, use the Town Council logo or the telephone number as a point of contact. It would be beneficial for copies of intended releases to be provided to the Clerk.

- 7.2 A copy of all outgoing correspondence relating to the Town Council or a Councillor's role within it should be sent to the Clerk, and be noted on the correspondence, e.g., "copy to the Clerk" so that the recipient is aware that the Town Clerk has been advised.

- 7.3 Members should be aware that case law states that the role of Councillor overrides the right to act as an individual. This means that Councillors should be careful when expressing individual views to the news media or individuals. Members may not hold themselves out to be acting on behalf of the Town Council. Councillors are not permitted to use the title “Councillor” in their private capacity.

8. Communications with Denbighshire County Council.

- 8.1 In addition to the considerations of the preceding paragraph, Llangollen Town Council and Denbighshire County Council have an agreed Charter that both Councils have signed up to.
- 8.2 This Charter builds on existing good practice and embrace the shared principles of openness, respect, and our common priority of putting residents at the centre of service delivery. In delivering the charter the Councils aim to work together as a partnership of equals rather than tiers. Successful partnership working at the community level can only be achieved if the partners understand and respect each other’s roles, and work to complement those roles in serving the community. Securing good communication and liaison between the County and the Town Council is a cornerstone of this Charter and involves communication from the most strategic level right down to liaison on specific local projects.

9. Communications with Town Council Employees.

- 9.1 A Councillors must not give instructions to any member of staff. No one Councillor, or group of Councillors may require the Town Clerk to the Council, or other Officers, to carry out any duty or function within the scope of their employment that does not have the sanction of the full Council acting under a majority decision.
- 9.1 Meetings with staff should be by appointment. Councillors should be clear that the matter is legitimate Council business and not matters driven by personal or political agendas.

10. Meetings of Council and Committees

- 10.1 Copies of agendas and reports sent to Members for meetings of the Town Council, or its Committees will be e-mailed to the press. Facilities will be provided at meetings for the press to take notes of the proceedings. As provided in the Council’s Standing Orders both the press and public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.
- 10.2 Agendas should be clear and concise and contain sufficient information to enable Councillors to make an informed decision and for the public to understand what matters are being considered and what decisions may possibly be taken at the meeting. Items for information should be kept to a minimum on any agenda. Where the Town Clerk or a Councillor wishes Councillors to receive matters for “information only”, this information is to be circulated via the Town Clerk.

11. E-mails.

- 11.1 Staff and Councillors will be provided with an e-mail address linked to the llangollentowncouncil.gov.uk domain name upon their appointment as a Councillor or staff to a position within the Town Council. Access to e-mail accounts will be removed as soon as a relationship with the Council ceases. No account details may be changed without first informing the Town Clerk.
- 11.2 Staff and Councillors are restricted to ensuring use of these accounts is for the proper performance of their Town Council related duties only. The use of email to exchange correspondence requires the same professional standards as other forms of communication and be aware that agreements made by email have the same status as letters or formal contracts. The Town Clerk has the sole authority to purchase or acquire goods or services on behalf of the Council via email.
- 11.3 E-mail that is sent to external addresses should include the Council's standard disclaimer and signature format, which is obtainable from the Town Clerk. Staff and Councillors are responsible for what they post or send. Email to multiple addresses outside Llangollen Town Council should be sent as blind copy, (bcc). Messages sent to groups of people must be relevant to all concerned.
- 11.4 Staff and Councillors are not permitted to debate matters of council business by e-mail. The correct procedure is for the debate to take place at Town Council meetings.
- 11.5 Instant replies should not be expected from the Town Clerk and any reasons for urgency should be stated. Information to other Councillors should normally be directed via the Clerk; and all emails from Councillors to external parties should be copied to the Town Clerk.
- 11.6 It is recommended that e-mails are retained for no more than twenty-four months before they are deleted. Those containing important material should be saved to the one drive folder. Email inboxes must be checked regularly to ascertain all correspondence within that system.
- 11.7 The Town Council will audit and monitor use of the systems to ensure proper and effective business use. Privacy should not be expected in the use of Council email facilities. All email is stored, and the Town Council may inspect an email (including personal emails) at any time and to be able to reply to Freedom of Information requests.

12. Cyber Security.

- 12.1 Cyber security is the protection of computer systems from unauthorised access, theft, damage or being made inaccessible. Threats come in many forms and the council must mitigate against a wide range of risks. Disasters can come about from simply dropping a laptop or leaving it or a USB stick somewhere, theft, fire, or sudden loss of a key member of staff who holds the passwords vital to access council information systems.

12.2 Your devices and access to the Town Council email accounts should be protected by strong passwords that are never shared. Strong passwords use using three random words followed by a number and a symbol e.g., HouseStrongTransfer16£. Passwords like this are very secure, but not too difficult to type or remember, always make sure to use truly random words that have no link to you, so no pet names or the city/town you were born in.

12.3 Junk mail is a hazard of internet life and efforts should be made to isolate it at source, if not it should be deleted immediately, and no attachments should be opened. It is important to keep virus protection up to date. In order to protect from viruses, email attachments should not be opened if they are from a sender whom you do not recognise, simply delete.

13. Social media.

13.1 For the purposes of this Policy, the term “social media” covers sites and applications including but not restricted to Facebook, Twitter, LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments in relation to online newspaper articles. The widespread availability and use of social media networking applications bring opportunities to communicate and engage with members of the community in new ways. It is important that Staff and Councillors utilises these technologies effectively whilst being fully aware of its legal responsibilities and ensuring the reputation of the Town Council is not adversely affected.

13.2 The Town Clerk will have control of any social media sites set up for the Town Council as a corporate body. No information should be published that is not already known to be in the public domain (i.e., available on the Council’s website, contained in minutes of meetings, stated in Council publicised policies and procedures, or approved by the Town Clerk or other officer under delegation). The Town Council logo should not be used on sites or applications which are unrelated to or not representative of the Town Council’s official position. If in doubt, contact the Town Clerk.

13.3 Think before tweeting, or posting. Do not say anything, post views or opinions that you would not be prepared to: -

- a) Discuss face to face with the person you are speaking about.
- b) Write on a placard and carry down the high street and discuss and defend with anyone who sees it.
- c) have minuted in a public meeting.

13.5 Whenever you post something on social media, it becomes a publication, you have effectively made a broadcast. As it is now in the public domain, it is subject to both the code of conduct and to various laws. Staff and Councillors ensure that they are confident of the nature of the information they publish. Comments posted online are permanently available and can be used by the Media.

13.6 When commenting online on any matter relating to the Council, Councillors should identify themselves as a Councillor and make it clear whether or not they are representing the views of the Town Council e.g., *Content on this site is posted in an individual capacity and is not written on behalf of Llangollen Town Council*. Councillors must not make anonymous posts nor use a pseudonym to hide their identity. Any Councillor receiving threats, abuse, or harassment via their use of social media should report it to the Police and notify the Town Clerk.

13.7 Staff and Councillors must not publish or report on meetings which are private or internal nor release confidential reports/papers. Copyright laws apply online, and staff and Councillors must not use images to which they do not hold the copyright and information shared should be attributed to the source. Social media must not be used to publish content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes, but is not limited to, material of an illegal, sexual or offensive nature that may bring the Town Council into disrepute.

13.8 Councillors, act in a quasi-judicial capacity and should not make up their mind about an issue that is to be formally decided upon before hearing all the relevant information. Councillors are allowed to be predisposed to a particular view but not to have gone so far as to have predetermined their position. It is important to remember therefore, that anything relevant said about a particular issues on social media could be used as evidence of having made up your mind in advance of hearing all the relevant information.

14. Freedom of Information Requests.

14.1 All requests received under the Freedom of Information Act must be referred to the Town Clerk who will arrange for the request to be satisfied in accordance with the legislation. Members should be aware that any Council-related information that they hold on personal devices can be the subject of a Freedom of Information request.

15. Elections.

15.1 In the six-week run up to a local election Councillors who, blog or use social networking sites in connection with their work should take extra care during this period and comply with the following guidance:

- Please explain that you are governed by purdah in a period before an election. It may be helpful to tweet or post a link to an explanation of purdah for guidance.
- Do not tweet, post or share updates from political parties, politicians or political opinion.
- Do not tweet or post on matters which are politically controversial.
- Do not tweet, post or share images of political parties, politicians or subjects which are politically controversial;
- Do not stage a significant online campaign unless it can be demonstrated that this is both necessary and non-political;

- Monitor your page and delete any content which is politically controversial with an explanation that this has been done because of the rules that govern purdah linking to this advice;

15.2 The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature - and this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk. Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.

15.3 Political blogs cannot be linked from the Council's website and the Council will not promote Councillors' social media accounts during the election purdah period.

16. Breaches of this Policy.

16.1 Serious breaches of this policy by a Council employee will amount to gross misconduct and may result in dismissal.

16.2 Breaches of this policy by councillors may result in a Code of Conduct complaint being submitted against them.

16.3 Serious breaches of this policy by Councillors or staff may result in legal or police action.

REPORT AUTHOR: Town Clerk.
SUBJECT: Policies general considerations.
REPORT FOR: Decision.

1. Summary.

- 1.1 To authorise revisions to Town Council policies.

2. Background.

- 2.1 A number of the Town Council policies predate the United Kingdom's (UK) withdrawal from the European Union and as a consequence reference is made to the General Data Protection Regulations (GDPR) which is European legislation.
- 2.2 During the transition period the GDPR continued to apply in the UK but now that this period is over the European regulations have been assimilated into the Data Protection Act 2018 and the United Kingdom will have the independence to keep the framework under review.
- 2.3 The 'UK GDPR' sits alongside an amended version of the Data Protection Act 2018. The key principles, rights and obligations remain the same. However, there are implications for the rules on transfers of personal data between the UK and the European Economic Area.
- 2.4 As the European regulations have been assimilated into the Data Protection Act 2018 all references within current policies to the former European regulations should now be amended to reflect the legislative position.

3. Recommendation.

- 3.1 It is recommended that all policies containing references to the general data protection regulations be amended to refer to the Data Protection Act 2018.

4. Reasons for recommendation.

- 4.1 To ensure effective corporate governance and compliance with legislation.

Report from Cllr Palmer

Footpaths Task and Finish Group September 2021

Our first meeting was held on 27th July at Plas Newydd. Judy Smith, local walking group leader, John Marjoram, member of the Ramblers Association, David Davies, Humphry Gibson, Ellie & Evie, representing Countryside Services in Ross Stockdale's absence, Gareth Thomas and John Palmer.

We agreed on three elements of the group's work:

1. Footpaths that need attention
2. Reclaiming footpaths that could be lost
3. Creating new footpaths or permissive footpaths.

Members of the group suggested a number of footpaths that need attention.

The last month has been spent on field work, walking paths and identifying problems such as signage, stiles etc.

After our next meeting we will share our findings with Countryside Services. We also agreed to contact Adrian Wall and Hannah Arnt at DCC, officers responsible for footpaths and access in order to advise on footpath issues and the process of creating permissive footpaths and new footpaths.

13th September

Footpaths that needed attention were passed onto Countryside Services.

Access issues.

John contacted Adrian Wall about blocked access to the RAFA Club and the status of access from Dinbren Rd to the path to Dinas Bran. The former had never been a right of way and the landowner is entitled to stop access. The latter is still under review.

Permissive paths

John and David Davies are to meet Martin Sands to discuss the possibility of creating a permissive footpath from the bend in the Gwernant down to the turn off to Pengwern Valley Rd.

Humphrey is to contact the County Councillors to see if a permissive footpath can be created from the top of the new estate on vicarage Rd across to the footpath east of the new reservoir.

Cyngor Tref Llangollen Town Council.

Agenda.

21.12.2021.

- | | |
|---|--|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrff allanol.
Ms Jessica Evans, Prosiect Parciau Llangollen. | Presentations.
To receive presentations from outside bodies.
Ms Jessica Evans, Llangollen Parks Project. |
| 4. Datganiadau gan Cyngorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 7. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 18 Mai 2021, fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 18 May 2021, as a correct record. |
| 8. Cofnodion Pwyllgorau.
a) I dderbyn cofnodion y Pwyllgor Adnoddau Dynol a gynhaliwyd ar 3 Awst 2021 ac. R Pwyllgor Rheoli Asedau a gynhaliwyd ar 11 Medi 2021
b) Cymeradwyo cofnodion Pwyllgor Cittaslow a gynhaliwyd 27 Mehefin 2021. | Committee Minutes.
To receive the minutes of the Human Resources Committee held on 3 August 2021 and the Asset Management Committee held on 1 September 2021.
To approve the minutes of the Cittaslow Committee held on 27 June 2021. |
| 9. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.
a) Aliadau Awdurdodedig.
b) Datganiadau Ariannol.
c) Cysoni banc. | Financial Reports.
To consider financial matters and make any necessary decisions thereon.

Authorised Payments.
Financial Statements.
Bank reconciliation. |

10. Adroddiadau Clerc y Dref.

I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.

- a) Deddf yr Amgylchedd (Cymru) 2016: Adroddiad Adran 6 2020.
- b) Materion priffyrdd.

11. Ceisiadau Cynllunio.

Ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt.
(Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

03/2021/0656

Tir y tu ôl i 20 Stryd Regent.

Newid defnydd tir i ffurfio parcio domestig oddi ar y ffordd, ffurfio mynediad, tirlunio a gwaith cysylltiedig.

03/2021/1149

52 Pengwern.

Codi estyniad deulawr yng nghefn yr annedd (cais ôl-weithredol).

03/2021/1160

Westoe, Ffordd Abaty.

Erection of a replacement conservatory.

12. Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

03/2021/1124

15 Tyn Y Celyn Drive Llangollen

03/2021/0941

2 Royal View Wharf Hill Llangollen
Cymeradwyo.

13. Gohebiaeth Cynllunio.

Town Clerk's Reports.

To receive reports submitted by the Town Clerk and considered the recommendations therein.

Environment (Wales) Act 2016: Section 6 report 2020.

Highway matters.

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).

03/2021/0656

Land to the rear of 20 Regent Street

Change of use of land to form off road domestic parking, formation of access, landscaping and associated works.

03/2021/1149

52 Pengwern.

Erection of a two-storey extension to rear of dwelling (retrospective application).

03/2021/1160

Westoe, Abbey Road.

Erection of a replacement conservatory.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/2021/1124

15 Tyn Y Celyn Drive Llangollen

Approve.

03/2021/0941

2 Royal View, Wharf Hill Llangollen.
Approve.

Planning Correspondence.

	Ystyried gohebiaeth gysylltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.	To consider planning related correspondence received and to make any necessary decisions thereon.
14.	<p>Gohebiaeth. I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).</p> <p>a) Y Gweinidog dros y Newid yn yr Hinsawdd. Diweddariad i TAN 15 a'r Map Llifogydd cysylltiedig ar gyfer Cynllunio. Cam gweithredu: Nodwyd.</p> <p>b) Bwletin Busnes, Datblygiad Economaidd Cyngor Sir Ddinbych. Rhagfyr 2021. Gweithredu: Nodwyd.</p> <p>c) Simon Baynes AS Cylchlythyr Mis Rhagfyr. Gweithredu: Nodwyd</p>	<p>Correspondence. To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).</p> <p>Minister for Climate Change. Update to TAN 15 and the associated Flood Map for Planning. Action: Note.</p> <p>Denbighshire County Council Economic Development, Business Bulletin. December 2021. Action: Note.</p> <p>Simon Baynes MP December newsletter. Action: Note.</p>
15.	<p>Adroddiadau Cynrychiolwyr Ieuenctid I dderbyn adroddiadau a gyflwynwyd gan Cynrychiolwyr Ieuenctid a phenderfynu pa gamau, os o gwbl, i'w cymryd.</p>	<p>Youth Representatives reports. To receive reports submitted by Youth Representatives and determine what action, if any, to be taken.</p>
16.	<p>Adroddiadau i'r Cyngor y Dref. I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.</p> <p>a) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.</p>	<p>Reports to the Town Council. To receive reports submitted to the Town Council and determine what action, if any, to be taken. Members representing the Council on outside bodies or organisations.</p>

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

Authorised Payments December 2021

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M8	£2,628.97	£0.00	£2,628.97
CThEM/HMRC	PAYE	M8	£1,034.27	£0.00	£1,034.27
Staff	Salary	M9	TBC	£0.00	£0.00
CThEM/HMRC	PAYE	M9	TBC	£0.00	£0.00
P Ashby Locksmith	Emergency lock repair	72	£60.00	£10.00	£50.00
Bates	Office uplies	73	£16.78	£2.80	£13.98
Colour Frog	Banner	74	21.31	£3.55	17.76
Derwen College	Banner	75	£43.39	£7.25	£36.14
Towyn Evans	Emergency repairs	76	£65.00	£0.00	£65.00
Galione Property Solutions	Emergency repairs	77	£120.00	£3.55	£116.45
H Edwards	Illuminations installation	78	£750.00	£0.00	£750.00
JT & M Signs Limited	Traffic Management	79	£840.00	£0.00	£840.00
B Jones	Translation	80	£36.28	£0.00	£36.28
Rawson's Digital	Photocopying	81	£102.32	£17.05	£85.27
Royal British Legion	Poppy appeal	82	£30.00	£0.00	£30.00
Ultraclean	Cleaning services	83	£152.05	£25.34	£126.71
Watkin and Williams	Ironmongery and paint		£17.00	£2.83	£14.17
Taliad Visa Payments					
Royal Mail	Door to Door	18	£240.60	£40.00	£200.60
Vista Print	Printing	19	£34.49	£6.65	£27.84
Vista Print	Printing	20	£42.63	£7.75	£34.88
Taylor and Smyth	Voip phone	21	£61.99	£0.00	£61.99
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
ACS Technology	SSL certificate for website		£125.00	£0.00	£125.00
British Telecom	Broadband		£58.74	£9.79	£48.95
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
Totals			£6,950.84	£136.56	£6,814.28

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>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Fees and charges				1,050.00	4,606.49	-3,556.49
9	Cloud services				1,500.00	1,584.00	-84.00
10	Health and safety				2,500.00	754.00	1,746.00
11	Insurance				8,000.00	5,183.10	2,816.90
12	Licenses				550.00		550.00
13	NNDR				11,000.00	3,304.98	7,695.02
14	Payroll				500.00		500.00
15	Subscriptions				1,000.00	648.00	352.00
					26,100.00	£16,080.57	10,019.43

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Equipment				500.00		500.00
17	Projects				20,000.00		20,000.00
18	Cleaning				2,200.00	581.80	1,618.20
19	Grounds maintenance				10,000.00	9,115.42	884.58
20	Christmas illuminations				9,000.00	7,029.60	1,970.40
21	Repairs and renewals				9,000.00	7,183.42	1,816.58
22	Waste collection				1,700.00	895.93	804.07
23	Water charges				2,000.00		2,000.00
					54,400.00	£24,806.17	29,593.83

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	Loan repayments				1,500.00	1,455.36	44.64
					1,500.00	£1,455.36	44.64

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Community grants				4,000.00		4,000.00
35	Donations				3,000.00	517.21	2,482.79
36	Cittaslow				3,500.00	750.00	2,750.00
					10,500.00	£1,267.21	9,232.79

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
24	Election expenses				3,000.00		3,000.00
25	Civic costs				2,150.00		2,150.00
26	Civic events				1,500.00	318.88	1,181.12
27	Mayor's allowance						
28	Remuneration				2,000.00	120.00	1,880.00
29	Member Training				1,000.00		1,000.00
30	Member expenses				100.00		100.00
					9,750.00	£438.88	9,311.12

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
31	Electricity				5,000.00	1,514.64	3,485.36
32	Gas				6,000.00	51.88	5,948.12
					11,000.00	£1,566.52	9,433.48

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		144,975.00	96,530.00			-48,445.00
2	Interest		100.00	4.12			-95.88
3	Room hire		10,000.00	1,750.00			-8,250.00
4	Rents		15,000.00	17,676.01			2,676.01
5	Grants			5,007.99			5,007.99
6	Tenants recharges		1,900.00				-1,900.00
7	VAT refund		12,000.00		12,000.00		
			183,975.00	£120,968.12	12,000.00		-51,006.88

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				1,000.00	325.89	674.11
38	Telephone and broadband				1,000.00	1,238.51	-238.51
39	Photocopying				1,100.00	779.76	320.24
40	Printing		75.00		1,500.00	103.05	1,321.95
41	Translation				1,700.00	440.27	1,259.73
47	Computer hardware				1,000.00	50.00	950.00
			75.00		7,300.00	£2,937.48	4,287.52

Staff Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
42	Salaries				34,000.00	21,181.03	12,818.97
43	Expenses				500.00		500.00
44	Pension				2,000.00	2,999.99	-999.99
45	Training				1,000.00	45.00	955.00
46	HMRC				13,000.00	7,400.65	5,599.35
					50,500.00	£31,626.67	18,873.33

NET TOTAL			184,050.00	£120,968.12	183,050.00	£80,178.86	39,789.26
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Llangollen Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/11/2021		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 30/11/2021		120,968.12
	SUBTRACT Payments 01/04/2021 - 30/11/2021		83,395.91
	Cash in Hand 30/11/2021 (per Cash Book)		162,003.95
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	0.00	
	Llangollen Town Council Money M& 30/11/2021	107,946.33	
	Llangollen Town Council Current A 30/11/2021	54,057.62	
			162,003.95
	Less unrepresented payments		162,003.95
	Plus unrepresented receipts		
	Adjusted Bank Balance		162,003.95
	A = B Checks out OK		

REPORT AUTHOR: Town Clerk.
SUBJECT: Draft Budget 2022/23
REPORT FOR: Decision.

1. Summary.

- 1.1 To receive the draft budget report for 2022/23.

2. Background.

- 2.1 The Town Council's financial regulations state that the Council shall consider annual budget proposals in relation to a three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 2.3 The Town Council, in common with other councils, as the pandemic continues, still faces some uncertainty in its immediate plans and in addition general factors such as inflation, rising fuel prices and the knock on effect this will have for goods and services are a concern.
- 2.5 Before committing to spending plans, the Town Council should identify balances to carry forward to cover contingencies or specific spending plans. This means that in setting the budget the Town Council will have to estimate what balance will be brought into the new financial year, decide what balance the Town Council wants to carry forward as a reserve and charge the difference against the precept.
- 2.6 In order to meet the timetable for setting the Council Tax levels in February, the County Council requires their precept form to be returned by 14 January 2022,

3. Risk.

- 3.1 As part of the budget planning process a review of the financial risk assessment has been undertaken as detailed in the budget working paper, appended. As well as the identified risk on the level of reserves being held by the Town Council the assessment also identified the continued loss of income as pandemic continues, a stand still budget with low inflation and financial pressures facing households a need to provide for the workload created by new legislation, business continuity and forward plans.
- 3.2 In addition to the influences of the above, several growth and income reductions need to be budgeted for in 2022/23 These included increase in staff costs and subsequent PAYE, National Insurance and pension requirements cost of utilities and services contracts that may be subject to price increases the need to maintain financial support for the Town Council assets as a priority and ejection costs.

4. Reserves Policy.

- 4.1 As Councils have no legal powers to hold revenue reserves, a prudent approach is to review the level of general balances. To fulfil some of the forward commitments and maintain significant assets and infrastructure, these general balances will also need to be supported by earmarked reserves for specific needs and commitments

- 4.2 The level of both general and earmarked reserves will be reviewed at least annually and will always be part of the budget setting process. A level of General Reserve will be maintained which equates to six months expenditure
- 4.3 A financial risk assessment has been undertaken and has identified the need to revise reserves in the light of recent circumstances relating to staff absence which has identified a frailty in terms of business continuity and therefore in 2022/23 it is proposed that the staff budgets need to incorporate costing to cover long term staff absence to allow for the appointment of staff to cover these periods or the use of locum clerks. Underspends in staff budgets will be transfers into this specific reserve to facilitate this.
- 4.5 Therefore, given the Town Council's commitments it is proposed that the following reserves should be held: -
- a) A general reserve (not to exceed more than six months operating revenue).
 - b) A specific business continuity reserve to be strengthened each year from underspends to cover unexpected staff costs through long term staff absence.
 - c) A specific assets reserve to cover assets such as Town Hall the Chain bridge and Centenary Square to be strengthened each year from underspends in the Town Council contribution to repairs and renewal cost centre.

5. Draft Budgets 2021/22.

- 5.1 Having taken account of balances, reserves position, the risk assessment and Committee requirements a draft budget has been put together using the following assumptions
- that the projected balances for the current financial year are based on what is actually known up to the end of March 2022 or calculated on an estimated basis.
 - Inflationary increases are based on the CPI in September 2021 of 3.1%.
- 2.2 The draft budget, detailed in the budget working paper appended, is a balanced budget which ensures adequate resources to be funded through precept, reserves and balances.

6. Recommendation.

- 6.1 it is recommended that the Town Council: -
- a) Endorses the risk register.
 - b) Agrees the proposed levels and type of reserves.
 - c) Agrees a budget for the 2022/23 financial year.
 - d) Maintains financial support for the Town Council assets as a priority for 2020/23.

7. Reason for Recommendation.

- 7.1 To deliver effective governance, financial probity, and efficient services in line with the Town Councils objectives.

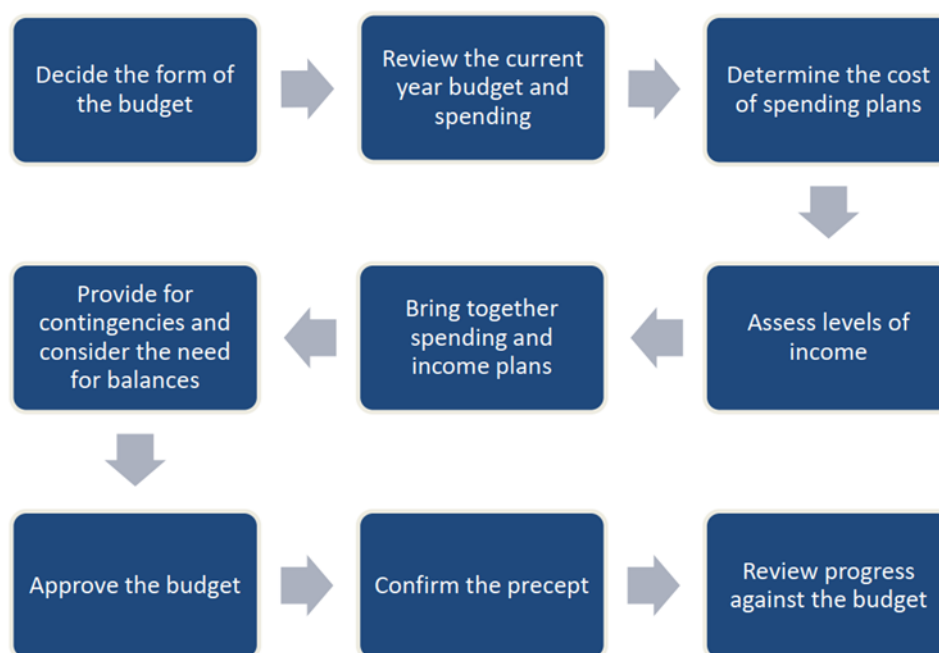
Appendix

Budget Working Paper 2022/23

Background.

Careful consideration should be given to budgeted levels of income for the forthcoming year and the precept forms the bulk of the Town Council funding supported by income generated.

The process of budget setting is not a single event but a cyclical process



Key Issues

The Town Council is committed to continuing to deliver the projects, functions and services for residents, businesses, and visitors the town expects as defined in the approved business plan, but at a price that the residents are prepared to pay.

Key to this process is the need to have as accurate a possible picture of ongoing funding requirements and how these would be supported and financed. Due to Covid-19 there continues to be uncertainty on income generation as identified in the committed spend report detailed below, and therefore before committing itself to spending plans, the council should review the need for amounts to cover contingencies and necessary growth items.

The following reserves should be held: -

- A general reserve (not to exceed more than six months operating revenue).
- A specific business continuity reserve to be strengthened each year from underspends to cover unexpected staff costs through long term staff absence.

- A specific assets reserve to be strengthened each year from underspends to cover assets such as Town Hall the Chain bridge and Centenary Square to be strengthened each year from underspends in the Town Council contribution to repairs and renewal cost centre.

External pressures.

In addition to the influences of the above, several growth and income reductions need to be budgeted for in 2022/23. These included: -

- Costs inevitably continue to rise due to inflation.
- Increase in staff costs and subsequent PAYE, National Insurance and pension requirements.
- Contingency for business continuity.
- Financial implications of the Local Government and Elections (Wales) Act 2021.
- Potential losses in income as pandemic effects continue.
- Potential stand still budget recognising the financial pressures facing households.
- Election costs.
- Maintaining financial support for the Town Council assets.
- Strengthening of reserves.

Key to his process is an assessment of the financial risks that the council faces to: -

- Identify individual areas which are subject to financial risk.
- Identify what the specific risks for each of the above areas.
- Document the procedures for the management and control of the identified risks.

LLANGOLLEN TOWN COUNCIL RISK ASSESSMENT SCHEDULE

Assessment Criteria

Rating:	Potential Consequence	Score: 1-5	Classification:	1 – 5	Low
	Likelihood of Happening	Score: 1-5		6 – 10	Medium
				11 – 15	High
				16 – 25	Very High

Severity Level Score (SLC) = Potential Consequence x Likelihood of happening.

Topic	Risk Identified	Potential Consequence	Likelihood	SLC	Classification	Measures to be taken to reduce/Minimise/Control Risk
Income						
	Precept Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in November. Full Council to determine precept annually in December. Clerk/RFO to notify County Council.
	Precept not paid by County Council	5	1	5	Low	Clerk/RFO to monitor and report to Council paid directly to bank account by BACS.
	Inadequacy of Precept	5	1	5	Low	Clerk RFO to present monthly finance report. All monthly receipts and expenditure and financial summary to Council

						meeting. Council to review/compare budget.
	Vacant units	5	2	10	Medium	Have marketing strategy in place to attract new tenants. Review market conditions regularly to identify potential business failures.
Loss of Money						
	Business Interruption	5	3	15	Very High	Low cash income.
	Funds held at private residence of Member or employee	5	3	15	High	Not allowed all cash handling must be carried out in the office.
	Through theft or dishonesty of Staff or Members.	5	1	5	Low	Fidelity guarantee of £100,000 in place.
	Review of charges, rent and valuations to be regularly reviewed Insurance	5	1		Low	Assets are insured to current valuation, where appropriate.
Borrowing/Lending/ Reserves						
	Adequacy of finances to repay loans	5	1	5	Low	Provision made in Annual Budget.

	Reserves – General Ensure Adequacy	5	3	15	High	Consider at Budget Setting.
	Reserves – Earmarked Ensure Adequacy	5	2	10	Medium	Consider at Budget Setting.
	Unidentified /Recording	5	1	5	Low	Identified at Budget Setting and Recorded in Final Accounts.
	Theft/Dishonesty of Staff	5	1	10	Low	All purchases and transactions are recorded.
	Failure to fulfil Contracts/agreements	5	2	10	Medium	Clerk to monitor. Diary of work undertaken and when in place.
	Loss of income	5	4	20	Very High	Consider at Budget Setting.
Expenditure						
	Illegal Payment or Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes Ensure compliance with Standing Orders and Financial Regulations. Reaffirm Standing Orders and Financial Regulations annually and modify if required.
Salaries/Wages						
	Wrong Salary Paid	5	1	5	Low	Clerk's salary presented to Council.
	Wrong Rate Applied	5	1	5	Low	Council adopted National agreed rates for clerks.

	Not Accounting for correct deductions of NI, Tax	5	1	5	Low	Presented to Council monthly to scrutinise details of claim.
Payroll						
	Provision of accurate payroll data	5	1	5	Low	Services outsourced to payroll agency to ensure compliance with Standing Orders and Financial Regulations.
	Integration of Pension costs with payroll	5	1	5	Low	Services outsourced to payroll agency to ensure compliance with Standing Orders and Financial Regulations.
VAT Payment						
	Improper recording of input/output VAT	5	1	5	Low	VAT claims based on figures presented to Council monthly.
	Improper identification of Non-Business Activities	5	2	10	Medium	Access to County Council's VAT unit and HMRC Helpline for assistance and guidance.
	Inability to meet annual submissions to H.M.R.C.	5	1	5	Low	Monthly bill payment systems in place to ensure compliance and presented to Council monthly to scrutinise details.

	Annual Reconciliation of returns	5	1	5	Low	Systems in place to ensure compliance.
Financial Assistance					Low	
	Legal Power to contribute	5	1	5	Low	Ensure support is limited to the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (2020-21 of £8.32 per elector)
	Compliance with Council Policy	5	1	5	Low	Educate/Remind members of Policy.
	Overspend	5	1	5	Low	Clerk/RFO to monitor monthly and present to Council monthly for scrutiny.
	Proper deduction of tax	5	1	5	Low	Audit to verify.
	Maintain proper records	3	1	3	Low	Standard claim forms in place.
Members and staff						
	Over/Under payments of Members Allowances	4	1	4	Low	Members to complete and verify standard attendance/claim form.
	Insufficient to deliver service	5	4	20	Very High	The Local Government and Elections (Wales) act 2021 has introduced more statutory duties and a consequential knock-on effect on workloads.

						<p>Advent of: Training plans GPoC Virtual meetings Section 6 notification</p> <p>Monitor workload through employee annual review process. Review staff arrangements, working hours, duties, and responsibilities.</p>
	Loss of key personnel –Clerk through ill health, retirement, long term sickness or even death	5	3	15	High	<p>Review staff business continuity process as a matter of urgency. Other professional services outsourced from SCLC when required. Need to define specific reserve to cover any additional staff cost or use of locum services.</p>
	Lack of contracts and defined job descriptions	5	1	5	Low	<p>All staff have written contracts and of employment.</p>
Election Costs	Risk of an election cost	5	4	20	Very High	<p>The risk is higher in an election year but a by-election could be called for any</p>

						casual vacancies. There are no measures which can be adopted to minimise the risk of having elections as this is the democratic process. When a scheduled election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. A cost is included in the Budget for an election year to cover forecast costs, but by-elections are currently not accounted for
Business Continuity						
	Assets Loss/Damage thereof	5	2	10	Medium	Land; minor street furniture; office equipment and Council regalia – insure against all risk. Review annually.
	Risk or damage to third party property or individuals	4	2	8	Medium	Minimum £5,000,000 Indemnity of Public Liability in place. Reviewed annually.
	Security of Buildings and Equipment	5	2	10	Medium	A suited key system in place for access to the Town Hall. A register of key holders for the civic suite and offices is required.

	Asset Register	5	2	10	Medium	Update annually.
	Maintenance	5	3	15	High	Undertake programmed and responsive repair and maintenance.
	Document Security	5	2	10	Medium	Purchase fire resistant cabinet for paper backup. Electronic media backup systems are in place. Investigate off site backup facilities or cloud. Deposit historical records with County archives.
	Internet and email Security	5	2	10	Medium	Ensure systems are encrypted, password protected, and antivirus software is maintained and up to date.
	Inadequate financial Records	5	2	10	Medium	Financial records updated monthly and duplicate stored. Investigate off site backup facilities or cloud.
	Accurate and Legal minutes	5	1	5	Low	Reviewed, signed and dated at following meeting.
	Failure to identify Health and Safety Risks	5	3	15	High	Clerk has managing safely qualification addition external expertise may need to be bought in. Requirements of managing health and safety aspects

						associated with hirers using the Town Hall.
	Failure to identify and implement disability and discrimination issues	5	2	10	Medium	Town Hall DDA works undertaken. Addition external expertise may need to be bought in.
	(General) Loss of business continuity due to loss of hard copy record through fire or theft	5	3	10	Medium	The Town Council records are currently stored at the Council offices and archived in Ruthin. Records include historical correspondences, minutes, insurance, and bank records Sufficient elements of records are held electronically and are recoverable in the event of loss of hard copies.
Assets						
	Loss of business continuity due to loss of electronically stored records due to fire or computer system failure.	5	1	5	Low	General files electronically stored on 'Cloud' system and are recoverable Improved internet security.
	Inadequate insurance cover	5	2	10	Medium	Consider at Budget Setting.

	Loss or damage to asset	5	2	10	Medium	An annual review of assets and asset register is undertaken for monitoring purposes together with insurance provision. Assets to which the public have access are routinely inspected, the frequency being dependent upon the asset (e.g. toilets - several times daily when open, public seating weekly or monthly).
	General Maintenance Failure to inspect and act on findings could result in accident/injury & third-party claims	5	2	10	Medium	Inspection schedules in place. Assets taken out of use when found to be damaged or defective. Assets maintained to a good standard.
	Accident or injury to public or personnel arising from defective assets	5	2	10	Medium	Asset found to be damaged and posing a risk of injury are immediately taken out of use and warning notices displayed. Defect repairs and remediation is undertaken as soon as reasonably practical.
	All public seating managed by the Town Council	5	2	10	Medium	Assets to which the public have access are routinely inspected on a set schedule.

	replaced or refurbished.					The scheduled inspection frequency is dependent upon asset inspected.
Other						
GDPR	Fines and sanctions from non-compliance	3	2	6	Medium	Consider the implications of the new General Data Protection Regulation. Ensure compliance and that appropriate licenses are in place. More secure email system in place and policy under development.
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	3	1	3	Low	Register of Interest file held by Council and implemented. Declaration of Office signed by all members and copies held by Council.
Code of Conduct	Adoption of Code of Conduct	3	1	3	Low	Code of Conduct adopted by Council and implemented.
Welsh Language Policy	Failure to implement policy.	5	1	5	Low	New Welsh Language Scheme has been implemented.

The risk assessment show that the Town Council needs to take action to cover the losses in income from room hire in 2021/22 and the projected out-turn detailed below illustrates that the budget for 2021/22 is fully committed. What's the general desert position is still healthy there has been a call on assets reserve the assets reserve during 2020/21 to cover the cost of repairing the Town Hall roof.

There is therefore a need to strengthen the asset management reserve over the next financial year from underspends across all cross centres to alleviate this problem.

In line with the Practitioners' Guide having determine the cost of spending plans, assessed the levels required for contingencies, potential income consideration must be given to the outturn for 21/22 and current balances as defined below.

Committed Spend

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

Administration

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
8 Fees and charges				1,050.00	4,606.49		4,606.49	-3,556.49	-3,556.49 (-338%)
9 Cloud services				1,500.00	1,584.00		1,584.00	-84.00	-84.00 (-5%)
10 Health and safety				2,500.00	754.00	425.00	1,179.00	1,321.00	1,321.00 (52%)
11 Insurance				8,000.00	5,183.10		5,183.10	2,816.90	2,816.90 (35%)
12 Licenses				550.00				550.00	550.00 (100%)
13 NNDR				11,000.00	3,304.98		3,304.98	7,695.02	7,695.02 (69%)
14 Payroll				500.00				500.00	500.00 (100%)
15 Subscriptions				1,000.00	648.00		648.00	352.00	352.00 (35%)
SUB TOTAL				26,100.00	16,080.57	425.00	16,505.57	9,594.43	9,594.43 (36%)

Asset Management

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
16 Equipment				500.00				500.00	500.00 (100%)
17 Projects				20,000.00				20,000.00	20,000.00 (100%)
18 Cleaning				2,200.00	581.80		581.80	1,618.20	1,618.20 (73%)
19 Grounds maintenance				10,000.00	9,115.42	40.00	9,155.42	844.58	844.58 (8%)
20 Christmas illuminations				9,000.00	7,029.60		7,029.60	1,970.40	1,970.40 (21%)
21 Repairs and renewals				9,000.00	7,183.42		7,183.42	1,816.58	1,816.58 (20%)
22 Waste collection				1,700.00	895.93		895.93	804.07	804.07 (47%)
23 Water charges				2,000.00				2,000.00	2,000.00 (100%)
SUB TOTAL				54,400.00	24,806.17	40.00	24,846.17	29,553.83	29,553.83 (54%)

Capital Financing

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
33 Loan repayments				1,500.00	1,455.36		1,455.36	44.64	44.64 (2%)
SUB TOTAL				1,500.00	1,455.36		1,455.36	44.64	44.64 (2%)

Community

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
34 Community grants				4,000.00				4,000.00	4,000.00 (100%)
35 Donations				3,000.00	517.21		517.21	2,482.79	2,482.79 (82%)
36 Cittaslow				3,500.00	750.00		750.00	2,750.00	2,750.00 (78%)
SUB TOTAL				10,500.00	1,267.21		1,267.21	9,232.79	9,232.79 (87%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

Cost of Democracy

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
24 Election expenses				3,000.00				3,000.00	3,000.00 (100%)
25 Civic costs				2,150.00				2,150.00	2,150.00 (100%)
26 Civic events				1,500.00	318.88		318.88	1,181.12	1,181.12 (78%)
27 Mayor's allowance									(N/A)
28 Remuneration				2,000.00	120.00		120.00	1,880.00	1,880.00 (94%)
29 Member Training				1,000.00				1,000.00	1,000.00 (100%)
30 Member expenses				100.00				100.00	100.00 (100%)
SUB TOTAL				9,750.00	438.88		438.88	9,311.12	9,311.12 (95%)

Energy Costs

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
31 Electricity				5,000.00	1,514.64		1,514.64	3,485.36	3,485.36 (69%)
32 Gas				6,000.00	51.88		51.88	5,948.12	5,948.12 (99%)
SUB TOTAL				11,000.00	1,566.52		1,566.52	9,433.48	9,433.48 (85%)

Income

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1 Precept	144,975.00	96,530.00	-48,445.00						(N/A)
2 Interest	100.00	4.12	-95.88						(N/A)
3 Room hire	10,000.00	1,750.00	-8,250.00						(N/A)
4 Rents	15,000.00	17,676.01	2,676.01						(N/A)
5 Grants		5,007.99	5,007.99						(N/A)
6 Tenants recharges	1,900.00		-1,900.00						(N/A)
7 VAT refund	12,000.00		-12,000.00	12,000.00				12,000.00	12,000.00 (100%)
SUB TOTAL	183,975.00	120,968.12	-63,006.88	12,000.00				12,000.00	12,000.00 (100%)

Office Costs

Code Title	Receipts			Payments					Net Position
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
37 Office supplies				1,000.00	325.89		325.89	674.11	674.11 (67%)
38 Telephone and broadband				1,000.00	1,238.51		1,238.51	-238.51	-238.51 (-23%)
39 Photocopying				1,100.00	779.76		779.76	320.24	320.24 (29%)
40 Printing	75.00		-75.00	1,500.00	103.05		103.05	1,396.95	1,396.95 (93%)
41 Translation				1,700.00	440.27		440.27	1,259.73	1,259.73 (74%)
47 Computer hardware				1,000.00	50.00		50.00	950.00	950.00 (95%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

SUB TOTAL	75.00	-75.00	7,300.00	2,937.48	2,937.48	4,362.52	4,362.52 (59%)
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Staff Costs

Code Title	Receipts			Payments				Net Position	
	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
42 Salaries				34,000.00	21,181.03		21,181.03	12,818.97	12,818.97 (37%)
43 Expenses				500.00				500.00	500.00 (100%)
44 Pension				2,000.00	2,999.99		2,999.99	-999.99	-999.99 (-50%)
45 Training				1,000.00	45.00		45.00	955.00	955.00 (95%)
46 HMRC				13,000.00	7,400.65		7,400.65	5,599.35	5,599.35 (43%)
SUB TOTAL				50,500.00	31,626.67		31,626.67	18,873.33	18,873.33 (37%)

Summary

NET TOTAL	184,050.00	120,968.12	-63,081.88	183,050.00	80,178.86	465.00	80,643.86	102,406.14	02,406.14 (787%)
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Draft budget.

Expenditure		19/20	20/21	21/22	Inflation	Value	22/23
Staff costs	Staff Costs	£31,900.00	£33,500.00	£34,500.00	£1,069.50	£35,569.50	£35,569.00
	HMRC	£10,560.00	£8,500.00	£13,000.00	£403.00	£13,403.00	£13,755.00
	HR fees and charges	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
	Pension	£775.00	£1,750.00	£2,000.00	£62.00	£2,062.00	£2,800.00
	Payroll	£450.00	£440.00	£500.00	£15.50	£515.50	£550.00
	Staff Training	£600.00	£1,500.00	£1,000.00	£31.00	£1,031.00	£1,250.00
	Subscriptions	£800.00	£1,000.00	£1,000.00	£31.00	£1,031.00	£1,000.00
Administration	Audit	£1,800.00	£1,000.00	£1,000.00	£31.00	£1,031.00	£1,000.00
	Fees and Charges	£1,000.00	£1,030.00	£1,050.00	£32.55	£1,082.55	£1,060.00
	Health & Safety Compliance	£1,500.00	£1,500.00	£2,500.00	£77.50	£2,577.50	£2,000.00
	Insurance	£2,500.00	£2,300.00	£8,000.00	£248.00	£8,248.00	£3,800.00
	Licenses	£500.00	£550.00	£550.00	£17.05	£567.05	£555.00
	NNDR	£10,900.00	£11,500.00	£11,000.00	£341.00	£11,341.00	£12,000.00
Cost of Democracy	Civic Costs	£2,000.00	£2,340.00	£2,150.00	£66.65	£2,216.65	£2,150.00
	Civic events	£0.00	£1,500.00	£1,500.00	£46.50	£1,546.50	£1,510.00
	Election Expenses	£500.00	£500.00	£3,000.00	£93.00	£3,093.00	£6,000.00
	Mayors Allowance	£500.00	£500.00	£500.00	£15.50	£515.50	£500.00
	Members allowances	£3,000.00	£2,000.00	£2,000.00	£62.00	£2,062.00	£1,650.00
	Member Training	£500.00	£815.00	£600.00	£18.60	£618.60	£2,500.00
-	Translation costs	£3,200.00	£1,700.00	£1,700.00	£52.70	£1,752.70	£1,300.00
Office costs	Computer hardware	£200.00	£1,500.00	£1,000.00	£31.00	£1,031.00	£8,000.00
	Cloud Services	£0.00	£1,470.00	£1,500.00	£46.50	£1,546.50	£2,000.00
	Office supplies	£1,000.00	£1,000.00	£1,000.00	£31.00	£1,031.00	£1,000.00
	Photocopier Rental	£3,600.00	£1,200.00	£1,100.00	£34.10	£1,134.10	£1,100.00
	Photocopying Usage	£2,300.00	£2,000.00	£1,500.00	£46.50	£1,546.50	£1,000.00
	Telecoms/internet	£850.00	£950.00	£1,000.00	£31.00	£1,031.00	£1,500.00

Community	Cittaslow	£3,500.00	£3,550.00	£3,500.00	£108.50	£3,608.50	£3,500.00
	Community Grants	£3,000.00	£4,000.00	£4,000.00	£124.00	£4,124.00	£4,000.00
	Donations	£3,000.00	£3,000.00	£3,000.00	£93.00	£3,093.00	£3,500.00
Projects	Projects	£35,000.00	£34,200.00	£20,000.00	£620.00	£20,620.00	£22,000.00
Asset management	CCTV	£1,500.00	£1,700.00	£0.00	£0.00	£0.00	£3,000.00
	Christmas Lighting	£7,500.00	£9,000.00	£9,000.00	£279.00	£9,279.00	£12,000.00
	Cleaning	£2,640.00	£2,600.00	£2,200.00	£68.20	£2,268.20	£1,800.00
	Electric	£6,500.00	£6,000.00	£5,000.00	£155.00	£5,155.00	£3,500.00
	Equipment	£2,000.00	£2,000.00	£500.00	£15.50	£515.50	£1,700.00
	Gas	£6,500.00	£5,500.00	£6,000.00	£186.00	£6,186.00	£4,000.00
	Grounds Maintenance	£12,500.00	£12,500.00	£10,000.00	£310.00	£10,310.00	£10,000.00
	Waste Management	£1,700.00	£1,700.00	£1,700.00	£52.70	£1,752.70	£1,000.00
	Water Charges	£1,450.00	£2,000.00	£2,000.00	£62.00	£2,062.00	£1,000.00
	Repairs and renewal	£0.00	£11,000.00	£9,000.00	£279.00	£9,279.00	£10,000.00
Capital financing	Loan Repayments	£2,950.00	£2,950.00	£1,500.00	£46.50	£1,546.50	£0.00
	Contribution to reserves	£11,000.00	£550.00	£0.00	£0.00	£0.00	£0.00
	Total Expenditure	£181,675.00	£184,295.00	£172,050.00	£1,204.35	£141,814.05	£187,549.00
Income	Precept	£141,225.00	£143,600.00	£144,975.00	£4,494.23	£149,469.23	£149,000.00
	Interest	£75.00	£105.00	£100.00	£3.10	£150.00	£208
	Photocopying	£50.00	£50.00	£75.00	£2.33	£0.00	£0.00
	Grants	£300.00	£200.00	£0.00	£0.00	£0.00	£0.00
	Hire of Hall	£13,750.00	£15,250.00	£10,000.00	£310.00	£10,310.00	£13,000.00
	Rents	£23,500.00	£23,040.00	£15,000.00	£465.00	£15,465.00	£23,500.00
	Recharges	£1,500.00	£1,550.00	£1,900.00	£58.90	£1,958.90	£1,841.00
	Total Income	£182,525.00	£183,795.00	£172,050.00	£1,204.35	£177,353.13	£187,549.00
Band D Per annum	Band D costs	£78.55	£79.87	£80.63			£82.87

REPORT AUTHOR: Town Clerk.
SUBJECT: Environment (Wales) Act 2016: Section 6 report 2020.
REPORT FOR: Decision.

1. Summary

- 1.1 To consider the requirements and duties under the Environment (Wales) Act 2016.

2. Background

- 2.1 As part of the compliance the Town Councils is required to report on what it has done enhanced biodiversity and resilience of ecosystems duty (the S6 duty). The S6 duty requires that public authorities must seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions and in so doing promote the resilience of ecosystems.
- 2.2 To comply with the S6 duty public authorities should embed the consideration of biodiversity and ecosystems into their early thinking and business planning, including any policies, plans, programmes and projects, as well as their day-to-day activities. In the case of the Town Council these are set out in the adopted Biodiversity Action Plan.

3. Reporting.

- 4.1 In compliance with the Environment (Wales) Act 2016, the Town Councils is required to report on what it has done to maintain and enhance biodiversity should be reviewed and therefore a Part 1 - Section 6 Duty report for 2020 is therefore detailed in appendix 1.

5. Recommendation.

- 5.1 It is recommended that the Town council publishes the revised Part 1 - Section 6 Duty report for 2020 as required under the Environment (Wales) Act 2016.

6. Reasons for recommendation.

- 6.1 To ensure compliance with legislation, probity and good governance of Town Council affairs.

Appendix 1

<p><i>Environment (Wales) Act 2016 Part 1 - Section 6</i> <i>The Biodiversity and Resilience of Ecosystems Duty</i> <i>Report 2020</i></p>
<p>LLANGOLLEN TOWN COUNCIL</p>
<p>Llangollen is a market town situated in the Dee Valley between the Berwyn and Ruabon mountains with a resident population of 3,658 (2011).</p> <p>It is overlooked by the ruins of thirteenth-century castle Castell Dinas Bran. The town has been a magnet for visitors since the early nineteenth century. The Clwydian Range Area of Outstanding Natural Beauty and the Pontcysyllte Aqueduct and Canal UNESCO World Heritage Site are both nearby. Llangollen and the Dee Valley were added to the original Clwydian Range Area of Outstanding Natural Beauty (AONB) in 2011.</p> <p>Under the Nature Recovery Action Plan for Wales (NRAP) the Town Council is classed as a group 3 organisations and as such all NRAP objectives are applicable.</p> <p>Llangollen is a Cittaslow town which is a network of towns that have adopted common principles and objectives to enhance their quality of life. Within these principles are both environmental goals that focus on air and water quality, reducing light pollution, energy conservation, composting and recycling, integrated traffic and management strategies and support of wildlife and wildlife sites. The Town Council was incremental in supporting the idea of accreditation and as such have a strong commitment to the maintenance and enhancement of local environmental quality and biodiversity.</p> <p>The Town Council is committed to implement appropriate governance arrangements around the delivery of the s6 duty and have adopted a s6 plan.</p>
<p>Highlights, Key Outcomes and Issues</p>
<p>The Town Council has undertaken a number of specific actions in terms of biodiversity and remains committed to:-</p> <ul style="list-style-type: none">• ensure that single-use plastics are eliminated across Town Council offices• Supporting schools and communities in their efforts to make their buildings plastic-free zones.• work with event organisers to eliminate single-use plastics across all events held on Town Council land and share guidance for this more widely.• supporting communities and litter-pick initiatives to ensure our parks, rivers and open spaces are free from plastic litter.• using legislation that regulates against the use of single-use plastics to support Town Council efforts (where possible).• Requiring suppliers to the Town Council minimise the use of single-use plastics in their service provision and find sustainable alternatives (where appropriate).• encouraging the use of recycled plastics, where practicable, and support manufacturers that make products from locally sourced waste plastics. the use of plastics is unavoidable

- collaborating with partners in joint ventures and innovative projects for reducing single-use plastic waste.
- sharing best practice and information about plastic free initiatives, to residents, businesses, visitors through the Town Council's social media and communication channels.

In addition, the Town Council collaborates with Bee Friendly Llangollen to make Llangollen more pollinator friendly. <https://gov.wales/bee-friendly>

Action Report

Llangollen Town Council is a small rural authority in South Denbighshire and has eleven elected Town Councillors and employs 1.5 FTE staff comprising a Town Clerk and a Facilities Officer. Given that the legislation recognises that the duty should be proportionate to the size and functions of an organisation the actions undertaken by the Town Council, identified below, are commensurate with this principle.

NRAP3 Objective 1: Engage and support participation and understanding to embed biodiversity throughout decision making at all levels.

Actions taken:

The Town Council has a Biodiversity Action Plan to embed biodiversity action across the Council to incorporate biodiversity and the s6 duty into performance management, through a standalone s6 Plan which is subject to review.

NRAP Objective 2: Safeguard species and habitats of principal importance and improve their management.

Actions taken:

The Town Council has targeted its community grant scheme to support community ambitions to safeguard a site of special scientific interest within the Clwydian Range and Dee Valley AONB and increase biodiversity.

NRAP Objective 3: Increase the resilience of our natural environment by restoring degraded habitats and habitat creation.

Actions taken:

Continue to collaborate with Bee Friendly Llangollen to make Llangollen more pollinator friendly by improving habitats.

Immediate past mayor used part of the Mayor's Charity Fund to finance the creation of two community orchards in Pengwern Park and the new Wenffrwd Pocket Park.

NRAP Objective 4: Tackle key pressures on species and habitats.

Actions taken:

The Town Council have objected to planning applications that would have had a negative effect on species and habitats.

Implementation of a Biodiversity action plan

NRAP Objective 5: Improve our evidence, understanding and monitoring.

Actions taken:

Use of the National Biodiversity Network (NBN)

Consulting relevant stakeholders/using expert input

Making environmental evidence is accessible to the local communities

NRAP Objective 6: Put in place a framework of governance and support for delivery.

Actions taken:

Identification of responsibilities within the Town Council.

Implementation of the Biodiversity action plan.

Establishment of a climate and ecological emergency community committee.
Staff have engaged with Future Leap, Net Zero Wales and Friends of the Earth.

Review of s6 duty

The s6 duty has engendered change in the Town Council and has resulted in the production of a Town Council Biodiversity action plan and the preparation of a Section 6 Biodiversity and Resilience of Ecosystems Duty Report for 2019.

The process of monitoring and review must form an essential part of effective managerial control. It facilitates learning which may lead to policy changes, ranging from fine tuning to substantial revision of elements, reordering of priorities and resources between different activities.

As a principal a regular review procedure should be established. A review of biodiversity action plan will be conducted annually to assess the extent to which individual actions have been implemented or programmed, and whether, in the light of changing circumstances, activities should be added to or revised. The principal areas of change which may necessitate alteration to the strategy are as follows: -

1. changes in national legislation,
2. decisions on major items of infrastructure.
3. modifications of partners proposals.
4. physical changes within the area, particularly the rate of development of individual projects.
5. social and economic changes.
6. input from the local community via the Forum.

In certain areas of change review will simply entail an appropriate response to decisions which have been taken. In other cases, there will be a need for positive monitoring to assess changing circumstances, The main sources for this monitoring will be: -

1. The progress of individual actions.
2. Data from Local Authority sources.
3. Changing circumstances of partner organisations.
4. Data from national, regional, and county surveys.
5. Consultation with other bodies.
6. Information from members of the community.

REPORT AUTHOR: Town Clerk.
SUBJECT: Highway matters.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider proposed regulation orders and amendments to the Llangollen 2020 scheme on the A5.

2. Background.

- 2.1 The County council has contacted the Town council to seek its views on proposed regulation orders and amendments to the Llangollen 2020 scheme on the A5.
- 2.2 The following roads and streets are subject to variation orders. These orders affect the following
- a) Abbey Road Bridge Street Castle Street, Chapel Street, East Street, Market Street, Mill Street, Oak Street and Parade Street where the County Council wishes to include disabled badge holder only bays, limited waiting bays and loading only bays, no waiting at any time, no loading at any time and no waiting at any time.
 - b) a one-way traffic orders for Market Street, westbound From its junction with Castle Street to its junction with East Street and Church Street, westbound From its junction with the A5 Regent Street to its junction with Chapel Street as illustrated in the diagram 1 below.
- 2.3 The Town Clerk has been contacted by Mr Philip Billington the County Council's Project Manager for the Llangollen 2020 scheme who has requested if the Town Council would have any objection to a revision to the surface treatment to the paving on the A5 as illustrated in the diagram 2 below.
- 2.2 The proposal is that rather than slabs, the pavement would be replaced with tarmac, once ducting works are complete, so that it matches the remaining areas on the A5.

3. Recommendation.

- 3.1 It is recommended that the Town Council agrees to the traffic orders and the amended surface treatment to the paving on the A5

4. Reasons for recommendation.

- 4.1 To respond to consultations and to ensure effective project management.
- .

Diagram 1

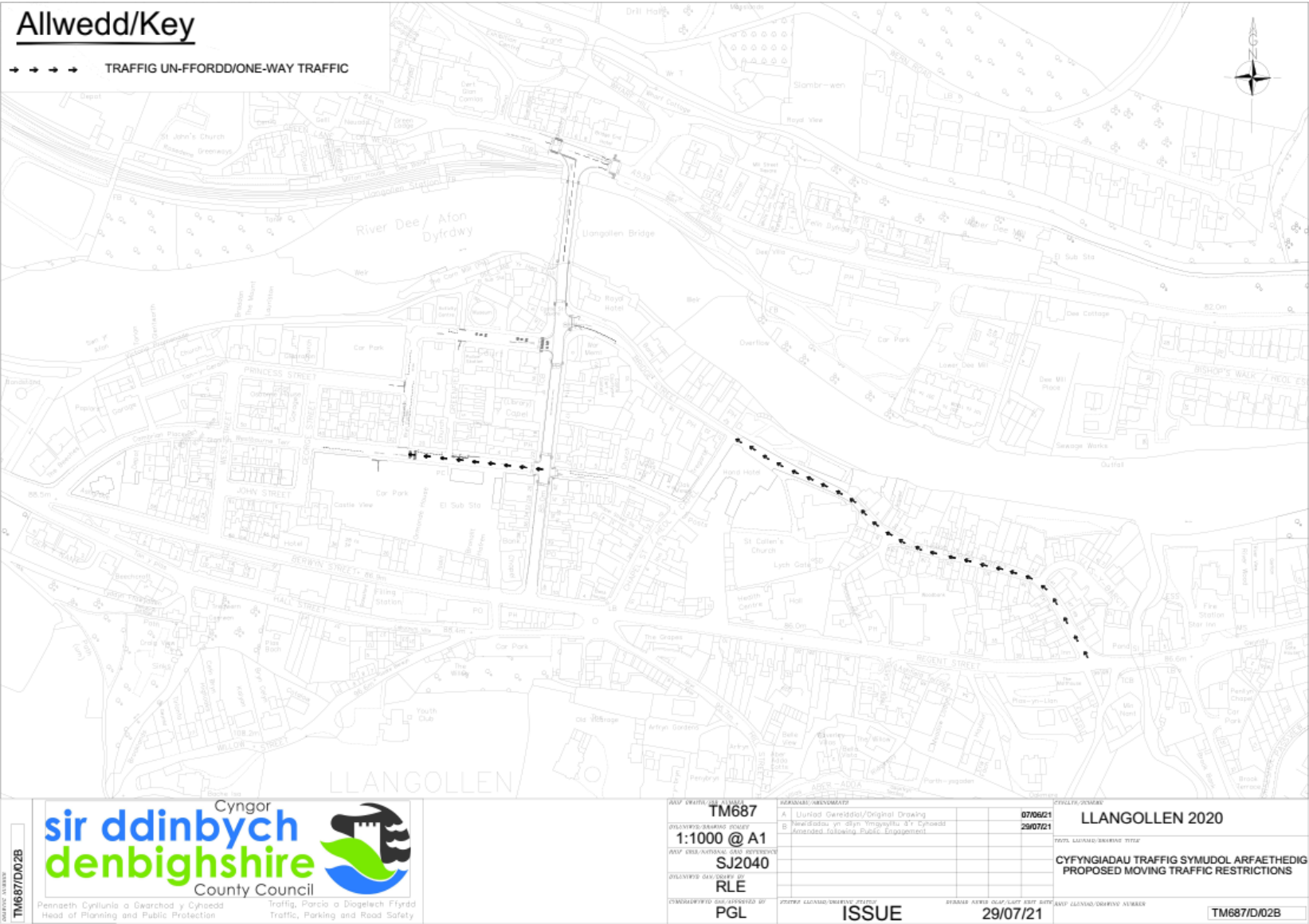


Diagram 2



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Cyngor Tref Llangollen Town Council.

Agenda.

18.01.2022.

- | | |
|---|--|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Datganiadau gan Cynghorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 4. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 6. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 21 Rhagfyr 2021 fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 21 November 2021, as a correct record. |
| 7. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt. | Financial Reports.
To consider financial matters and make any necessary decisions thereon. |
| a) Penodi archwilwyr mewnol ar gyfer y ar gyfer yglust yn dod i ben ar 31 Mawrth 2022.
b) Datganiadau Ariannol.
c) Aliadau Awdurdodedig. | Appointment of internal auditors for year ending 31 March 2022.
Authorised Payments.
Financial Statements. |
| 8. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. | Town Clerk's Reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. |
| a) Penodi Aelodau i gynrychioli'r Cyngor ar Brosiect Parciau Llangollen. | Appointment of a Members to represent the Council on the Llangollen Parks Project. |

9. Ceisiadau Cynllunio.

Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

03/2022/0012

4 Fairway View, Ffordd Caergybi.

Codi estyniad cefn unllawr.

03/2022/0013

4 Fairway View, Ffordd Caergybi.

Codi estyniad cefn un llawr (Cais Adeilad Rhestredig).

10. Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

03/2021/1086

03/2021/1087

Old Armoury Sgwâr Fictoria.

Caniatáu.

03/2021/1090

03/2021/1091

Haydn House 9 Stryd y Capel..

Caniatáu.

03/2021/1050

1-14 Aber Adda.

Caniatáu.

11. Gohebiaeth Cynllunio.

Ystyried gohebiaeth gyslltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

- a) Ymgynghoriad ar ddeddfwriaeth a pholisi cynllunio ar gyfer ail gartrefi a llety gwyliau tymor byr.

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).

03/2022/0012

4 Fairway View, Holyhead Road.

Erection of a single storey rear extension.

03/2022/0013

4 Fairway View, Holyhead Road.

Erection of a single storey rear extension (Listed Building Application).

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/2021/1086

03/2021/1087

Old Armoury Victoria Square

Grant

03/2021/1090

03/2021/1091

Haydn House 9 Chapel Street.

Grant

03/2021/1050

1-14 Aber Adda.

Grant.

Planning Correspondence.

To consider planning related correspondence received and to make any necessary decisions thereon.

Consultation on planning legislation and policy for second homes and short-term holiday lets.

- | | |
|---|--|
| <p>12. Gohebiaeth.
I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).</p> | <p>Correspondence.
To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).</p> |
| <p>a) Datblygiad Economaidd.
Cyngor Sir Ddinbych
Bwletin Busnes Ionawr 2022
Cam gweithredu: Nodwyd.</p> | <p>Denbighshire County Council
Economic Development
Business Bulletin January 2022.
Action: Note.</p> |
| <p>b) Simon Baynes AS
Cylchlythyr diweddaraf.
Cam gweithredu: Nodwyd.</p> | <p>Simon Baynes MP
Latest newsletter.
Action: Note.</p> |
| <p>13. Adroddiadau i'r Cyngor y Dref.
I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.</p> | <p>Reports to the Town Council.
To receive reports submitted to the Town Council and determine what action, if any, to be taken.</p> |
| <p>a) Cynrychiolwyr ieuenctid.</p> | <p>Youth representatives.</p> |
| <p>b) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.</p> | <p>Members representing the Council on outside bodies or organisations.</p> |
| <p>c) Cyng Grindley. Jiwbilî Platinwm y Frenhines</p> | <p>Cllr Grindley. The Queens Platinum Jubilee.</p> |

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

REPORT AUTHOR: Town Clerk.
SUBJECT: Appointment of internal auditors for year ending 31 March 2022.
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 2022

5. Reason for Recommendation.

- 5.1 To ensure fiscal and legal compliance.

Authorised Payments January 2022

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M10	TBA	TBA	TBA
CThEM/HMRC	PAYE	M10	TBA	TBA	TBA
Bluebox Sameday Courier	Delivery	92	£96.00	£16.00	£80.00
Border Janitorial	Cleaning materials	93	£58.02	£0.00	£58.02
Good Energy	Electricity Centenary Square	94	TBA	TBA	TBA
Good Energy	Electricity Town Hall 0017390	95	TBA	TBA	TBA
Good Energy	Electricity Town Hall 0017391	96	£35.78	£1.70	£34.08
Good Energy	Electricity Town Hall 0017392	97	£55.62	£2.65	£52.97
Good Energy	Gas Town Hall	98	£238.14	£39.69	£198.45
Society of Local Council Clerks	Membership Fee (11986)	99	£300.00	£0.00	£300.00
Society of Local Council Clerks	Training fee	100	£60.00	£15.00	£45.00
Ultraclean	Cleaning services	101	£152.05	£25.34	£126.71
Ultraclean	Cleaning services	102	£152.05	£25.34	£126.71
Ultraclean	Cleaning services	103	£183.73	£30.62	£153.11
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
British Telecom	Broadband		£58.74	£9.79	£48.95
CSD/DCC	NNDR		£1,101.00	£0.00	£1,101.00
Grenke	Copier leasing		£311.90	£51.98	£259.92
Grenke	Copier lease insurance		£106.80	£17.80	£89.00
HSBC	Charges		£8.00	£0.00	£8.00
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
Totals			£3,387.85	£235.91	£3,151.94

**Mae'r dudalen hon wedi'i gadael yn wag
yn fwriadol**

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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>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Fees and charges				1,050.00	4,614.49	-3,564.49
9	Cloud services				1,500.00	1,862.50	-362.50
10	Health and safety				2,500.00	754.00	1,746.00
11	Insurance				8,000.00	5,183.10	2,816.90
12	Licenses				550.00		550.00
13	NNDR				11,000.00	4,405.98	6,594.02
14	Payroll				500.00		500.00
15	Subscriptions				1,000.00	648.00	352.00
					26,100.00	£17,468.07	8,631.93

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Equipment				500.00		500.00
17	Projects				20,000.00		20,000.00
18	Cleaning				2,200.00	708.51	1,491.49
19	Grounds maintenance				10,000.00	9,195.42	804.58
20	Christmas illuminations				9,000.00	8,597.43	402.57
21	Repairs and renewals				9,000.00	7,627.82	1,372.18
22	Waste collection				1,700.00	895.93	804.07
23	Water charges				2,000.00		2,000.00
					54,400.00	£27,025.11	27,374.89

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	Loan repayments				1,500.00	1,455.36	44.64
					1,500.00	£1,455.36	44.64

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Community grants				4,000.00	300.00	3,700.00
35	Donations				3,000.00	517.21	2,482.79
36	Cittaslow				3,500.00	750.00	2,750.00
					10,500.00	£1,567.21	8,932.79

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
24	Election expenses				3,000.00		3,000.00
25	Civic costs				2,150.00	700.00	1,450.00
26	Civic events				1,500.00	378.88	1,121.12
27	Mayor's allowance						
28	Remuneration				2,000.00	120.00	1,880.00
29	Member Training				1,000.00		1,000.00
30	Member expenses				100.00		100.00
					9,750.00	£1,198.88	8,551.12

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
31	Electricity				5,000.00	1,993.65	3,006.35
32	Gas				6,000.00	441.88	5,558.12
					11,000.00	£2,435.53	8,564.47

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		144,975.00	144,795.00			-180.00
2	Interest		100.00	6.81			-93.19
3	Room hire		10,000.00	2,082.50			-7,917.50
4	Rents		15,000.00	20,077.94			5,077.94
5	Grants			5,007.99			5,007.99
6	Tenants recharges		1,900.00				-1,900.00
7	VAT refund		12,000.00		12,000.00		
			183,975.00	£171,970.24	12,000.00		-4.76

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				1,000.00	561.99	438.01
38	Telephone and broadband				1,000.00	1,349.45	-349.45
39	Photocopying				1,100.00	911.77	188.23
40	Printing		75.00		1,500.00	139.19	1,285.81
41	Translation				1,700.00	476.55	1,223.45
47	Computer hardware				1,000.00	50.00	950.00
			75.00		7,300.00	£3,488.95	3,736.05

Staff Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
42	Salaries				34,000.00	23,809.80	10,190.20
43	Expenses				500.00		500.00
44	Pension				2,000.00	2,999.99	-999.99
45	Training				1,000.00	45.00	955.00
46	HMRC				13,000.00	8,435.12	4,564.88
					50,500.00	£35,289.91	15,210.09

NET TOTAL			184,050.00	£171,970.24	183,050.00	£89,929.02	81,041.22
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REPORT AUTHOR: Town Clerk.
SUBJECT: Llangollen Parks Project.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the appointment of a Member to represent the Council on the Llangollen Parks Project.

2. Background.

- 2.1 At the last meeting of the Town Council a presentation was received from Ms Jessica Evans regarding the above project, and it was resolved to send a letter of support for the work of the project team and consider the appointment of a Member to represent the Town Council on this group.

3. Recommendation.

- 3.1 It is recommended that the Town Council considers nominations for a representative to be on the Llangollen Parks Project.

4. Reasons for accusations.

- 4.1 To ensure support community initiatives.

REPORT AUTHOR: Town Clerk.
SUBJECT: Consultation on planning legislation and policy for second homes and short-term holiday lets.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Welsh Government consultation on planning legislation and policy for second homes and short-term holiday lets.

2. Background.

- 2.1 Use as a short-term holiday let is not specifically referred to within the Use Class Order (UCO). Under current planning legislation, planning permission may be required for a change of use of a dwelling house to use as a short-term holiday let. However, this will depend on whether the local planning authority considers there has been a material change of use in planning terms.
- 2.2 There is no published definition of what constitutes a material change of use from primary or secondary home to a short-term holiday let. Whether a material change of use has occurred, and planning permission is therefore required, as a matter of fact and degree for the relevant planning authority to consider on a case-by-case basis.
- 2.3 This consultation seeks your views on the Welsh Government's proposals to amend the development management system and planning policy in Wales to help local planning authorities manage Second Homes and Short-term Holiday Lets in three ways:
1. to amend the Town and Country Planning (Use Classes) Order 1987 to create new use classes for Primary Homes, Secondary Homes and Short-term Holiday Lets.
 2. to make related amendments to the Town and Country Planning (General Permitted Development) Order 1995 to allow permitted changes between the new use classes for Primary Homes, Secondary Homes and Short-term Holiday Lets.
 3. amendments to Planning Policy Wales (PPW) to make it explicit that, where relevant, the prevalence of second homes and short-term holiday lets in a local area must be taken into account when considering the housing requirements and policy approaches in Local Development Plans (LDPs).
- 2.4 The full consultation reports is appended to this report.

3. Consultation response.

- 3.1 The format of this consultation is set of specific questions to which the Welsh Government are seeking response. The questions are detailed in tabular form and the Town Clerks initial observations are that, apart from the specific questions below, the changes to the UCO are acceptable.

Question	Observation
<p>Do the proposed amendments to PPW make it clear that the prevalence of second homes and short-term holiday lets must be considered by local planning authorities when developing the requirement for market and affordable homes within a particular area and whether a local policy approach is required in a Local Development Plan (LDP)?</p>	<p>National planning policy, should be strengthened as this aspect of policy has not been widely used by local planning authorities.</p>
<p>Do you consider the potential positive consequences of the proposed planning measures for the management of second homes and short-term holiday lets outweigh the potential negative consequences (or vice versa) regarding house prices and the impact on the local housing market? Please explain your response, with reference to evidence where appropriate.</p>	<p>The most recent Denbighshire Local Housing Market Assessment indicates that 57% of newly emerging households are unable to rent or buy a property on the open market. 34% are in need of social housing and 23% in need of intermediate housing. Household projections predict that the number of households in Denbighshire will increase by 199 per annum over the period 2018 - 2023. It is predicted that by 2033 almost 70% of Denbighshire's households will be made up of 1 and 2 person households. There is a mismatch between the limited social housing stock in Denbighshire; which is predominantly 3 bedded properties, and the social housing need which is for 1 and 2 bedded properties which is further exacerbated by the prevalence of second homes. Positive intervention for the management of second homes and short-term holiday lets would therefore outweigh any potential negative impacts.</p>
<p>Do you have any comments or evidence about the potential consequences, both positive and / or negative, the proposed planning measures for the management of second homes and short-term holiday lets may have for local economies?</p>	<p>One of the key contributions the planning system can make to the operation of local housing markets is ensuring that there is an adequate supply of sites for new homes for local people. As outlined above, the prevalence of second homes limits supply and</p>

	affects the affordability of properties in Llangollen.
<p>We would like to know your views on the effects of the proposals would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English.</p> <p>What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?</p>	<p>Limiting the number of properties that could be used as second homes and short-term holiday lets may offer the potential of more housing available for the indigenous Welsh speaking population at affordable prices.</p>

4. Recommendation.

- 4.1 It is recommended that the observations once considered by Members should be forwarded to the Welsh Government as the Town Councils consultation response.

5. Reasons for recommendation.

- 5.1 To respond to statutory consultations.



Welsh Government
Consultation Document

**Consultation on planning legislation and policy for
second homes and short-term holiday lets**

Date of issue: 23 November 2021

Action required: Responses by 22 February 2022

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Overview

This consultation seeks your views on the Welsh Government's proposals to amend the development management system and planning policy in Wales to help local planning authorities manage Second Homes and Short-term Holiday Lets in three ways:

Firstly, we propose to amend the Town and Country Planning (Use Classes) Order 1987 to create new use classes for Primary Homes, Secondary Homes and Short-term Holiday Lets.

Secondly, we propose to make related amendments to the Town and Country Planning (General Permitted Development) Order 1995 to allow permitted changes between the new use classes for Primary Homes, Secondary Homes and Short-term Holiday Lets.

Thirdly, we propose amendments to Planning Policy Wales (PPW) to make it explicit that, where relevant, the prevalence of second homes and short-term holiday lets in a local area must be taken into account when considering the housing requirements and policy approaches in Local Development Plans (LDPs).

How to respond

Please respond to this consultation by answering the questions set out within this document and in the response form. Responses can be submitted in a number of ways:

Online: <https://gov.wales/planning-legislation-and-policy-second-homes-and-short-term-holiday-lets>

Email: planconsultations-j@gov.wales

Post:

Second Homes & Short-term Holiday Lets
Amendments
Planning Policy Branch
Planning Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

When responding please state whether you are responding as an individual or are representing the views of an organisation.

Responses to this consultation should arrive by **22 February 2022** at the latest.

**Further information
and related
documents**

Large print, Braille and alternative language versions of this document are available on request.

[Planning Policy Wales \(PPW\)](#)

[Second homes: developing new policies in Wales report by Dr Simon Brooks](#)

[Second and Holiday Homes and the Land Use Planning System Research Report - prepared for the Welsh Assembly Government](#)

[Research to Develop an Evidence Base on Second Homes – Welsh Government](#)

Contact details

For further information:

Email: planconsultations-j@gov.wales

Telephone: 03000 256802 / 03000 253290

or write to:

Second Homes & Short-term Holiday Lets
Consultation
Planning Policy Branch
Planning Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

**General Data
Protection
Regulation (GDPR)**

The Welsh Government will be data controller for any personal data you provide as part of your response to the consultation. Welsh Ministers have statutory powers they will rely on to process this personal data which will enable them to make informed decisions about how they exercise their public functions. Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about or planning future consultations. Where the Welsh Government undertakes further analysis of consultation responses then this work may be commissioned to be carried out by an accredited third party (e.g. a research organisation or a consultancy company). Any such work will only be undertaken under contract. Welsh Government's standard terms and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data.

In order to show that the consultation was carried out properly, the Welsh Government intends to publish a summary of the responses to this document. We may

also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. If you do not want your name or address published, please tell us this in writing when you send your response. We will then redact them before publishing.

You should also be aware of our responsibilities under Freedom of Information legislation

If your details are published as part of the consultation response then these published reports will be retained indefinitely. Any of your data held otherwise by Welsh Government will be kept for no more than three years.

Your rights

Under the data protection legislation, you have the right:

- to be informed of the personal data held about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the UK GDPR, please see contact details below:

Data Protection Officer
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

e-mail: Data.ProtectionOfficer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 01625 545 745 or 0303 123 1113

Website: <https://ico.org.uk/>

1.0 What is this consultation about?

- 1.1 Ensuring local people can live in the communities in which they grew up and maintaining the health and vitality of Welsh as a thriving community language are priorities for the Welsh Government. To facilitate this we must ensure everyone has access to good-quality and affordable housing. Our current Programme for Government reflects this with the commitment to deliver 20,000 new low-carbon homes for rent in the social sector and the development of a Welsh Language Communities Housing Plan.
- 1.2 The availability of affordable housing in Wales, particularly for young people, and the levels of empty properties or second homes and short-term holiday lets in some communities has been the focus of much debate. The issue has also been the subject of several research studies¹.
- 1.3 It is evident that the issues associated with second homes and short-term holiday lets are complex and as such there is no single solution. The Welsh Government recognise that any actions need to complement those taken in relation to tourism, taxation and the sustainability of communities.
- 1.4 On 6 July the Minister for Climate Change, Julie James MS, set out an “**ambitious three-pronged approach**” to address issues of affordability and the impact of second homes and short-term holiday lets on communities and the Welsh language. The three-pronged approach will focus on:
 - support - addressing affordability and availability of housing;
 - regulatory framework and system - covering planning law and the introduction of a statutory registration scheme for holiday accommodation; and
 - a fairer contribution - using national and local taxation² systems to ensure second home owners make a fair and effective contribution to the communities in which they buy.
- 1.5 As part of this approach, we are looking at possible changes to the planning system to support local authorities in managing the impact of second homes and short-term holiday lets in their areas. This consultation focuses on the planning aspects, with proposed changes to the development management system and national planning policy. Local authorities will play a central role in any changes made to the planning system using local evidence.

2.0 What are the main issues?

- 2.1 The demand for second homes and short-term holiday lets has been evident within many rural, coastal and Welsh-speaking communities for many years. However, the COVID pandemic, which has seen a movement of people away from large towns and cities into often more rural environments, has highlighted the issue of second homes

¹ [Second and Holiday Homes and the Land Use Planning System Research Report - prepared for the Welsh Assembly Government](#)

[Second homes: developing new policies in Wales report by Dr Simon Brooks](#)

[Research to Develop an Evidence Base on Second Homes – Welsh Government](#)

² [Consultation on local taxes for second homes and self-catering accommodation – Welsh Government](#)

and holiday lets within these communities. Tensions about the relative affordability for local people, particularly younger people, and the sustainability of the Welsh language within many of these communities have been evident.

- 2.2 High concentrations of second homes and short-term holiday lets can lead to substantial changes for the settled communities as the nature of a neighbourhood changes. Issues and problems can manifest themselves in many different ways and create less stable local communities.
- 2.3 Earlier this year the Welsh Government commissioned research³ specifically to explore the prevalence and impacts of second home ownership on communities across Wales. This research highlights the localised nature of concentrations of second homes, with Council Tax data (which does not include short-term holiday lets) indicating that they are predominantly concentrated around coastal, rural authorities and within Cardiff and Swansea. Based on community level data the research also highlights that even within local authorities, the distribution of second homes is more concentrated in some localities than others.
- 2.4 In terms of the impact of second homes, in particular on the affordability of housing, the research recognises that they are not a stand-alone problem and that it is difficult to separate out their impact from other factors such as average wages, ability to borrow and the types of housing available. The research concludes that the impact of second homes needs to be assessed, and any interventions evaluated, on a local basis.

3.0 What is the current position?

- 3.1 Planning permission is required to carry out development. The definition of 'development', set out in section 55 of the Town and Country Planning Act 1990 (TCPA), includes making a material change of use.
- 3.2 The Town and Country Planning (Use Classes) Order 1987 (UCO), as amended, puts uses of land and buildings into various categories known as 'use classes'. Changes of use within a specific use class do not constitute development and so do not require planning permission⁴.
- 3.3 The Town and Country Planning (General Permitted Development) Order 1995 (the GPDO) permits certain specified changes of use between the specified use classes. Permitted development is development that can be carried out without the need to apply for planning permission, as it is already granted by the GPDO. Article 4 of the GPDO enables a direction to be given where it is expedient to do so to remove permitted development. Therefore, the planning permission which the GPDO grants for a class of development may be withdrawn in a particular area by an Article 4 direction made by the local planning authority or by the Welsh Ministers.
- 3.4 In Wales Class C of the UCO covers residential use, with class C3 covering 'Dwellinghouses' and class C4 covering small Houses in Multiple Occupation (HMOs). Class C3 Dwellinghouses is formed of three parts:

³ [Research to Develop an Evidence Base on Second Homes – Welsh Government](#)

⁴ Section 52(2)(f) of the Town and Country Planning Act 1990 and Article 2 of the Use Classes Order (UCO)

- C3(a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant, chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.
- C3(b) up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.
- C3(c) allows for groups of people (up to six) living together as a single household to allow for those groupings that do not fall within the C4 HMO definition to be provided for, e.g. a small religious community may fall into this category as could a homeowner who is living with a lodger.

3.5 Changing between the different uses of a dwellinghouse, for example by a family or by a single person, provided they fall within the above description, does not require planning permission. When two uses fall within the same use class, permission is not required to change between them. For a change of use to one outside of that use class, permission will only be required if there is a 'material change of use'.

3.6 Use as a short-term holiday let is not specifically referred to within the UCO. Under current planning legislation, planning permission may be required for a change of use of a dwelling house to use as a short-term holiday let. However, this will depend on whether the local planning authority considers there has been a material change of use in planning terms. There is no published definition of what constitutes a material change of use from primary or secondary home to a short-term holiday let. Whether a material change of use has occurred, and planning permission is therefore required, is a matter of fact and degree for the relevant planning authority to consider on a case-by-case basis. Considerations that may be material include increased occupancy of the property, frequency of changes of occupants, impact on local amenity and on direct neighbours and local housing need.

3.7 Use as a second home is generally considered to be captured as part of use class C3 which includes use as a dwellinghouse whether or not as a sole or main residence. The change of use of a property from a main residence to a secondary residence is unlikely to be development and therefore currently is very unlikely to require planning permission.

3.8 National planning policy, set out in Planning Policy Wales (PPW), already allows local planning authorities to develop local policies in their Local Development Plans (LDPs) to meet the challenges and particular circumstances evident in their areas, where they have the supporting evidence. This can include policies to meet specific local housing needs for market housing, provided there is clear and robust evidence to support the approach taken. However, this aspect of national planning policy has not been widely used by local planning authorities.

4.0 What changes are we proposing?

4.1 This consultation seeks your views on the Welsh Government's proposals to amend the development management system and planning policy in Wales in three ways:

- We propose to amend the Town and Country Planning (Use Classes) Order 1987 to create new use classes for 'Primary Homes', 'Secondary Homes' and 'Short-term Holiday Lets';
- We propose to make related amendments to the Town and Country Planning (General Permitted Development) Order 1995 to allow permitted changes between the new use classes for Primary Homes, Secondary Homes and Short-term Holiday Lets. These permitted development rights can be dis-applied within a specific area by an Article 4 Direction made by a local planning authority; and
- We propose amendments to Planning Policy Wales (PPW) to make it explicit that, where relevant, the prevalence of second homes and short-term holiday lets in a local area must be taken into account when considering the housing requirements and policy approaches in Local Development Plans (LDP). In addition, it makes clear where the local planning authority imposes an Article 4 Direction, a condition could be placed on all new dwellings restricting their use to primary residential where such conditions would meet the relevant tests.

Proposed amendments to the Town and Country Planning (Use Classes) Order 1987 (UCO)

- 4.2 While changing the UCO will not impact on existing second homes and short-term holiday lets, changes to the UCO might enable the planning system to respond to the issues in the future.
- 4.3 By amending the existing C3 (Dwellinghouses) use class to apply solely to use as a primary home and creating new use classes covering second homes and short-term holiday lets, we will be moving from a situation in which changing to use as a second home does not require planning permission, to a situation where it may require planning permission if it is determined that it constitutes a material change of use. Similarly, creating a new use class for short-term holiday lets may provide greater clarity about whether permission is required for a change of use.
- 4.4 Ultimately, only amendments to primary legislation (i.e. section 55 (meaning of "development" and "new development") of the TCPA) can provide certainty that a change of use constitutes a material change of use requiring planning permission. An example can be found in Section 55(3)(a) of the TCPA which specifies for the avoidance of doubt that sub-dividing a single dwellinghouse into two or more separate dwellinghouses involves a material change in the use of the building. Further information on primary legislation is provided in paragraph 4.9.
- 4.5 It is proposed to amend Part C of Schedule 1 to the UCO by:
- Amending the existing use class C3 (Dwellinghouses) to apply where a dwellinghouse is in use as a sole or main residence for a prescribed period (i.e. Primary Homes);
 - Introducing use class C5 (Secondary Homes);
 - Introducing use class C6 (Short-term Holiday Lets).
- 4.6 The principal defining characteristic of identifying uses that fall within the new use classes will be the number of days dwellinghouses are occupied, and by whom.

Whether a material change of use occurs will be a matter for each local planning authority to consider on a case by case basis.

- 4.7 The following proposed amendments to Part C are suggested to enable discussion and consideration. Views are welcome on both the concepts and the proposed wording.

Table 1: Proposed classification of Uses	
Use Class	Purpose
PART C	
Class C1. Hotels (no amendments proposed)	Use as a hotel or as a boarding or guest house where, in each case, no significant element of care is provided
Class C2. Residential institutions (no amendments proposed)	Use for the provision of residential accommodation and care to people in need of care (other than a use within Class C3 (dwelling houses)). Use as a hospital or nursing home. Use as a residential school, college or training centre.
Class C2A. Secure residential institutions (no amendments proposed)	Use for the provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short-term holding centre, secure hospital, secure local authority accommodation or use as military barracks.
Class C3. Dwellinghouse; Primary homes	Use as a dwellinghouse as a sole or main residence, occupied for more than 183 days in a calendar year by- (a) a single person or by people to be regarded as forming a single household; (b) not more than six residents living together as a single household where care is provided for residents; or (c) not more than six residents living together as a single household where no care is provided to residents (other than a use within class C4). Interpretation of Class C3: <ul style="list-style-type: none"> For the purposes of Class C3(a) "single household" shall be construed in accordance with section 258 of the Housing Act 2004. In the calculation of the 183 days, any time spent by single households in occupationally provided accommodation, such as oil rigs or barracks, contributes to the 183 days.
Class C4. Houses in multiple occupation (no amendments proposed)	Use of a dwellinghouse by not more than six residents as a "house in multiple occupation". Interpretation of Class C4: For the purposes of Class C4 a "house in multiple occupation" does not include a converted block of flats to which section 257 of the Housing Act

	2004 applies but otherwise has the same meaning as in section 254 of the Housing Act 2004.
Class C5. Dwellinghouse; Secondary homes	<p>Use as a dwellinghouse, otherwise than as a sole or main residence, occupied for 183 days or less by -</p> <p>(a) a single person or by people to be regarded as forming a single household;</p> <p>(b) not more than six residents living together as a single household where care is provided for residents;</p> <p>or</p> <p>(c) not more than six residents living together as a single household where no care is provided to residents (other than a use within class C4).</p> <p>Interpretation of Class C5:</p> <ul style="list-style-type: none"> • For the purposes of Class C5(a) "single household" shall be construed in accordance with section 258 of the Housing Act 2004. • In the calculation of the 183 days, any time spent by single households in occupationally provided accommodation, such as oil rigs or barracks, contributes to the 183 days.
Class C6. Short-term lets	<p>Use of a dwellinghouse for commercial short-term letting not longer than 31 days (for each period of occupation).</p> <p>Interpretation of Class C6:</p> <p>"short-term let" does not include:</p> <ul style="list-style-type: none"> • An annex within the curtilage of an existing C3 dwellinghouse occupied by a family member.

- 4.8 It is recognised that there may be scenarios whereby the distinction of the primary home may become unclear, such as where two homeowners in a relationship split their time between each other's properties. We welcome your thoughts on other examples and how such situations should be managed by the planning system.

Q1 Do you agree or disagree that amending secondary legislation as proposed would be an effective means of helping to address the impacts of second homes and short-term holiday lets that have been identified in some communities?

Q2 Do you agree that use class C3 should be amended and new use class C5 (Secondary homes) and use class C6 (Short-term Lets) be created? If not, please explain why.

Q3 Do you agree with the descriptions of the new and revised use classes? If not, please explain why.

Q4 Are there any scenarios whereby use as a dwellinghouse under use class C3 could become unclear? Please provide examples.

Primary legislation

- 4.9 Material changes of use require planning permission as set out in section 55 of the TCPA. There are examples of where material changes of use will always require planning permission as defined in section 55 of the TCPA. An example of this is contained in section 55(3) where the sub-division of a dwellinghouse is specifically considered to be a material change of use within the meaning of the Act. Replicating this approach is the only certain way of ensuring a change of use to a second home or short-term holiday let constitutes a material change of use and therefore requires planning permission.
- 4.10 This approach has been used in Scotland where changes made to primary legislation through the Planning (Scotland) Act 2019, allow a planning authority to designate all or part of their area as a 'short-term let control area'. In designated areas, the use of a dwellinghouse for providing short-term lets constitutes a material change of use and therefore requires planning permission.
- 4.11 A similar approach in Wales would require amendments to section 55 of the TCPA. This can only be achieved through passing a Bill in the Senedd. Your views are invited on the principle of amending the TCPA as a long-term planning contribution to managing second homes and short-term lets.

Q5 Would you support amending primary legislation (i.e. the TCPA 1990) for the purpose of managing second homes and short-term holiday lets?

Proposed amendments to the Town and Country Planning (General Permitted Development) Order 1995 (GPDO)

- 4.12 Not every local authority has concentrations of second homes and/or short-term holiday lets, or experiences the same problems associated with such uses. If changes are made to the UCO it is likely that this would therefore create unnecessary resource pressures for many local planning authorities, such as the volume of planning applications being out of proportion to the scale of the problems they have with such uses.
- 4.13 It is therefore proposed, should the changes to the UCO be taken forward, to amend the GPDO to allow unlimited changes of use between a primary home, secondary home or short-term holiday let. Where they have the appropriate evidence local authorities would be able to use existing powers to issue a direction using Article 4 of the GPDO to remove the permitted development rights for a defined area (see paragraphs 4.18 – 4.23).

- 4.14 A summary of the effect of the proposed amendments to Part 3 of the GPDO is set out below:

Table 2: Proposed permitted changes of use	
From	To
Class C3. Dwellinghouse; Primary homes	Class C5. Dwellinghouse; Secondary homes Class C6. Short-term lets Mixed use (Class C3 & Class C6) Mixed use (Class C5 & Class C6)
Class C5. Dwellinghouse; Secondary homes	Class C3. Dwellinghouse; Primary homes Class C6. Short-term lets Mixed use (Class C5 & Class C6)
Class C6. Short-term lets	Class C3. Dwellinghouse; Primary homes Class C5. Dwellinghouse; Secondary homes
Mixed use (Class C3 & Class C6)	Class C3. Dwellinghouse; Primary homes Class C5. Dwellinghouse; Secondary homes Class C6. Short-term lets
Mixed use (Class C5 & Class C6)	Class C3. Dwellinghouse; Primary homes Class C5. Dwellinghouse; Secondary homes Class C6. Short-term lets

- 4.15 The intention is that planning permission would not be required to change from a C5 (Secondary Homes) or C6 (Short-term Let) dwelling to a C3 (Primary Homes) in any case. This ensures properties in use as second homes or short-term holiday lets can return to general C3 housing supply without impediment, particularly in areas where there are localised housing pressures.
- 4.16 A mixed use may occur where a dwellinghouse has no defined primary use, such as where a proposed use class C5 (Secondary Homes) is also used for part of the year to provide short-term lettings (use class C6). Generally, a mixed use is considered a 'unique use' (i.e. sui generis) and therefore development consisting of a change of use to a mixed use may require planning permission. Permitting changes of use to and from a mixed use as set out in Table 2 will provide clarity that where a mixed use occurs, planning permission is not required since it will be granted by the GPDO.
- 4.17 Planning permission will be required if any of the aforementioned changes of use facilitated the creation of additional units of accommodation.

Q6 Do you agree the GPDO should be amended to permit changes of use set out in Table 2 if the proposed changes to the UCO are taken forward? If not, please explain why.

The use of Article 4 Directions

- 4.18 Article 4 Directions are one of the tools available to local planning authorities which allow them to respond to the particular needs of their areas. They provide local planning authorities with the ability to restrict 'permitted development' rights which would otherwise apply by virtue of the GPDO where it is considered expedient to do so. An Article 4 Direction does not stop development. Instead it requires planning permission to be obtained from the local planning authority so the planning impacts of the development can be considered before a decision is taken on whether it can proceed.
- 4.19 The Welsh Government is currently re-consulting upon proposed amendments to simplify the Article 4 process (originally proposed in 2018). The consultation is available on the following link: <https://gov.wales/amendments-permitted-development-rights>.
- 4.20 No fee is payable for a planning application made in respect of what would have been permitted development had there been no Article 4 Direction (Regulation 5 of the Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) Regulations 2015).
- 4.21 The Welsh Government consider Article 4 Directions provide a means for local planning authorities to address local circumstances in response to changes to permitted development rights. In the case of managing second homes and short-term holiday lets, we want to support local planning authorities in controlling the exercise of the new permitted development rights in specific, targeted locations within their administrative area where evidence suggests such uses are currently harming local amenity, community wellbeing or the proper planning of the area, or where further exacerbation of such uses would cause harm.
- 4.22 The planning impacts arising from second homes and short term holiday lets are not an all-Wales problem. Article 4 Directions provide the targeted approach required to address what is a local issue. The use of an Article 4 Direction could be enforced by those local authorities who wished to control the level of additional second homes and short-term holiday lets, whilst changes of use in all other areas would be permitted development (where a material change of use occurs).
- 4.23 Where a permitted development right is in place, planning permission is not required. As a result, it will only be where an Article 4 direction has been made that planning permission may be required to change between the use classes. A material change of use would have to occur for permission to be required (which will be decided on a case by case basis). It will not operate retrospectively to result in an existing use requiring planning permission. Where it can be evidenced that a property has been used as a second home or short term holiday let prior to the Article 4 direction coming into force, planning permission will not be required to continue such use. Only proposed changes of use that occur after the Article 4 direction is in force may require planning permission.

Q7

Do you agree the use of Article 4 Directions by local planning authorities provides an appropriate targeted response to a location-specific issue? If not, please explain why and/or suggest an alternative approach.

Compensation

- 4.24 Section 108 of the TCPA provides for the payment of compensation in certain cases where planning permission for development granted by a development order or a local development order is withdrawn and where, on an application for planning permission for that development, the application is refused or permission is granted subject to conditions. Section 108 also enables the circumstances in which compensation is payable to be limited.
- 4.25 The Town and Country Planning (Compensation) (Wales) (No 2) Regulations 2014 prescribe the types of development where compensation is payable, specifically:
- Part 1 (development within the curtilage of a dwellinghouse);
 - Class A of Part 8 (extension or alteration of an industrial building or warehouse) and Class E (refuse and cycle stores within the curtilage of an industrial building or warehouse);
 - Part 32 (schools, colleges, universities and hospitals);
 - Part 40 (installation of domestic microgeneration equipment);
 - Part 41 (office buildings);
 - Part 42 (shops and financial or professional services establishments)
 - Part 43 (installation of non-domestic microgeneration equipment)
 - Part 24 (development by electronic communications code operators (Wales)) to the extent that paragraph A.2(4A) disapplies the conditions in paragraph A.3 of Class A and applies the conditions in paragraph A.2(4B) of Class A.
- 4.26 The effect of these Regulations is that when the aforementioned permitted development rights are withdrawn by an Article 4 Direction, a person who makes a planning application for a development which would have been permitted development in the absence of the Article 4 direction has a right to compensation if that planning permission is refused or is granted subject to conditions other than those imposed by the GPDO.
- 4.27 The right to compensation is subject to restrictions, specifically compensation is only payable where the planning application is made within twelve months of the Direction coming in to force.
- 4.28 The compensation arrangements set out above do not apply to Article 4 Directions restricting or preventing development granted by Part 3 (Changes of Use) of Schedule 2 to the GPDO.
- 4.29 If the proposals set out in this consultation are taken forward a local planning authority will be able to make an Article 4 Direction dis-applying permitted development rights for changes of use, such as from a C3 dwellinghouse to C5 second home or C6 short-term holiday let. In doing so, no compensation will be payable in the event that the authority refuses a subsequent application (or grants consent subject to conditions other than those imposed by the GPDO) within 12 months of the Direction coming into force.
- 4.30 Your views are invited on whether an avenue for claiming compensation should be available to applicants where planning permission is refused within the prescribed period.

Q8

In respect of change of use to a second home or short-term holiday let, where an Article 4 Direction is made, should applicants have a right to claim compensation if a local planning authority refuses permission or grants permission subject to conditions other than those imposed by the GPDO within the first 12 months?

Proposed amendments to Planning Policy Wales

- 4.31 One of the key contributions the planning system can make to the operation of local housing markets is ensuring that there is an adequate supply of sites for new homes for local people. As set out in Planning Policy Wales (PPW), to do this planning authorities must first understand all aspects of their housing markets and the factors influencing housing requirements in their area. This includes understanding issues related to the affordability of housing for local communities. Using this evidence, together with their development plan aspirations, local authorities are enabled to develop policies to meet the challenges and particular circumstances evident in their area.
- 4.32 As outlined above, an example of one of the factors that can have an impact on access to housing and affordability in a local area is the prevalence of second homes and/or short-term holiday lets. Whilst this is not a pan-Wales issue, it is one that is affecting a number of communities and can provoke strong feelings at a local level.
- 4.33 As outlined in paragraph 3.8 above, local planning authorities are not widely making use of local policies to address specific localised housing issues. To rectify this, we are proposing amendments to PPW to make it explicit that, where relevant, the prevalence of second homes and short-term holiday lets in a local area is one of the particular circumstances local planning authorities should seek to address. Where relevant and supported by evidence, this issue can be taken into account when planning for new housing and, in particular, when reviewing Local Development Plans.
- 4.34 It is also proposed that where localised policies are developed to control the impact of second homes and short-term holiday lets, new homes will require restrictions, by condition or obligation, as Class C3 Dwellinghouses (Primary Homes) and consideration given regarding whether to restrict permitted development rights to help manage changes of use of existing houses within communities.
- 4.35 The proposed amendments to PPW are set out in **Appendix 1**.

Q9

Do the proposed amendments to PPW make it clear that the prevalence of second homes and short-term holiday lets must be considered by local planning authorities when developing the requirement for market and affordable homes within a particular area and whether a local policy approach is required in a Local Development Plan (LDP)?

Q10

Do the proposed amendments to PPW support the proposed amendments to the:

- Town and Country Planning (Use Classes) Order 1987 (UCO); and
- Town and Country Planning (General Permitted Development) Order 1995 (GPDO)

5.0 Consequences of the proposed changes

- 5.1 We are aware that the proposed planning changes may have positive and negative consequences for local communities and local planning authorities. Any proposed changes need to be considered in this context. Research has highlighted a number of consequences the management of second homes may have on an area. In this respect, Dr Simon Brooks has specifically outlined the consequences of proposed planning measures in his report *Second homes: Developing new policies in Wales*. These consequences could also equally apply to short-term holiday lets.
- 5.2 The following sections and associated questions will assist the Welsh Government understand the practical and financial impact the amendments, if they are made, may have on individuals, communities and local planning authorities:

Local housing market / Impact on house prices

- 5.3 It is widely accepted that second homes and short-term holiday lets may reduce housing stock available to local people and are a factor in increasing house prices in local communities. These are the direct impacts, as a result of which, local residents are thought to be less able or unable to afford to buy or rent. Consequently, these individuals may leave their communities to find suitable accommodation.
- 5.4 However, research has also suggested that the proposed planning measures may have both positive and negative impacts on local residents and the wider community in which they apply. Research has highlighted the possibility of the planning measures, in respect of changes to the UCO and local policy approaches, creating two housing markets in communities where converting a dwelling house into a second home would be a planning matter. It is considered that a (first) market would exist with houses that could not be sold as second homes and a (second) market with houses that could be sold as second homes. Consequently, there is a strong possibility that house prices in the 'first market' would fall and house prices in the 'second market' increase. This would have implications for the local population. One would be beneficial, which is that certain houses would become more affordable. However, there would be a potential disadvantage too, which is that existing dwelling houses might lose a significant amount of value while existing second homes might rise considerably in value. Dr Brooks specifically states that:

"This would have a disproportionate impact on different groups. On the whole, local people would be the owners of property in the first market and people from outside the community would own property in the second market. The financial burden of the new policy would fall disproportionately on home owners from within the local community."

- 5.5 In addition, given it is proposed that the planning measures are focused on specific communities which can evidence issues associated with second homes, through the use of Article 4 directions and locally specific policies in Local Development Plans, concern has been expressed that the proposals may not resolve the issues but displace them to neighbouring communities or local authorities. Dr Brooks specifically highlights the risk of displacing the second homes problem into neighbouring communities and gives the following example:

“.....if it became harder to buy a second home in an attractive coastal community, some might consider buying a second home in a nearby inland community or town. From a language planning perspective, the problem is that while many coastal communities have already undergone significant Anglicisation, towns and inland villages are often still very Welsh-speaking. Displacing second homes might have a detrimental linguistic impact on viable Welsh-speaking communities currently largely unaffected by second homes, whose linguistic character it is important to protect.”

Q11

Do you consider the potential positive consequences of the proposed planning measures for the management of second homes and short-term holiday lets outweigh the potential negative consequences (or vice versa) regarding house prices and the impact on the local housing market? Please explain your response, with reference to evidence where appropriate.

Economic impacts

- 5.6 Research has highlighted that the positive and negative economic impacts second homes and short-term holiday lets have in an area is hard to assess. This is particularly in relation to the economic impact of second homes. For example, there is little objective data on the impact of second homes on house prices and the expenditure of their owners in the local communities.
- 5.7 In terms of short-term holiday lets, research suggests that they attract tourists and increase the profile of the area as an attractive tourist destination, consequently benefitting the local economy. However, it is also argued that short-term-holiday lets in Wales are heavily concentrated in areas where tourism already plays a significant part in the regional economy, often attributed to the draw of the natural and coastal environments.

Q12

Do you have any comments or evidence about the potential consequences, both positive and / or negative, the proposed planning measures for the management of second homes and short-term holiday lets may have for local economies?

Implications for Local Planning Authorities

- 5.8 As outlined in earlier sections, the planning measures being proposed are designed to support local authorities in managing the impact of second homes and short-term holiday lets in their areas. Consequently, local planning authorities will play a leading role in any changes made to the planning system and in their implementation.

- 5.9 Given the proposed measures would allow local planning authorities to restrict permitted development rights on new housing developments, or to identify an area-specific Article 4 Direction, to help manage changes of use of existing houses within communities, there are specific implications for the development management, enforcement and development planning functions of an authority. These have been specifically highlighted in a number of research reports and by stakeholders, examples of which are outlined below:

Development Management

- 5.10 In respect of the development management function, research has highlighted concern regarding the potential increase in work associated with the consideration of planning applications, lawful development certificates and appeals.
- 5.11 A particular issue which has been highlighted, at least in the short-term, is the likely increase in applications for lawful development certificates as owners of second homes and short-term holiday lets seek to establish their position⁵. As outlined in section 4, planning permission may only be required where an Article 4 Direction is made removing the permitted development rights for changes of use. However, this cannot be applied retrospectively and owners of properties may use the lawful development certificates process as a way of establishing that their property has been used as a second home or short-term let prior to the Article 4 Direction coming into force.

Enforcement

- 5.12 A key issue identified in the research reports is associated with the challenges of enforcement. It is accepted that for the proposed planning measures to be effective appropriate evidence gathering, monitoring and enforcement of second homes and short-term holiday lets would be required. However, it has been questioned whether there are sufficient resources in planning authorities to undertake these additional tasks.
- 5.13 An inability on the part of local authorities to enforce the proposed planning interventions may limit the extent to which these efforts address the impact of second homes. Issues of monitoring and enforcement could also be compounded post-Covid where working patterns may be more fluid and therefore harder to define.

Development Planning

- 5.14 As highlighted above, research has concluded that the significance of the impact of second homes and short-term holiday lets needs to be analysed by local planning authorities at a local level to provide an evidence base for them to develop and justify local policies. Through the development plan monitoring process local planning authorities would also need to evaluate the effectiveness of their local policies.
- 5.15 As outlined in section 4, the proposed amendments mean planning permission may be required where an Article 4 Direction is made removing the permitted development rights for changes of use. As a result of the proposed amendments the decision-maker, whether this is the local planning authority or a Planning Inspector, will need to assess the proposal for a change of use against local planning policies.

⁵ A local planning authority can grant a certificate confirming that a proposed use of a building be lawful for planning purposes.

Consequently, local planning authorities will need to consider whether they need to develop, adopt and monitor local policies, which may have resource implications for the authority.

Q13 Applicable to local planning authorities only:

Do you consider that local planning authorities have sufficient resources to undertake an appropriate level of evidence gathering, monitoring and enforcement for the effective implementation of the proposed planning measures? Please explain your response, with reference to evidence where appropriate.

Back-office systems

- 5.16 The Welsh Government acknowledges that local authorities are using a wide range of IT systems (back-office) to support their planning service, with varying update intervals and contractual obligations in respect of delivering updates when changes are made to the planning application forms.
- 5.17 Introducing new use classes to the UCO will result in amendments being required to application forms. Changes to local authorities' back-office systems may be required as a consequence of these changes.
- 5.18 Local authorities are requested to share information with the Welsh Government on their current IT system to provide the evidence base in respect of the cost/resource implications for them when changes are made to planning application forms (that require back-office systems to be updated).

Q14 Applicable to local planning authorities only:

- What IT (back-office) system is currently used (including version number)?
- What are your contractual arrangements (i.e. costs) for making changes as a result of a Welsh Government legislative change?
- How long would it take to implement changes to your IT system?
- What is the expiration date of your current contract with your IT system supplier?
- How much staff time is required (per application) to manually enter applications into your back-office system where it cannot be automatically received?

Welsh language considerations

Q15 We would like to know your views on the effects of the proposals would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English.

What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?

General considerations

Q16	We have asked a number of specific consultation questions. If you have any related issues which we have not specifically addressed, please use the space below to raise them.
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6.0 What are the next steps following the consultation?

- 6.1 All the responses to this consultation will be analysed and considered and the Welsh Government will subsequently make a decision about whether or not to implement the proposed changes to secondary legislation and national planning policy.

Appendix 1:

Proposed changes to PPW section 4.2, 'Housing' regarding: affordability and the impact of second and short-term holiday lets

New text – red and underlined

Housing Requirement

4.2.5 Planning authorities must clearly set out the housing requirement in their development plan. These requirements must be based on evidence and clearly express the number of market and affordable homes the planning authority considers will be required in their area over the plan period. Planning authorities should plan for a mix of market and affordable housing types to meet the requirement and specifically consider the differing needs of their communities; this should include the housing requirements of older people and people with disabilities. Localised issues, such as the prevalence of second homes and short-term holiday lets, must also be considered when developing the requirement for market and affordable homes within a particular area and whether the evidence suggests that a local policy approach is needed.

....

4.2.9 Planning authorities, in partnership with the community, including the private sector, must develop policies to meet the challenges and particular circumstances evident in their areas. If these policies need to diverge from national policies in order to meet specific local housing needs for market housing, which normally would have no occupancy restriction, planning authorities must provide clear and robust evidence to support the approach taken. The justification might be in terms of, for example, land supply, environmental or social impacts either individually or in combination. Evidence could be obtained from local studies such as those deriving from the local well-being plans or from studies forming part of the evidence base for the development plan, particularly the Local Housing Market Assessment. Such evidence may also highlight the impact of second homes and short-term holiday lets on specific local communities. The sustainability appraisal, including the Strategic Environmental Assessment (SEA), would be part of the evidence base providing justification for a departure from national policy.

New Paragraph:

Where localised policies are developed to control the impact of second homes and short-term holiday lets, the approach taken may require restrictions, by condition or obligation, and the specific identification of new homes as Class C3 Dwellinghouses. In addition, consideration may be required regarding whether to restrict permitted development rights on new housing developments, through the production of an area specific Article 4 Direction to help manage changes of use of existing houses within communities. Further guidance on the use of Article 4 Directions is provided in the Development Management Manual.

Affordable Housing

4.2.27 It is important that authorities have an appreciation of the demand for different types of affordable housing (i.e. intermediate and social rented) in relation to supply, so that they are well informed in negotiating the required appropriate mix of dwellings for new

developments. To support policies and decisions on planning applications, planning authorities should refer to their LHMA to help determine the need for affordable housing, including any evidence of localised affordability issues such as the impact of second homes and short-term holiday lets.

Report to the Town Council
Cllr Grindley,

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

There will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities and people come together to celebrate The Queen's historic reign. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.

An extended bank holiday, from Thursday 2 to Sunday 5 June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. Across the four days the celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

The proposal is that the Town Council set up a task and finish group to consider ideas to celebrate the event such as

- Beacon on Dinas Bran (Is there a beacon or can we get one made)
- Huge street party at Pavilion or encourage smaller ones in each area.
- Bunting and flags in the street.
- Street entertainment that weekend.
- Window display competition.

Cyngor Tref Llangollen Town Council.
Agenda.
15.02.2022.

- | | |
|---|--|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda. | Statements from the public.
To receive statements from the public on matters on the agenda. |
| 3. Cyflwyniadau.
I dderbyn cyflwyniadau gan gyrrff allanol. | Presentations.
To receive presentations from outside bodies. |
| a) Heddlu Gogledd Cymru.
SCCH Karl Joseph. | North Wales Police.
PCSO Karl Joseph. |
| b) Tom Johnstone.
Swyddog Newid Hinsawdd, Isadeiledd Gwydd a Dalgylchoedd yr AHNE
Cynnig Seilwaith Gwyrdd Llangollen. | Tom Johnstone.
AONB Climate Change, Green Infrastructure and Catchments Officer
Llangollen Green Infrastructure proposal. |
| 4. Datganiadau gan Cynghorwyr Sir.
I dderbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 5. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 6. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 8. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 18 Ionawr 2022, fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous meetings of the Town Council held on 18 January 2022, as a correct record. |
| 9. Cofnodion Pwyllgorau. | Committee Minutes. |
| a) Cymeradwyo cofnodion Pwyllgor Cittaslow a gynhaliwyd 23 Tachwedd 2021. | To approve the minutes of the Cittaslow Committee held on 23 November 2021. |
| 10. Adroddiadau Ariannol.
I ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt. | Financial Reports.
To consider financial matters and make any necessary decisions thereon. |
| a) Aliadau Awdurdodedig. | Authorised Payments. |

<p>b) Cysoni a dilysu banc.</p> <p>c) Datganiadau Ariannol.</p>	<p>Bank reconciliation and verification.</p> <p>Financial Statements.</p>
<p>11. Adroddiadau Clerc y Dref. I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.</p> <p>a) Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021: canllawiau statudol Cyngorau Cymuned a Thref.</p> <p>b) Ymgynghoriad ar ddeddfwriaeth a pholisi cynllunio ar gyfer ail gartrefi a llety gwyliau tymor byr.</p> <p>c) Tîm Tref Taclus Llangollen.</p> <p>d) Cystadleuaeth ffenestr Dydd Gwyl Dewi.</p>	<p>Town Clerk's Reports. To receive reports submitted to the Town Clerk and considered the recommendations therein.</p> <p>Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance.</p> <p>Consultation on planning legislation and policy for second homes and short-term holiday lets.</p> <p>Llangollen Tidy Towns Team.</p> <p>St. David Day window competition.</p>
<p>12. Ceisiadau Cynllunio. I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno. . (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).</p>	<p>Planning Applications. To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting).</p>
<p>03/2022/0019 1 Bodwen Villas, Hill Street. Newid defnydd o Wely a Brecwast/Gwesty i annedd breswyl sengl</p>	<p>03/2022/0019 1 Bodwen Villas, Hill Street. Change of use from Bed & Breakfast/Guest House to a single residential dwelling</p>
<p>03/2022/0040 Ponsonby Park, Mill Street Gwaith i 1 Coeden Castanwydden yn Ardal Gadwraeth Llangollen</p>	<p>03/2022/0040 Ponsonby Park, Mill Street Works to 1 Chestnut Tree in Llangollen Conservation Area.</p>
<p>03/2022/0041 Ponsonby Park, Mill Street Torri 1 Coeden Sycamorwydden o fewn ardal Gadwraeth Llangollen.</p>	<p>03/2022/0041 Ponsonby Park, Mill Street Felling of 1 Sycamore Tree within Llangollen Conservation Area.</p>
<p>03/2021/0308 102 Pengwern, Llangollen. Dymchwel estyniad bresennol y tu ol i annedd a chodi estyniad cefn unllawr gan ganwys canopy.</p>	<p>03/2021/0308 102 Pengwern, Llangollen. Demolition of existing extension to rear of dwelling and erection of single storey rear extension including canopy.</p>

03/2021/0801reconsult

Land at (Part garden of) Fronhyfryd, Vicarage Road West.

Codi 1 annedd ar wahân, adeiladu mynediad newydd i gerbydau a gwaith cysylltiedig /

03/2021/0801 (Re-consultation)

Land at (Part garden of) Fronhyfryd, Vicarage Road West.

Erection of 1 no. detached dwelling, construction of a new vehicular access and associated works

12. Tystysgrifau Penderfyniad.

Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/2021/1152

3 Afon Glas.

Caniatáu.

03/2021/1152

3 Afon Glas.

Approve.

03/2021/1181

2 Avondale Grange Road.

Caniatáu.

03/2021/1181

2 Avondale Grange Road.

Approve.

13. Gohebiaeth Cynllunio.

Ystyried gohebiaeth gysylltiedig â chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

Planning Correspondence.

To consider planning related correspondence received and to make any necessary decisions thereon.

15. Gohebiaeth.

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gelli ei hystyried yn y cyfarfod hwn).

Correspondence.

To consider correspondence received and to make any necessary decisions thereon. (Correspondence can be received after the agenda has been published and may be considered at this meeting).

16. Adroddiadau i'r Cyngor y Dref.

I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.

a) Cynrychiolwyr ieuenctid.

b) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.

Reports to the Town Council.

To receive reports submitted to the Town Council and determine what action, if any, to be taken.

Youth representatives.

Members representing the Council on outside bodies or organisations.

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt
wedi'u cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

Authorised Payments February 2022

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M11	£2,628.79	£0.00	£2,628.79
CThEM/HMRC	PAYE	M11	£1,034.47	£0.00	£1,034.47
B Jones	Translation	104	68.48	£0.00	£68.48
Good Energy	Electricity Centenary Square	105	£26.32	£1.25	£25.07
Good Energy	Electricity Town Hall 0017390	106	£245.47	£40.91	£204.56
Good Energy	Electricity Town Hall 0017391	107	£238.14	£39.69	£198.45
Good Energy	Electricity Town Hall 0017392	108	£88.62	£2.65	£85.97
Good Energy	Gas Town Hall	109	£238.14	£39.69	£198.45
Mold Town Council	Charity event tickets	110	£70.00	£0.00	£70.00
Scribe Acconts	Annual Subscription.	111	£666.00	£111.00	£555.00
Ultraclean	Cleaning services	112	£152.05	£25.34	£126.71
Taliad Visa Payments					
Cartridge works	Printer Ink	22	£0.00	£30.62	£34.08
Dyledion Uniongyrchol / Direct Debits -Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
British Telecom	Broadband		£58.74	£9.79	£48.95
CSD/DCC	Trade waste collection		£149.02	£0.00	£149.02
CSD/DCC	NNDR		£1,101.00	£0.00	£1,101.00
HSBC	Bank charges		£8.00	£0.00	£8.00
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00
	Totals		£3,387.85	£235.91	£3,151.94

REPORT AUTHOR: Town Clerk.
SUBJECT: Bank reconciliation verification.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the appointment of a member other than the Chair [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the.

2. Background.

- 2.1 The Financial Regulations state that, “on a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Responsible Financial Officer(RFO). The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.”
- 2.2 At the Town Council meeting held on 17 November 2019 former Cllr Richards appointed to verify bank reconciliations The system worked well until the restriction imposed by the pandemic came in force in March 2020 and the resignation of Cllr Richards. Whilst the RFO has been presenting monthly bank reconciliations to the Town Council these have not been verified. It would therefore be useful to rectify the position in time for the annual audit of accounts.
- 2.3 In addition to the process the Town Council currently receives monthly paper copies of statements on three account even though it has online banking facilities. Given the Town Councils declaration of a climate and ecological emergency a move to a “paperless office” would be desirable; a work environment in which the use of paper is eliminated or reduced. Reducing paper both internally and items delivered to the office can have a direct impact on reducing carbon footprints.
- 2.4 The Town Clerk has checked with our internal auditors that a move to paperless statements is acceptable, and they advise that they do not see a problem as long as alternative controls are in place to meet the requirements of our financial regulations.

3. The verification process.

- 3.1 The move of office systems online, for remote working during periods of lockdown, has already reduced the reliance on a number of traditional office processes. Therefore, the move to online statements will not cause any problems and will be beneficial in terms of reducing paper entering the office and the need for storage. To reflect the more modern methods of operation over the last two years, the streamlining of workflows, reducing paper use and automating business processes must continue to be the way forward.
- 3.2 In keeping with the above it is therefore proposed that the system for bank reconciliation should also be undertaken electronically. The Town Council’s Scribe accounting software provides bank reconciliation reports which can be downloaded as a PDF as can online statements.

3.3 The Member appointed to verify bank reconciliations will therefore be forwarded copies of the bank statement and the bank reconciliation form to physically check, but rather than sign the reconciliation sheet confirmed the verification is correct to the Town Clerk, buy a return email. The Member will subsequently report this action to the next Town Council meeting. This would provide the necessary internal controls as defined by our internal auditor.

3. Recommendation.

3.1 It is recommended that the Town Council nominates a Member to verify bank reconciliations , the move to paperless online banking and the verification process as defined in paragraph 3.3 of this report.

4. Reasons for recommendation.

4.1 To ensure effective corporate governance and compliance with financial regulations.

Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2022		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 31/01/2022		174,772.16
	SUBTRACT Payments 01/04/2021 - 31/01/2022		101,613.14
	Cash in Hand 31/01/2022 (per Cash Book)		197,590.76
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2021	0.00	
	Llangollen Town Council Money M& 30/11/2021	107,949.02	
	Llangollen Town Council Current A 30/11/2021	89,641.74	
			197,590.76
	Less unrepresented payments		
			197,590.76
	Plus unrepresented receipts		
	Adjusted Bank Balance		197,590.76
	A = B Checks out OK		

Llangollen Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration			0.00 (N/A)	26,100.00	19,031.07	7,068.93 (27%)	7,068.93
Asset Management			0.00 (N/A)	54,400.00	27,597.48	26,802.52 (49%)	26,802.52
Capital Financing			0.00 (N/A)	1,500.00	1,455.36	44.64 (2%)	44.64
Community			0.00 (N/A)	10,500.00	1,647.21	8,852.79 (84%)	8,852.79
Cost of Democracy			0.00 (N/A)	9,750.00	1,198.88	8,551.12 (87%)	8,551.12
Energy Costs			0.00 (N/A)	11,000.00	3,246.20	7,753.80 (70%)	7,753.80
Income	183,975.00	174,772.16	-9,202.84 (-5%)	12,000.00		12,000.00 (100%)	2,797.16
Office Costs	75.00		-75.00 (-100%)	7,300.00	3,940.84	3,359.16 (46%)	3,284.16
Staff Costs			0.00 (N/A)	50,500.00	39,521.19	10,978.81 (21%)	10,978.81
NET TOTAL	184,050.00	174,772.16	-9,277.84 (-5%)	183,050.00	97,638.23	85,411.77 (46%)	9

Total for ALL Cost Centres	174,772.16	97,638.23
V.A.T.		3,974.91
GROSS TOTAL	174,772.16	101,613.14

REPORT AUTHOR: Town Clerk.
SUBJECT: Consultation on the Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Welsh Government consultation on the Local Government and Elections (Wales) Act 2021: Community and Town Councils statutory guidance.

2. Background.

- 2.1 This consultation has been issued to seek your views on the draft statutory guidance for community and town councils on a number of provisions in the Local Government and Elections Act (“the 2021 Act”).
- 2.2 The 2021 Act was passed on 20 January 2021 and provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. The legislation affects the community and town council sector, and the key changes are explained in the draft statutory guidance appended to this report.
- 2.3 The guidance is set out as follows as detailed below and responses are requested by 17 March 2022.
- Chapter 1: General Power of Competence and eligible community councils
 - Chapter 2: Multi-location meetings
 - Chapter 3: Public participation in meetings
 - Chapter 4: Annual reports
 - Chapter 5: Training plans
 - Chapter 6: Other provisions impacting community and town councils

3. Important dates.

- 3.1 Provisions in the 2021 Act come into force on different dates, some linked to the financial year, others to the date of the local government elections. The coming into force dates are listed below: -

Duty on councils to publish annual reports.	1 April 2022.
Duty to consider training for councillors and council staff.	1 April 2022.
First training plan to be published.	November 2022.
Eligibility to be able to exercise the general power of competence for the community and town council sector.	5 May 2022.
Duty to make opportunity for public to participate in council meetings.	5 May 2022

4. Why we are the Welsh Government introducing this guidance

- 4.1 This draft statutory guidance is intended to support community and town councils in implementing the 2021 Act. Councils will need to have due regard to this guidance when carrying out their activities. This consultation is intended to ensure that stakeholders are able to provide input and insight into the statutory guidance.

- 4.2 The Welsh Government intend for the final statutory guidance to be published in advance of the local government elections in May 2022. This date is when the key provision for eligibility to exercise the general power of competence will come into force. The full consultation reports is appended to this report.

5. Consultation response.

- 5.1 The format of this consultation is set of specific questions to which the Welsh Government are seeking response would no later than. The format of this consultation is set of specific questions to which the Welsh Government are seeking response and the Town Clerks initial observations are that the guidance will as intended, support community and town councils to implement the

6. Recommendation.

- 6.1 It is recommended that once considered by Members the Town Councils support for the on the draft statutory guidance should be forwarded to the Welsh Government.

7. Reasons for recommendation.

- 7.1 To respond to statutory consultations.



Llywodraeth Cymru
Welsh Government

The Local Government and Elections (Wales) Act 2021: Draft Statutory Guidance for Community and Town Councils

Date of issue: 17 December 2021

Action required: Responses by 17 March 2021

Mae'r ddogfen hon ar gael yn Gymraeg hefyd /
This document is also available in Welsh

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Audience

This guidance document is aimed at members and officers of community and town councils in Wales.

Overview

The Local Government and Elections (Wales) Act 2021 provides for the establishment of a new and reformed legislative framework for local government elections, democracy, governance and performance. The legislation affects the community and town council sector and the key changes are explained in this guidance.

This guidance is intended to support community and town councils to implement the relevant provisions from the Local Government and Elections Act.

Action required

Community councils to have regard to this guidance when acting in their functions as local authorities.

Further information and related documents

Large print, Braille and alternative language versions of this document are available on request.

Legislation

A council should have regard to guidance issued by the Welsh Ministers in relation to the exercise of its functions in the 2021 Act under:

- Part 2, Chapter 2, section 36 (guidance on the exercise of functions in relation to eligible community councils);
- Part 3, Chapter 4 section 48 (3) (guidance may cover what constitutes a reasonable opportunity to make representations, and what constitutes effective conduct of a meeting), and Chapter 5 section 52(2) (power to issue guidance on annual reports);
- Part 4, section 67 (7) (the power to issue guidance on community council training plans). This means that councils must take account of the guidance, and if they decide to depart from it, have clear and justifiable reasons for doing so.

Contact details

Local Government Performance & Partnerships Division
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

e-mail: LGPartnerships@gov.wales

This document is also available in Welsh: <https://llyw.cymru/ymgyngoriadau>

FOREWORD

The Local Government and Elections (Wales) Act 2021 delivers a package of reforms to strengthen and extend the powers available in local government.

The legislation builds on the strengths of local government to empower councils to have greater impact for their communities. Welsh Government's policy is to provide an enabling and encouraging environment for community and town councils to expand their activities where they could – and should – play a greater role based on local need.

The enabling approach needs to be accompanied by sound governance and effective management of public money. It is important that councils are professionally-supported, professionally-run organisations with access to support and guidance.

The new measures directly affecting the community council sector includes the availability of the General Power of Competence to those councils that meet the eligibility conditions set out in the legislation.

In addition to new powers, new duties are also placed on community and town councils. The duty to make and publish a training plan for all members and staff will support efforts to strengthen the capability of the sector. The new duty to produce and publish an annual report will provide greater transparency and understanding about the council's work to their local communities. I expect to see greater community participation in council meetings as members of the public are given reasonable opportunities to contribute their views.

Other provisions to modernise the governance rules for councils enable meeting papers to be issued electronically and to allow council meetings to be held from multiple locations.

This package of measures, and supporting guidance, is intended to ensure councils have the strength and scope to work in the best interests of the communities they serve. The aim is to support them to deliver good quality, integrated public services in communities across Wales.

Rebecca Evans MS
MINISTER FOR FINANCE AND LOCAL GOVERNMENT

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Introduction

The Local Government and Elections (Wales) Act 2021 ("the 2021 Act") was passed on 20 January 2021. It provides for the establishment of a reformed legislative framework for local government elections, democracy, governance and performance.

The legislation affects the community and town council sector and the key changes are explained in this guidance. The 2021 Act gives qualifying local authorities, including eligible community councils, a general power of competence. This guidance supports community and town councils to consider the requirements should they wish to become eligible community councils.

This guidance also provides information to help all councils discharge their new duties in relation to the following requirements:

- Access meetings from multiple locations;
- Provide opportunity for public participation at public council meetings;
- Prepare and publish an annual report;
- Prepare and publish a training plan to support training for councillors and council staff; and
- Other provisions which impact on community and town councils.

Purpose of the provisions

There is support across the sector and from the public for increasing the visibility of the work of community councils. We want communities to take an interest in what their councils do and to have easy access to information on the council's work. The requirements in relation to annual reports, training plans, multi-location meetings and public participation are designed to support this intent.

There is also support to empower community councils to enable them to be more innovative and ambitious when delivering for their community. The provisions allow that where a council meets certain criteria, specified by legislation, they can resolve themselves as 'eligible community councils', able to exercise a general power of competence.

Important Dates

Provisions in the 2021 Act come into force on different dates – some linked to the financial year, others to the date of the local government elections. The coming into force dates are listed below:

- Duty on councils to publish annual reports – 1 April 2022
- Eligibility to be able to exercise the general power of competence for the community and town council sector – 5 May 2022
- Duty to make opportunity for public to participate in council meetings – 5 May 2022
- Duty to consider training for councillors and council staff – 1 April 2022, with first training plan to be published by November 2022.

Chapter 1 - General Power of Competence and eligible community councils

The general power of competence permits qualifying authorities to do anything that an individual generally can do. It is a power of first resort which means that a qualifying authority does not need to rely on specific powers in legislation to do something, so long as what is intended to do is not otherwise prohibited. If, however, there are restrictions on the use of an existing specific power, those restrictions will also apply to the use of the general power.

The general power enables eligible community councils to act in their communities' best interests, generate efficiencies and secure value for money outcomes. Eligible community councils will also be able to raise money by charging for discretionary services and to trade for commercial purposes and in their ordinary functions.

The 2021 Act sets out the conditions community councils must meet to be an 'eligible community council' with access to the general power. Only councils which meet the eligibility conditions are able to use this general power. The three conditions are specified in the 2021 Act, [section 30 \(2\)-\(4\) and](#) are set out below:

- At least two-thirds of the total number of members of the council have been declared to be elected (including unopposed), whether at an ordinary election or at a by-election.
- The clerk to the council holds such named qualification or certification as may be specified by the Welsh Ministers by regulations.
- The two most recent Auditor General for Wales (AGW) opinions on the council's accounts are unqualified. The most recent must have been received in the previous 12 months.

The three conditions, working together, serve as indicators that a community council represents the views of its electorate, that the council has a recent history of sound governance and that its clerk has the core knowledge, skills and understanding to support a community council in the exercise of the new general power. This provides a level of confidence in a council's ability to execute the general power appropriately.

To formally become an eligible community council, a council must meet the conditions set out above and pass a resolution at any meeting confirming that it meets the conditions. In accordance with Schedule 4, Part 1 of the 2021 Act, the outcome of the decision to become an eligible community council should be published on the council's website within seven working days of the resolution being passed.

These conditions will be kept under review and there is scope for the Welsh Ministers to amend the conditions. Any proposed changes to these conditions would be made through regulations and subject to consultation prior to being made.

The Three Conditions

Condition 1: Proportion of elected members

This condition reflects the principle that a council which exercises the general power should reflect the democratic views of the community. Local services are best provided within a democratic framework of local accountability. People who use local services should have as much of a say as possible in the way they are managed and delivered.

The condition is for at least two-thirds of members to be elected. This includes those elected at by-elections and those elected unopposed. This means that the minimum number of elected councillors must be a whole number equal to, or higher than, two-thirds of councillors. For example, a council with nine councillors must have at least six elected councillors. A council with eight elected councillors must also have at least six elected councillors as this is the next whole number of two-thirds of eight (i.e. as two-thirds of eight is 5.3).

Condition 2: Relevant clerk qualification

This condition reflects the importance that any council which exercises the general power needs to be supported in doing so.

The Certificate in Local Council Administration (CiLCA) is widely recognised by the sector as providing a broad knowledge of all aspects of the community council clerk's work, role and responsibilities, including the law, council procedures, finance, planning and community involvement.

For the purposes of exercising the general power of competence, the clerk to the community council must have obtained one or more of the following, at the time, or before the council passes a resolution that it meets the criteria and is an eligible community council:

- The Certificate in Local Council Administration (CiLCA)
- The Certificate of Higher Education in Community Governance
- The Certificate of Higher Education in Community Engagement and Governance
- The Certificate of Higher Education in Local Policy.

At the time of the council passing a resolution to be an eligible community council, it would be insufficient to declare that the clerk is currently undertaking one of the above; or intending to undertake one at a future date. It will also be insufficient to say that a deputy clerk holds CiLCA. It must be the recognised proper officer of the council that holds the CiLCA qualification.

Clerks who gained any of the above sector specific qualifications before May 2022 are advised to undertake additional training to confirm that they understand how the general power of competence operates. The Society of Local Council Clerks provide the standalone unit for assessment. Clerks who hold a CiLCA certificate without this module would benefit from completing this prior to the council passing a resolution that it is an eligible community council.

The clerk qualification is only required for those councils who wish to resolve themselves as eligible to exercise the general power of competence. There is no general requirement for community or town council clerks to be qualified.

Condition 3: Audit opinions

Principles of transparency, professionalism and public accountability should be followed in all financial procedures of community councils. Adherence to an appropriate audit regime and the production of an annual financial statement should be cornerstones of a council's financial management practices.

To meet this condition, the council must have received unqualified auditor's opinions from the Auditor General for Wales (AGW), for the two most recent financial years. The latest unqualified auditor's opinion must have been received during the twelve months leading up to the day on which the community council's resolution is passed.

Community councils which have recent qualified audits will not be eligible to exercise the general power of competence.

At the community council annual meeting in May 2022, the council would normally have confirmation of the outcome of the AGW's audit opinion for the financial years 2019-20 and 2020-21. This is subject to the council providing the external auditor with all the relevant information and evidence, in a timely manner, for them to reach a conclusion and to confirm the audit opinion outcome.

Provided that the audit opinion is unqualified for both financial years 2019-20 and 2020-21, this condition would be satisfied. If either of the opinions is qualified, then the condition cannot be satisfied and the council cannot pass a resolution that it is an eligible community council.

In future years, annual consideration of the third condition means that the relevant audit opinion taken into account will continue to change. For instance, in 2023, consideration of the third condition would rely on the audit opinions from 2020-21 and 2021-22.

Future changes to the audit regime

Audit Wales has given notice that the audit regime is due to change in 2022. This does not affect the way in which the third condition is assessed as audit opinions will continue to be issued each year by the AGW.

Exercising the general power for a commercial purpose

An eligible community council may use the general power to do something for a commercial purpose. However, the council may only do so if it would also rely on the general power to carry out that activity for a non-commercial purpose i.e. it could not charge for an activity that it is required to carry out. An example of this is that a council which currently maintains its own lawns and grounds may want to use the general power to be able to offer their services to local sports grounds for a fee.

An eligible community council is required to undertake any trading operations through a company (as defined by the Companies Act 2006 or a registered society under the Co-operative and Community Benefits Societies Act 2014).

Eligible community councils must take adequate steps to consider the implications of their proposed exercise of the power for a commercial purpose. The specific conditions are set out in the [General Power of Competence \(Commercial Purpose\) \(Conditions\) \(Wales\) Regulations 2021](#) and provide that:

- Before exercising the power, an eligible community council must prepare and approve a business case in support of the proposed exercise of the power. The above regulations set out the requirements for the business case.
- Where the eligible community council has supplied anything to the company through which the general power is being exercised, the council must recover its costs from that company.
- The business case must be published as soon as practicable after the decision is taken to approve it.

For instance, a council may wish to open a local shop or café. While an eligible community council might reasonably support the start-up of a company for this purpose, it should recover the costs of doing so. These costs could include accommodation, goods, services, staff or anything else to help set-up the shop or café. Ongoing subsidy or funding could both distort the market unfairly and could also lead to public funds being placed at undue commercial risk.

Power to trade in ordinary functions

We will be consulting on remaking the General Power of Competence (Commercial Purpose) (Conditions) (Wales) Regulations 2021 ("2021 Regulations") to extend to eligible community councils from May 2022. This provides for eligible community councils to trade in all services, so long as they are not required to by law to provide them. An authority's power to trade in their ordinary functions is provided for in section 95 of the Local Government Act 2003.

As with exercising the general power for a commercial purpose where an eligible community council intends to use the power to trade in its ordinary functions, it must prepare, approve and publish a business case.

The ordinary functions of a community council are the functions set out in Acts of Parliament, and Measures or Acts of the Senedd, e.g. powers to provide allotments, to provide and maintain bus shelters, and the power to promote local energy saving

schemes. They do not include delegated functions that some community councils operate under agreement from their principal council e.g. library services.

The business case

A business case must be prepared prior to a community council using the *general power for commercial purposes* or the *power to trade in their ordinary functions*. The purpose of the business case is to be transparent that a reasonable assessment of the proposal has been made and agreed by the council.

Business cases should be proportionate to the complexity of each case and the scale of investment being considered. There should be a clear audit trail showing that the community council has acted within its powers. All business cases must be published as soon as practicable following the council decision to approve it.

Appropriate guidance on preparing a business case will depend on the nature of the proposal, and 'no one size' will fit all circumstances. However under the 2021 Regulations, a business case must include the following elements:

- The aims and objectives of the proposed exercise of the general power;
- The costs, investments and other resources required to achieve those aims and objectives;
- The financial outcomes that are expected to be achieved;
- Any other relevant outcomes that are expected to be achieved;
- Any risks associated including an assessment of the severity of those risks, and any mitigating actions;
- The impact (including on the terms and conditions of employment) on any staff that it intends to supply to a company to do things for a commercial purpose;

The regulations do not specify an individual accountable for approving the business case – only that it is for the council to provide that approval. The matter is to be decided locally. However, it is recommended that through, for example, standing orders or schemes of delegation it is clear to members and to the public how the approval process works.

Boundaries of the general power of competence

The general power does not allow community councils to overturn legal limitations or restrictions in existing legislation. The need for due diligence and robust, transparent decision-making remains. Eligible community councils must act in accordance with the Wednesbury Principle when exercising the general power of competence.

Through the 2021 Act and associated regulations, there are other appropriate constraints on the use of the general power, including the following:

- The requirement for a company structure when using the general power for a commercial purpose, and a business case which considers the costs, benefits and risk of each proposal;
- Checks for pre- and post-commencement limitations (whereby a specific power may be identified); and
- Limitations on fees and charges for discretionary services.

Annual review of eligibility

Under section 31(1) of the 2021 Act, a community council which has resolved itself an eligible community council must pass a resolution at its next annual meeting that it remains an eligible community council. In order to do this, a council must pass a resolution that it meets the three conditions and is able to resolve itself eligible at that meeting.

For a council which has appropriately resolved itself eligible at the first available annual meeting following commencement of the 2021 Regulations, it will retain that status until its next annual meeting. This would provide the council, and those they deal with, certainty as to the extent of their powers.

Part 1, Schedule 4 to the Act amends the Local Government Act 1972 to require councils to publish the outcome of decisions within seven working days of the council meeting. Therefore, the outcome of the decision to continue either as an eligible community council, or not, must be published on the community council's website to the same timetable. This provides clarity for the council, and those it deals with, on its ability to exercise the general power.

Ceasing to be eligible

A community council may decide that, despite meeting the conditions, it no longer wishes to be an eligible community council. An eligible community council may pass a resolution at any meeting of the council that it is no longer an eligible community council. The council would cease to be an eligible community council with immediate effect. In which case it must publish its decision that it is no longer an eligible community council within seven working days of taking the decision.

Under section 31 of the 2021 Act, if the council does not pass a resolution at the appropriate annual meeting that it is an eligible community council then it ceases to be one at the end of the day following the annual meeting in question. It will not be able to exercise the general power of competence until it resolves itself eligible, which may be at the next council meeting.

A community council may also fail to pass a resolution that it continues to be an eligible community council because it no longer meets all of the three eligibility conditions. However, if the council still meets the criteria, it may resolve itself as eligible again at its next meeting.

What happens to agreements entered into by an eligible community council and then the council ceases to be eligible?

Under section 33 of the 2021 Act, if an eligible community council relied on the general power to deliver services or undertake activities, the council would be able to continue those even though it had ceased to be eligible.

However, the council could not enter into a new contract or change an existing arrangement so that it became qualitatively different from how it was while the council was still eligible.

Common Community Councils

Under the Local Government Act, 1972, sections 27E and 27F, communities have the power to apply for an order grouping its community with other communities under a common community council.

In circumstances where a common community council is formed after 20 January 2021 under an Order under section 27F of the 1972 Act, it is in effect a new council.

In this case, a newly formed common community council could potentially meet two of the three eligibility conditions relating to:

- The proportion of elected members - since the order made by the principal council would make provision for an election under the Local Government Act 1972, section 27F(5)(a); and
- Employment of a clerk who holds one of the relevant qualifications specified in regulations.

However they would be unable to satisfy the condition regarding the two most recent Audit Wales opinions for at least two years.

To address the anomaly, this condition does not apply to the common community council where at least half of the communities grouped together to form the new common community council had separate community councils immediately beforehand which met this third condition.

However, if the first Audit Wales opinion of the common community council is a qualified audit opinion, then the common community council ceases to be an eligible community council with immediate effect.

Section 137 of the Local Government Act 1972 and Community and Town Councils

The general power under section 137(1) of the Local Government Act, 1972 has been retained for community councils that do not wish to resolve themselves as eligible community councils, or are not yet able to satisfy the eligibility conditions.

Community councils which do not resolve itself as an eligible community council will still be able to use the current power under section 137(1) of the Local Government Act 1972. This power permits community councils to spend a limited amount of money on activities for which it has no other specific powers. They may only do this if the council considers that it will be for the direct benefit of its area, or part of its area, or all or some of its inhabitants. Community councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes.

The maximum expenditure is calculated annually. The appropriate sum for the purposes of section 137(4)(a) is calculated by applying the formula set out in Schedule 12B to the 1972 Act.

Once a council resolves itself an eligible community council, section 137 of the Local Government Act 1972 no longer applies to the council. Unlike section 137 there is no financial limitation on what an eligible community council can spend if they are exercising the general power of competence.

It should be noted that neither the general power nor the Local Government Act 1972, section 137 can be used to circumvent a statutory prohibition on a community council carrying out a particular function.

The Local Government Act 2000 - Well-being Power

Having three general powers in law is confusing and unnecessary, and has been reported as such by the sector.

Therefore, the 'well-being power' provided in section 2 of the Local Government Act 2000 will be repealed for **all** community councils when the provisions relating to the general power of competence are brought into force for eligible community and town councils on 5 May 2022.

Until the well-being power is repealed, community councils can continue to use the power. Anything which is started by councils before, and is ongoing at, the time this power is repealed can continue under this power until that activity is completed or until a council resolves to become an eligible community council. However nothing new may be started using the well-being power from 5 May 2022.

Impact of the exercising the General Power of Competence

Over time it is intended to take stock of the number of community councils resolving themselves eligible to exercise the general power of competence, and the purposes for which they use it. After commencement of the provisions in May 2022, the National Training Advisory Group, which meets quarterly, will assess the impact of the provisions at key points. They will draw on evidence from surveys, annual reports of community councils, and monitoring the uptake of the CiLCA training through the Welsh Government's national bursary scheme for council clerks.

Chapter 2 – Multi-location meetings

The [Local Authorities \(Coronavirus\) \(Meetings\) \(Wales\) Regulations 2020](#) made temporary changes to meeting arrangements for community councils, allowing meetings to be held virtually (i.e. multi-location meetings) and requiring meeting documents to be published electronically. These changes allowed meetings to continue during the coronavirus pandemic. The changes proved popular and beneficial, so the Welsh Government made them permanent through the 2021 Act.

Many councils have found that attendance – including from the general public – and productivity of meetings have improved with multi-location meetings. There are also benefits in reducing travel and enabling councillors, members of the public and the press to engage more readily and more conveniently in council meetings.

Physical meetings should not be seen as representing the gold standard with multi-location meetings being second best. Physical meetings may be convenient and effective for some who are most used to them – but they may be inaccessible or inconvenient to many.

What are the requirements?

This section sets out the things that authorities must do in respect of multi-location meetings.

The 2021 Act requires that community councils must make and publish arrangements for its meetings to ensure that their meetings can take place in a manner which enables people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.

The practicalities of arrangements were considered carefully and it is important for councils to be clear the minimum requirement is that members are able to hear and be heard by others.

Examples of this could include:

- All participants are in the same physical location;
- All participants are in the same physical location except one individual who joins from another location e.g. by video or telephone conference;
- Roughly equal number of councillors are present in a physical space and joining through remote means;
- Wholly through remote means where no physical arrangements have been made.

Whilst physical meetings in the same location are allowable under the 2021 Act, councils must note that the 2021 Act requires that participants (i.e. council members, members of the public and press) are able to join meetings remotely – even if physical meetings are the preferred mode. Councils must publish these arrangements, for example, through standing orders. Councils are not allowed to

resolve that all meetings will be held entirely physically. Councils should take reasonable steps to allow people to join from another location.

What should the arrangements consider?

The arrangements must be relevant to your council. They should be consistent with the Nolan principles of public life, the Code of Conduct for members of community councils and must take account of prevailing public health advice and/or legislation.

It is suggested that arrangements should cover:

- How a council will determine which meetings will have a physical element (i.e. a council meeting room) and how remote access will work in those cases;
- The venue for physical meetings and (if relevant) the appropriate online meeting platform and/or telephone access. This may require councils to consider the most appropriate venue for future meetings and value for money for any upgrades to infrastructure.
- Meeting attendance, including determining where a member is present and voting procedures;
- Ways of working during the meeting e.g. whether and how to use the chat function where appropriate, managing unruly conduct and voting.
- Arrangements to support other participants (including the public and the press) to be able to access and participate in the meeting. This might include virtual waiting room arrangements to ensure appropriate and timely access.

There is no requirement for meetings to be held in the same way every time it meets.

When deciding which meetings may be held wholly remotely and/or with physical provisions, councils should consider:

- The circumstances of individual councillors and their preference in the way they participate in meetings. Some councillors may wish to join council meetings from another location by default – because they have working or caring responsibilities which make attending meetings in person difficult. Similarly, some councillors may wish to attend in person.
- How members of the public are able to access meetings. There may be very good reasons why individuals are not able to attend in person, but would nonetheless wish to listen to proceedings about decisions which impact their lives. They may also wish to be heard in expressing views on business items.
- The accessibility of the press to hear about, and report on, local stories to enable wider public debate and accountability.
- The range of venues available within reasonable travelling distance. For instance, local schools or other public sector buildings may have infrastructure which makes remote access easier.
- How telephony and other technology can be used to support and facilitate multi-location meetings which is proportionate to the circumstances.

Chapter 3 - Participation at Meetings

In practice, many councils have already introduced formal or informal ways for public participation in their meetings. Prior to the passing of the 2021 Act, members of the public had a statutory right to attend council meetings of community councils, but could only speak at the discretion of the person presiding at the meeting.

Section 48 of the 2021 Act makes provision for public participation at full community council meetings or those part of meetings which are open to the public. The person presiding over the 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. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.

One option for managing this is to invite members of the public in attendance to contribute views on business items where relevant, and to apply a reasonable time limit. Chairs may wish to ask members of the public to signal in advance which items they wish to address. It is respectful to acknowledge and respond to those additional contributions as they reflect opinions from engaged members of the community.

Members of the public may slightly overrun and should be given reasonable time to conclude. However, if they disrupt the conduct of the meeting and make it difficult to continue, the Chair may wish to consider procedures for stopping that disruption, including formal warning to stop, pausing the meeting and/or removal of the source of disruption.

In the interests of transparency, impartiality, and resolving potential misunderstandings, it is recommended that the rules about public participation in council meetings should be set out and published in the council's standing orders and made available on the council's website.

Chapter 4 - Annual Reports

There has been consistent support expressed by stakeholders to increase the transparency, and increase awareness, of the work of community councils.

For instance, one of the key findings of the independent review panel on community and town councils was the lack of visibility of community councils' activities. The panel found there was a significant need to increase awareness of the existence of community councils and their work within their communities, as well as a need for councils to engage with communities when making decisions.

Section 52 of the 2021 Act requires community councils, as soon as reasonably practicable after the end of each financial year, to prepare and publish an annual report about the council's priorities, activities and achievements over the previous year.

Community councils are currently required to prepare and publish other reports.

- Section 6 of the Environment (Wales) Act 2016 requires all community councils to prepare and publish a plan every three years setting out what they propose to do to maintain and enhance biodiversity, and promote resilience. The next report is due no later than December 2022.
- Section 40 of the Well-being of Future Generations (Wales) Act 2015 requires some community councils to publish a report annually on the progress made in meeting the local wellbeing objectives in its area. The relevant councils are those with an annual turnover of £200,000 or more in the three financial years prior to the local well-being plan being published;

Community councils are able to decide whether to prepare one composite annual report or to produce three individual reports.

Timing of annual reports

The first annual report will be required for the 2021-2022 financial year, and will be due for publication as soon as practicable after 1 April 2022.

Content of annual reports

The annual report forms part of a range of ways in which the council engages with its community, including through its council website, regular newsletters, consultations and social media.

Annual reports should provide information that strengthens the accountability of the council and increases transparency of the work undertaken. The annual report should be a proactive means of sharing information about the council's priorities, activities and achievements.

There is no template for a community council annual report as the format will reflect what the council does. The level of detail is expected to reflect the size and scope of council activity. It is an opportunity to show the work of the council, reflecting on the past year's activity and to look ahead to its plans for the coming year.

Although there is no template, councils may wish to consider the following information within its report.

Context

- Information on the organisation of the council
 - Councillors
 - Sub-committees and members
 - Key contact information
- Basic financial information
 - Income (including precept),
 - Running costs, spend on local services and activities
 - Outstanding expenditure from the previous year
 - Payments to or from reserves
- Relationship with the principal council
 - Status of formal charters or protocols to work with the principal council
 - Progress update on any potential assets or service transfers
- Training plan (the council may wish to reflect its training plan in this document)
- Audit (*outcome and dates of the latest internal audit, and the external audit by the Auditor General for Wales*)
- Response to a Standards Committee annual report (*where any recommendations are made to that community council*).

Activities

- Key council objectives for the year
 - Progress against objectives
- Assets and services
 - Assets and services managed
 - Asset transfers in progress or completed
- The activities undertaken and planned to engage with its community
- Other community council reports (*through a composite report or links to other council reports*) i.e.
 - Well-being of Future Generations (Wales) Act 2015
 - Environment (Wales) Act 2016
 - Report on meeting the biodiversity duty

Achievements

- High points of the year including the outputs and outcomes of key services or activities delivered during the year.
- Reflection on what worked well and not so well.

- Confirmation of eligibility to exercise the general power of competence (if relevant)
 - How the council has used the power.

Priorities

- Planned activities for subsequent year
- Future budget requirements and how the priorities will be need to be met, e.g. from precept, reserves or commercial activities through the general power of competence (if exercising it).

This is not an exhaustive list of items that could be in the annual report. It is for councils to consider which aspects of their work are relevant and proportionate to communicate in its report.

In preparing the annual report it is good practice to consider how the work undertaken in the past year – and planned for the following year – reflects the five ways of working, as set out in the Wellbeing of Future Generations (Wales) Act 2015.

Long term – The importance of balancing short-term needs with the needs to safeguard the ability to also meet long-term needs

Integration – Considering how the council's activities objectives link with the local well-being plan.

Involvement – The importance of involving the community and ensuring that those people reflect the diversity of the area which the body serves.

Collaboration – Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

Prevention – How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.

Approving the annual report

The council may make its own arrangements for the preparation of various components of the annual report – for example by staff or through committees. Once the report has been assembled it is for the full council to consider and approve; the approval decision cannot be delegated to a council committee or council officer.

Publication of the annual report

The publication of the council's annual report should be consistent with the wider approach to publication of council papers in Schedule 4 of the 2021 in the 2021 Act; i.e. that the report is published electronically on the community council website.

Learning from others in preparing the annual report

Many councils already publish reports about the work of their council, often titled as an 'annual report', for their local communities and reviewing the approach other councils have adopted may assist councils in preparing their annual report

Reports vary in length, content, and presentation style but largely cover most of the suggested list above.

There is no template but if you are preparing your council's first annual report it may be useful to review some examples of other councils to help inform your council's approach. There is significant flexibility on the structure, format and medium of published annual reports. Your council will want to consider how to make it engaging and accessible for its community.

DRAFT

Chapter 5 - Training Plans

Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions. Councils should regularly review whether there are opportunities to improve their administration and governance so that they are better able to perform their responsibilities and serve their communities. Having identified development gaps, the next step is to develop a plan to address any these gaps needs.

Section 67 of the 2021 Act requires community councils to make and publish a plan about the training provision for its members and staff. The first training plan must be ready and published by 5 November 2022, six months after the duty comes into force. This is considered to be an appropriate period of time for councils to assess needs, agree its training budget and adopt a plan.

The training plan should reflect on, and address, whether the council collectively has the skills and knowledge it needs to deliver its plans most effectively.

Purpose of the training plan

Planning for the provision of training can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified. Overall, the intention is that the preparation of a training plan would support a move towards councillors with the relevant training to carry out their role - as well as professional clerks and other employees.

Training needs analysis

In order to determine the training priorities for the community council, it is necessary to assess the essential skills needed by the council and whether the council feels there is sufficient coverage and depth across the council. The full list of essential skills will depend on the activities within the council. For instance, a council intending to exercise the general power of competence may find it essential that councillors are familiar with preparing a business case or setting up a business.

There are areas which *all* councils should ensure that they have sufficient skills and understanding. These are:

- Basic induction for councillors
- The [Code of Conduct for members of local authorities in Wales](#).
- Financial management and governance.

In addition to these areas, the council will want to consider if there are new challenges and opportunities it may wish to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for councillors and clerks to attain.

A number of training analysis templates are available online to help councils determine their own approach to analysing training needs. The most basic approach would list those essential skills identified above and by the council, and ask individual councillors and staff to self-appraise a level of competence e.g. between

one and four (where four is fully proficient). The council can use that information to determine its training needs and then its collective training priorities.

The next stage is to determine what steps it will take to address relevant skills gaps and prioritise accordingly.

Agreeing and publishing the training plan

The training plan should reflect the training needs of the council and its plan for addressing those needs. The plan must be approved by the full council prior to publication. The plan should provide, as a minimum, information about:

- The type of training,
- Numbers participating
- The timeframe over which the training is expected to be completed; and
- The overall cost of the training.

The National Training Advisory Group (NTAG) for the community and town council sector publishes a strategy for securing sufficient and relevant training provision for councils. It details the courses available and support materials. The council is likely to find this information helpful in determining opportunities to address training needs. As of publication of this document, the NTAG Wales Training Strategy is due to be updated.

Councils may want to consider the broader range of opportunities to build expertise e.g. shadowing other councillors or staff within their council or other councils.

Training costs must be met by councils themselves, though bursary schemes for councillors and clerks may be available to subsidise these costs. Part of the costs of running an effective council includes ensuring that the members and staff have sufficient capability to carry out their functions effectively. Councils should take account of the training costs when setting their budgets.

Smaller councils in particular may wish to share training plans with neighbouring councils to identify any common training requirements that could be negotiated on a larger group basis and potentially reduce the training costs for all.

The published training plan should not seek to name individuals without their consent. Where this is impossible, e.g. there is one member of staff, the training plan should focus on what the training priorities are rather than who they are for.

Training for employees of more than one community council

A single clerk may act in this capacity for more than one community councils. Other staff may also work across multiple community councils. It is recommended that community councils take a pragmatic approach to meeting the training needs. For instance, councils could agree collectively what training such staff are to receive and how the costs may be shared between the councils. This could be recorded in the training plans of all councils affected, although care would need to be taken to prevent the information identifying a particular individual.

Review of training plans

Under section 67(4) of the 2021 Act there is duty on councils to review their training plan from time to time.

As a minimum this would be at least at every ordinary election of community councillors. Under section 67(3) of the 2021 Act, once the first plan is published, subsequent plans must be prepared within three months of an ordinary election of community councillors

In practice, the plan is likely to require revising more frequently, for example, following a council by-election or a new co-opted councillor joining; staff changes; or taking on new responsibilities such as new services or assets.

Where a council revises or replaces its training plan, under section 67(5) of the 2021 Act, the council must publish the revised or new plan.

Publication

The expectation is that the publication of the council's training plan should be consistent with the wider approach to publication in the 2021 Act; that the report is published electronically.

Chapter 6: Other provisions impacting community and town councils

Notices of meetings of community councils

Part 1 of Schedule 4 to the 2021 Act amends paragraph 26 of Schedule 12 to the 1972 Act in respect of the notice of the time and place of a full council meeting. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

If the meeting is held remotely the notice must provide details about how to access the meeting, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

Paragraph 5 of Schedule 4 to the 2021 Act amends the Public Bodies (Admissions to Meetings) Act 1960 in relation to notices of meetings of community councils. Notices of meetings must be published electronically at least three clear days before the meeting. If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

In exceptional circumstances, a meeting of a committee or sub-committee of the council meeting may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

The provision to enable urgent meetings should be used only in an appropriate manner for matters which require urgent response. This mirrors similar provision in place for principal councils, e.g. to form an emergency response to local flooding or a public health crisis. Community councils are advised to prepare standing orders for the process and reasons for calling such urgent meetings, including the securing of support from across council members.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

Proceedings of community council meetings

Section 26ZA of the 1972 Act is amended to insert a requirement that no later than seven working days of a council meeting, the council must publish electronically a note setting out:

- The names of the members who attended the meeting, and any apologies for absence;
- Any declarations of interest; and
- Any decisions taken at the meeting, including the outcomes of any votes.

This requirement does not replace the requirements set out in section 55 of the 2013 Act to publish electronically minutes of meetings and such other information as is set out in that section.

NB: The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

Community petitions

The 1972 Act (as amended by the Local Government (Wales) Measure 2011) provided for a community poll to be held if one was demanded at a properly convened community meeting. The outcomes of community polls were non-binding.

Evidence shows that turnout at community polls, as a percentage of the total people entitled to vote is low. In addition, community polls are costly. In order to retain the opportunity for communities to make their views known to their council, the 2021 Act has repealed community polls and replaced with a system of petitions. Schedule 13 of the 2021 Act provides for the repeal and section 42 of the Act introduces a new petitions scheme which is to be made and published by the relevant principal authority.

The exception to this relates to community governance polls i.e. those which enable a community to hold a poll in respect of a proposal to establish or dissolve a community council or to group with other communities under a common community council. The legislation relating to community governance polls, which is set out in the Local Government Act 1972 (as amended by the 2011 Measure), is unchanged in the 2021 Act.

Elections

Section 15 of the 2021 Act changes the electoral cycle of principal councils and community councils from four to five-year terms. The voting system for community council elections remains first past the post.

Section 19 of the 2021 Act amends the eligibility criteria for candidates at local government elections to allow a citizen of any country to stand for election. This is subject to the other qualifying criteria, such as age and residence. All disqualification criteria will continue to apply.

Section 20 of the 2021 Act provides that community council employees, other than those holding politically restricted posts, will be entitled to stand for election to their own council. They will only be required to resign their paid employment with the council if they are elected. This widens the pool of potential candidates while ensuring there is no conflict of interest once the candidate is elected.

REPORT AUTHOR: Town Clerk.
SUBJECT: Consultation on planning legislation and policy for second homes and short-term holiday lets.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the revised Town Council consultation response on the Welsh Government proposed planning legislation and policy for second homes and short-term holiday lets.

2. Background.

- 2.1 Members consider the Town Clerk's initial observations on the Welsh Government's consultation on planning legislation and policy for second homes and short-term holiday lets and wished to add further representations to those presented by the Town Clerk.

3. Consultation response.

- 3.1 Cllrs Lovelock and Palmer have provided further comments, and these have been combined in the consultation response as detailed below

Question		Observation
2.	Do you agree that use class C3 should be amended and new use class C5 (Secondary homes) and use class C6 (Short-term Lets) be created? If not, please explain why.	In the calculation of the 183 days, any time spent by single households in occupationally provided accommodation, such as oil rigs or barracks, contributes to the 183 days
9.	Do the proposed amendments to PPW make it clear that the prevalence of second homes and short-term holiday lets must be considered by local planning authorities when developing the requirement for market and affordable homes within a particular area and whether a local policy approach is required in a Local Development Plan (LDP)?	National planning policy should be strengthened as this aspect of policy has not been widely used by local planning authorities.
11.	Do you consider the potential positive consequences of the proposed planning measures for the management of second homes and short-term holiday lets outweigh the potential negative consequences (or vice versa) regarding house prices and the	The most recent Denbighshire Local Housing Market Assessment indicates that 57% of newly emerging households are unable to rent or buy a property on the open market. 34% are in need of social housing and 23% in need of intermediate housing.

	<p>impact on the local housing market?</p> <p>Please explain your response, with reference to evidence where appropriate.</p>	<p>Household projections predict that the number of households in Denbighshire will increase by 199 per annum over the period 2018 - 2023. It is predicted that by 2033 almost 70% of Denbighshire's households will be made up of 1 and 2 person households. There is a mismatch between the limited social housing stock in Denbighshire which is further exacerbated by the prevalence of second homes. Positive intervention for the management of second homes and short-term holiday lets would therefore outweigh any potential negative impacts.</p> <p>Positive intervention for the management of second homes and short-term holiday lets would therefore outweigh any potential negative impacts. The population of Llangollen is ageing Having properties available for rent or buy By young people would ensure that they would continue to sustain the vibrancy of the town</p> <p>One of the key contributions the planning system can make to the operation of local housing markets is ensuring that there is an adequate supply of sites for new homes for local people The population of Llangollen is ageing</p> <p>Having properties available to rent or buy by young people would ensure that they could continue to sustain the vibrancy of the town</p> <p>As outlined above, the prevalence of second homes limits supply and affects the affordability of properties in Llangollen for local residents.</p>
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12.	Do you have any comments or evidence about the potential consequences, both positive and / or negative, the proposed planning measures for the management of second homes and short-term holiday lets may have for local economies?	<p>One of the key contributions the planning system can make to the operation of local housing markets is ensuring that there is an adequate supply of sites for new homes for local people.</p> <p>As outlined above, the prevalence of second homes limits supply and affects the affordability of properties in Llangollen.</p>
15	<p>We would like to know your views on the effects of the proposals would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English.</p> <p>What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?</p>	Limiting the number of properties that could be used as second homes and short-term holiday lets may offer the potential of more housing available for the Indigenous Welsh speaking population at affordable prices.
16	We have asked a number of specific consultation questions. If you have any related issues which we have not specifically addressed, please use the space below to raise them.	<p>Climate change implications.</p> <p>The built environment was responsible for 38% of the global energy and process-related CO2 emissions in 2020 (operational emissions and construction-related), a number that has remained consistent despite global climate emergency declarations. In tourist towns like Llangollen permission for second homes alongside the need for affordable homes for local residents drives pressure for construction and thereby associated emissions. Having declared a climate emergency, the town would rather support policies that prioritise renovation which initiate around 50% emissions of new builds, and have the potential to bring underutilised or derelict space back into use before any new construction is permitted as a direct or indirect result of second home ownership.</p>

		<p>Biodiversity</p> <p>Similar to the above point, second home ownership alongside the need for affordable homes for local residents drives pressure for construction and which has implications for biodiversity where barns are turned into holiday homes (often impacting on bats), or greenfield spaces are built on to meet demand.</p>
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3.3 Apart from the specific comments detailed above the other the changes to the UCO are considered acceptable.

4. Recommendation.

4.1 It is recommended that the revised observations, once considered by Members, should be forwarded to the Welsh Government as the Town Councils consultation response.

5. Reasons for recommendation.

5.1 To respond to statutory consultations.

REPORT AUTHOR: Town Clerk.
SUBJECT: Llangollen Tidy Town Team Annual Report for 2021.
REPORT FOR: Decision.

1. Summary.

- 1.1 To receive the Llangollen Tidy Town Team Annual Report for 2021, and reaffirm the final support given to the Team for works undertaken for the Town Council.

2. Background.

- 2.1 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.

- 2.2 It can be seen from the report that at a total of over 500 hours of voluntary work during the year were undertaken. Using the earnings and hours worked statistics provide by the Office of National Statistics for 2022, the average hourly rate for Denbighshire is valued at £15.22 per hour. Based on these statistics the value of the work undertaken by the Tidy Towns Team during the year equated to £7,610 and with oncosts potentially £10,544.

- 2.3 This is a commendable effort, during tough times by the whole Team and the value and nature of the work undertaken is acknowledge. The report also refer to the Teams service level agreement with the Town Council to maintain and tidy Centenary Square which was set up in 2019 and includes:-

Time	Works
A Springtime session (March / April)	Sweep area clean and tidy Weed "flower" beds Plant any new plants as required Remove and dispose of any rubbish / weeds / leaves
A pre-Eisteddfod half session	Sweep area clean and tidy Remove and dispose of any rubbish leaves
An Autumn session (Sept / Oct)	Sweep area clean and tidy Trim any vegetation if needed Remove and dispose of any rubbish / leaves Apply to all seating and litter bins (if appropriate) an annual wood preservative coating as recommended by seat supplier
A pre-Remembrance Sunday half session	Sweep area clean and tidy Remove and dispose of any rubbish / leaves.

- 2.4 The works have been carried out regularly and diligently and to a high standard by a dedicated team of volunteers and it would be appropriate if the service level agreement continues the future. To ensure the cleanliness and visual amenity of Centenary Square at key periods throughout the year.
- 2.5 The agreed donation for these works, in 2019, was set at £300 per annum and this has not been increased since that date. Inflation averaged 2.8% a year over this period (Bank of England inflation calculator 2019 – 22 an increase of £25.00). Given the financial issues that have faced the Team, as outlined in the Annual Report, it is suggested that the service level agreement should be re-priced to £325 per annum from 1 April 2022 which would still represent excellent value for money.

3. Recommendation.

- 3.1. 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.
 - c) Makes a donation of £325 for these services in 2022/23.

4. Reason for Recommendation.

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

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Appendix A

Llangollen Tidy Town Team established 2006

Annual report for 2021

Working within Covid regulations the Team has continued to meet at least once a month throughout the year.

With litter easier to see, our litter picking activities are concentrated in the winter months. Areas covered this year included canal and riverside from Horseshoe Falls to Wharf, Dinas Bran Castle Hill and roadside approaches to the Town. Regretfully this year we have been in receipt of written objections from Street Scene Supervision at DCC, to some of litter picking activities. In retaliation, after years of supporting us, they refused to pay our annual insurance costs (approx £100) this year and have withdrawn the final funding we receive from DCC.

We have continued to support the Llangollen Health Centre with traffic management on vaccinations days, roadside hedge cutting by the Surgery and have given all the outside furniture at the Centre a refreshing treatment of wood preservative.

Our service level agreement continues with the Town Council to maintain tidy the Town Centenary Square. As a special project this year we replaced the grassed covered area at the corner of the square, that was being abused by humans and dogs. With professional guidance we dug out and prepared the base area and infilled with local slate chips from Berwyn Quarry.

Some Members of the Team, in partnership with Dinas Bran School, have enhanced part of the footpath by the School up to the Castle with new hurdle fencing, whilst other Members have undertaken repairing some stiles along our public footpaths on the edge of Town.

In "Cemetery Woods" an area between the Llangollen railway station and the river, in partnership with the Church, we have continued tree and shrub clearance and erected a temporary post and rail fence to protect the growing young yew hedge planted along the "cliff edge." We have now started to identify a circular pathway around the area and planted five young Welsh Oak trees.

A big thank you to all our Supporters and to the Team Members for collecting this year another

53 sacks of litter and yet again contributing **over 500 hours of work** effort to benefit the Town.

Unfortunately, it is increasingly easy to see DCC's neglect of the Town and that much maintenance is needed. We have, to name a few, inoperative playground equipment, derelict mini golf area, broken riverside seating, damaged and broken footpath railings and

a footbridge closed awaiting repair for nearly three years. Efforts by the Team and others who care, have been met with excuse for non action by DCC of Covid restrictions, or no money or shortage of staff. The Town and Llangollen council tax payers are entitled to and expect far better service from DCC.

David Davies

Co-ordinator, Llangollen Tidy Town Team.

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January 2022

Supported in 2021 by

Llangollen Town Council / Keep Wales Tidy / Llantysilio Community Council / McDonalds.

REPORT AUTHOR: Town Clerk.
SUBJECT: St. David Day window competition.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider support for a St. David Day window competition.

2. Background.

- 2.1 The Finance and Business Officer of Menter Iaith Sir Ddinbych has contacted the Town Council to seek its support for a St. David Day window competition to highlight the Welsh language and Welsh culture on the high street.
- 2.2 The Town Council have been involved in the past as have the towns of was held in Denbigh, Ruthin, Prestatyn and Rhuddlan with St. Asaph and as a result Menter Iaith Sir Ddinbych have succeeded in engaging with over 100 small businesses, some of them have since made a positive effort to increase their use of the Welsh language by contacting the Menter for support with translation and marketing work.

3. The competition

- 3.1 The Menter staff have researched the need for such a celebration this year and a there is a consensus across the county that towns need initiatives like this to instil positivity into town centres after two exceedingly difficult yeas of trading.
- 3.2 For this year Menter Iaith Sir Ddinbych would visit to the shops in the high street with the letter and application form and St David's Flag just to start their window display off. The Town Mayor and his Consort would be asked to judge the entries the weekend before and Menter staff would provide all administration of the competition.
- 3.3 Menter Iaith Sir Ddinbych hold events that bring added benefits to businesses in the town, funding for their work is covered by the Welsh Government, and Denbighshire County Council. The County Council also supports them to deliver strategic work across the county. However, for work programme to include specific activity within individual towns require an additional amount of funding and with this in mind they are seeking funding from Llangollen Town Council to support a St. David Day window competition.
- 3.3 For the St David's Day window campaign / competition 2022, Menter Iaith Sir Ddinbych are asking for a contribution of £160 towards the cost are listed below: -

First Prize.	£30.00
Second Prize.	£20.00
Third Prize.	£15.00
Certificates 1,2,3rd	£15.00
Marketing	£50.00
Printing	£10.00

Staff travel costs	£20.00
Total	£160.00

4. Recommendation.

- 4.1 That the Town Council considers supporting a St. David Day window competition for Llangollen to be organised by Menter Iaith Sir Ddinbych.

5. Reasons for recommendation.

- 5.1 To support business and cultural initiatives in line with the Town Council's business plan and the draft place plan.

Cyngor Tref Llangollen Town Council.

Agenda.

15.03.2022.

- | | |
|---|---|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Datganiadau gan Cynghorwyr Sir.
Derbyn datganiadau gan Gynghorwyr Sir ar faterion Cyngor yr Sir sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on County Council matters appertaining to Llangollen. |
| 4. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 6. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar 15 Chwefror 2022, fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on 15 February 2022, as a correct record. |
| 7. Cofnodion Pwyllgorau.
I dderbyn cofnodion y Pwyllgor Rheoli Asedau a gynhaliwyd ar 14 Rhagfyr 2021. | Committee Minutes.
To receive the minutes of the Asset Management Committee held on 14 December 2021, |
| 8. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.
a) Dyfarniad cyflog NJC 2021/22.
b) Aliadau Awdurdodedig.
c) Datganiadau Ariannol. | Financial Reports.
To consider financial matters and make any necessary decisions thereon.
NJC pay award 2021/22.
Authorised Payments.
Financial Statements. |
| 9. Adroddiadau Clerc y Dref.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo.
a) Gwrthdaro yn yr Wcráin.
b) Caru Llangollen, Cynllun y Bobl.
c) Cynllun Parhad Busnes. | Town Clerk's Reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein.
Conflict in Ukraine.
Love Llangollen, The Peoples Plan.
Business Continuity Plan. |
| 10. Ceisiadau Cynllunio.
Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei | Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after |

chyhoeddi a gellir eu hystyried yn y cyfarfod hwn).

03/2022/0104

Codi estyniad i garej a storfa
Golygfa'r Castell, Willow Street

03/2022/0115

Trosi modurdy i ffurfio annedd a gwaith cysylltiedig.
Garej a thir sy'n ffinio â'r Coach House, Heol y Frenhines.

03/2021/1071

Lleoliad adeilad cynhwysydd storio sengl ac adeilad cynhwysydd storio dwbl, i'w ddefnyddio mewn cysylltiad â'r ganolfan gymunedol bresennol. Ffurio gardd gymunedol, tirlunio a gwaith cysylltiedig. Canolfan Gymunedol Pengwern, Maes Pengwern.

- 11. Tystysgrifau Penderfyniad.**
Nodi tystysgrifau penderfyniad a dderbyniwyd oddi wrth Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

03/2022/0040

Ponsonby Park.
Dim gwrthwynebiad.

03/2022/0041

Ponsonby Park.
Dim gwrthwynebiad.

- 12. Gohebiaeth.**
I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno. (Gellir derbyn gohebiaeth ar ôl i'r agenda gael ei chyhoeddi a gellir ei hystyried yn y cyfarfod hwn).

- 14. Adroddiadau i'r Cyngor y Dref.**
I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.
- a)** ynrychiolwyr ieuenctid.
 - b)** Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol.
Hyrwyddwr AHNE.
Cyfeillion Pengwern.
Cyfeillion Grŵp Neuadd y Dref.

the agenda has been published and may be considered at this meeting).

03/2022/0104

Erection of extension to garage and store
Golygfa'r Castell, Willow Street.

03/2022/0115

Conversion of garage to form a dwelling and associated works.
Garage and land adjoining The Coach House
Queen Street.

03/2021/1071

Siting of a single storage container building and a double storage container building, for use in connection with existing community centre. Formation of community garden, landscaping and associated works
Pengwern Community Centre, Maes Pengwern.

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department received since the last meeting.

03/2022/0040

Ponsonby Park.
No objection.

03/2022/0041

Ponsonby Park.
No objection.

Correspondence.

To consider correspondence received and to make any necessary decisions thereon.
(Correspondence can be received after the agenda has been published and may be considered at this meeting).

Reports to the Town Council.

To receive reports submitted to the Town Council and determine what action, if any, to be taken.
Youth representatives.
Members representing the Council on outside bodies or organisations.
AONB Champion.
Friends of Pengwern.
Friends of the Town Hall Group.

Ymddiriedolaeth John Mathews.
Gŵyl Nadolig Llangollen.
Seindorf Arian Llangollen.
Ymddiriedolaeth Ieuenctid Llangollen.
Elusennau Lles Llangollen a Glyn Traian.
Un Llais Cymru.
Llangollen Di-blastig.
Ysgol y Gwernant.
Grŵp Llangollen 2020.

John Mathews Trust.
Llangollen Christmas Festival.
Llangollen Silver Band.
Llangollen Youth Trust.
Llangollen and Glyn Traian Welfare Charities.
One Voice Wales.
Plastic Free Llangollen.
Ysgol y Gwernant.
Llangollen 2020 Group.

Adroddiadau a manylion ariannol.
Mae adroddiadau a manylion ariannol yn
ddogfennau gwaith ac felly nid ydynt wedi'u
cyfieithu.

Reports and financial details.
Reports and financial details are working
documents and are therefore not
translated.

REPORT AUTHOR: Town Clerk.
SUBJECT: NJC pay award 2021/22.
REPORT FOR: Decision.

1. Summary.

- 1.1 To implement the NJC pay award 2021/22.

2. Background.

- 2.1 Town Council staff are employed under the National Joint Council for Local Government Services (NJC) model contract and are remunerated in accordance with NJC salary scales.
- 2.2 The LTC1 post is remunerated at LC2 (29 -32) on the NJC salary scales and LTC 02 at LC1 (6). Under the terms of the contract of post LTC1 the post holder will progress automatically through the salary scale by annual increments, subject to, satisfactory performance, until reaching the maximum of the scale This post is now on the maximum.

3. NJC pay award 2021/22.

- 3.1 The National Association of Local Councils has been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021, and they state: that the pay agreement has been reached on rates of pay applicable from 1 April 2021 and employers are encouraged to implement this pay award as swiftly as possible
- 3.2 In line with the new pay scales for clerks and other employees employed under the terms of the model contract the post within the Town Council will be remunerated as detailed below back dated to the 1 April 2021.

Post	SCP	£ per annum	£ per hour
LTC1	32	£36,371	£18.90
LTC 02	6	£20,043	£10.42

4. Recommendation.

- 4.1 That the salary awards detailed in the National Joint Council for Local Government Services pay scales be implemented from 1 April 2020 with the post LTC1 being remunerated at SCP 32 and post LTC 02 on single salary point SCP 6

5. Reasons for recommendation.

- 5.1 To ensure probity in the management of Town Councils Human Resources.

Authorised Payments March 2022

Cyflenwr/Supplier	Disgrifiad/Description	Cyf/Ref	Gros/Gross	TAW/VAT	Net
Taliad Bil/Bill Payments					
Staff	Salary	M 12	£2,628.79	£0.00	£2,628.79
CThEM/HMRC	PAYE	M 12	£1,034.27	£0.00	£1,034.27
Clr Lovelock	Determination payment	113	£120.00	£0.00	£120.00
Evans Maintenance	Boiler service	114	£226.32	£37.72	£188.60
Good Energy	Electricity Centenary Square	115	£59.45	£2.70	£56.75
Good Energy	Electricity Town Hall 0017392	116	£25.14	£1.33	£23.81
Good Energy	Gas Town Hall	117	£215.06	£35.84	£179.22
Grosvenor Construction	Roof repairs	118	£40,489.62	£6,748.27	£33,741.35
Mold Town Council	Civic event	119	£70.00	£0.00	£70.00
MS Software	Windows 10 Professional	120	£19.99	£3.33	£16.66
SLCC	Training	121	£54.00	£9.00	£45.00
Smiths of Derby Ltd	Clock service	122	£289.20	£48.20	£241.00
Ultraclean	Cleaning services	123	£152.05	£25.34	£126.71
Watkin and Williams	Ironmongery	124	£16.99	£2.83	£14.16
Taliad Visa Payments					
Screwfix	Cable reel	23	£0.00	£0.00	£0.00
Lenovo Online Store	Laptop	24	£499.99	£83.33	£416.66
Hampshire Flags	Flag	25	£65.93	£10.99	£54.94
Dyledion Uniongyrchol / Direct Debits - Orchymyn Sefydlog/Standing Order					
ACS Technology	Cloud Services		£153.50	£0.00	£153.50
ACS Technology	Network equipment		£1,200.00	£0.00	£1,200.00
British Telecom	Broadband		£58.74	£9.79	£48.95
CSD/DCC	NNDR		£1,101.00	£0.00	£1,101.00
HSBC	Charges		£8.00	£0.00	£8.00
NEST	Pension		£246.52	£0.00	£246.52
S Johnston	Storage hire		£70.00	£0.00	£70.00

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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>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Fees and charges				1,050.00	4,630.99	-3,580.99
9	Cloud services				1,500.00	2,724.50	-1,224.50
10	Health and safety				2,500.00	754.00	1,746.00
11	Insurance				8,000.00	5,183.10	2,816.90
12	Licenses				550.00		550.00
13	NNDR				11,000.00	5,506.98	5,493.02
14	Payroll				500.00		500.00
15	Subscriptions				1,000.00	948.00	52.00
					26,100.00	£19,747.57	6,352.43

Asset Management

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Equipment				500.00	480.41	19.59
17	Projects				20,000.00		20,000.00
18	Cleaning				2,200.00	1,290.10	909.90
19	Grounds maintenance				10,000.00	9,335.42	664.58
20	Christmas illuminations				9,000.00	8,597.43	402.57
21	Repairs and renewals				9,000.00	7,631.56	1,368.44
22	Waste collection				1,700.00	1,044.95	655.05
23	Water charges				2,000.00		2,000.00
					54,400.00	£28,379.87	26,020.13

Capital Financing

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
33	Loan repayments				1,500.00	1,455.36	44.64
					1,500.00	£1,455.36	44.64

Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
34	Community grants				4,000.00	380.00	3,620.00
35	Donations				3,000.00	517.21	2,482.79
36	Cittaslow				3,500.00	750.00	2,750.00
					10,500.00	£1,647.21	8,852.79

Cost of Democracy

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
24	Election expenses				3,000.00		3,000.00
25	Civic costs				2,150.00	770.00	1,380.00
26	Civic events				1,500.00	378.88	1,121.12
27	Mayor's allowance						
28	Remuneration				2,000.00	120.00	1,880.00
29	Member Training				1,000.00		1,000.00
30	Member expenses				100.00		100.00
					9,750.00	£1,268.88	8,481.12

Energy Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
31	Electricity				5,000.00	3,119.92	1,880.08
32	Gas				6,000.00	838.78	5,161.22
					11,000.00	£3,958.70	7,041.30

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		144,975.00	144,795.00			-180.00
2	Interest		100.00	6.81			-93.19
3	Room hire		10,000.00	2,665.50			-7,334.50
4	Rents		15,000.00	24,881.80			9,881.80
5	Grants			5,007.99			5,007.99
6	Tenants recharges		1,900.00	61.99			-1,838.01
7	VAT refund		12,000.00		12,000.00		
			183,975.00	£177,419.09	12,000.00		5,444.09

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				1,000.00	565.35	434.65
38	Telephone and broadband				1,000.00	1,398.40	-398.40
39	Photocopying				1,100.00	1,278.49	-178.49
40	Printing		75.00		1,500.00	139.19	1,285.81
41	Translation				1,700.00	545.03	1,154.97
47	Computer hardware				1,000.00	99.32	900.68
			75.00		7,300.00	£4,025.78	3,199.22

Staff Costs		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
42	Salaries				34,000.00	29,067.74	4,932.26
43	Expenses				500.00		500.00
44	Pension				2,000.00	3,493.03	-1,493.03
45	Training				1,000.00	120.00	880.00
46	HMRC				13,000.00	10,503.66	2,496.34
					50,500.00	£43,184.43	7,315.57

NET TOTAL			184,050.00	£177,419.09	183,050.00	£103,667.80	72,751.29
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Llangollen Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/02/2022		
	Cash in Hand 01/04/2021		124,431.74
	ADD Receipts 01/04/2021 - 28/02/2022		177,419.09
	SUBTRACT Payments 01/04/2021 - 28/02/2022		301,850.83
	Cash in Hand 28/02/2022 (per Cash Book)		107,993.85
B			193,856.98
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2022	0.00	
	Llangollen Town Council Money M& 28/02/2022	107,949.02	
	Llangollen Town Council Current A 28/02/2022	85,907.96	
B			193,856.98
	Less unrepresented payments		
			193,856.98
	Plus unrepresented receipts		
B	Adjusted Bank Balance		193,856.98
	A = B Checks out OK		

REPORT AUTHOR: Town Clerk.
SUBJECT: Conflict in Ukraine.
REPORT FOR: Decision.

1. Summary.

- 1.1 To endorse activities taken to date and to consider any further response or actions by the Town Council.

2. Background.

- 2.1 All Members will be deeply shocked and saddened by the situation in Ukraine and stand in solidarity with the people of that country and the communities affected by this conflict and the wider region.
- 2.2 To date the Town Council have responded by releasing a statement from the Town Mayor. Members know that our communities will do all they can to support those in peril and displaced by the conflict and understand that fellow residents of Denbighshire, and across Wales, will stand with the Town Council. Llangollen has a long and proud tradition of promoting peace and international harmony and stands ready to support those organisations arranging support and the Town Council will do whatever it can in pursuance to this.
- 2.3 To show further support for Ukraine, and the victims of this aggression and inhumanity, a Ukrainian flag has been purchased and is being flown on Centenary Square, an initiative advocated by our Youth Representative, Shea Ferron.

3. Local Support.

- 3.1 During this very troubling time the Town Council recognises that many people will also want to help and show their support for the people of Ukraine. There are many organisations providing humanitarian aid to the war in Ukraine who would welcome any support.
- 3.2 To this end the Town Clerk coordinated with the organiser of the Gwylnos Heddwch Llangollen Peace Vigil to facilitate the use of the Centenary Square, an event which has raised £585 for the Red Cross appeal as well as articles of clothing and other practical donations.
- 3.3 In addition to this the Town Council has endorsed the County Councils statement that residents wanting to donate items to those in Ukraine forced to leave their homes can do so via the Wrexham branch of the Polish Integration Support Centre. There are now also more local locations and residents should check social media for any local collections collection points, such as the Llangollen Support Group Facebook page.
- 3.4 Residents can also visit the UK Disasters Emergency Committee (DEC) who has set up a fundraising appeal. DEC charities and their local partners are in Ukraine and in neighbouring countries providing food, water, shelter and medical assistance: <https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal> and the British Red

Cross has launched an urgent appeal to raise funds for water and food, medical supplies and shelter: <https://donate.redcross.org.uk/appeal/ukraine-crisis-appeal>

- 3.5 Although there is little more that Town Council of our size can do about international events, Members may wish to consider further actions that could be undertaken.

4. Recommendations

- 4.1 It is recommended that the Town Council endorsed the actions taken to date, including expenditure incurred, and that Members consider further actions that could be undertaken.

5. Reasons for recommendation.

- 5.1 To respond to community action and provide community leadership.

REPORT AUTHOR: Town Clerk.
SUBJECT: Love Llangollen, The Peoples Plan.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the adoption of the Love Llangollen place plan, produced by the Shape my Llangollen Town Team on behalf of the Town Council.

2. Background.

- 2.1 The attached action plan has been subjected a final round of public consultation and in the light of these comments elements of the plan have been amended. In particular and additional goal has been added to reflect the locally declared climate and ecological emergency.
- 2.2 Previous rounds of consultation have ensured that the action plan has been reviewed by all those decision makers and organisations that have been identified to take a lead to confirm their acceptance of this responsibility. To date all organisations have indicated their willingness to be involved with the plan and take the lead responsibility.
- 2.3 The Town Council has resolved at its meeting held on the 19 October 2021, that the Town Council endorsed the work to date on the action plan and the actions identified within it for which the Town Council would have a lead role.
- 2.4 A considerable amount of work has been undertaken by the volunteer core team since 2018 to produce the action plan including all of the consultation work undertaken and the preparation of the visioning document that forms the reasoned justification for the action plan. This body of work has been structured to address six key aims, which together addresses the common vision of Llangollen: A Town in which to Live, Work, Play and Stay.
- 2.5 Once approved elements of the action plan will feed into the Town Councils business planning process for the new Council to consider after the elections in May 2022.

3. Recommendations

- 3.1 It is recommended that the Town Council
- a) thanks, the Shape my Llangollen core team for their work in preparing the place plan and
 - b) adopts the revised action plan.

4. Reasons for recommendation.

- 5.1 To ensure probity and due diligence in the administration of Town Council projects.

caru♥love **Llangollen**

A Town in which to Live, Work, Play and Stay

**The People's Plan
2022 -2026**

Prepared by Shape My Llangollen

Foreword

The Peoples Plan, a place plan for Llangollen, will support local decision making, project development and community action in shaping the future of Llangollen and captures the priorities, aspirations and vision of local people. It will provide an important reference document for Llangollen Town Council and others and will help target future actions to locally identified priorities. It will not merely sit on the shelf but will be used to help guide and deliver positive outcomes for the Town that reflect the wishes of the local community. It is intended that this plan becomes a live and dynamic document which will be reviewed and updated over time through ongoing community feedback and updates.

This document has been prepared by the “Llangollen Town Team” on behalf of the Town Council. I would like to thank them and all those who took part in the consultation and contributed to the development of “The Peoples Plan”.



Cllr Austin Cheminais,
Town Mayor,
Llangollen Town Council



Introduction

This People’s Plan is a summation of many months of work by residents of Llangollen. With the exception of the sections dealing with traffic management and car parking, the work has been completed by residents committed to building a plan to deliver a better future for our community.

We have avoided the choice taken by other towns to appoint consultants to produce the bulk of a ready-made plan. We did so because, for too long, there has been a perception amongst some residents that central and local government decide what is best for us and then tell us what we are getting. Consultants were only used to assist us in the final stages of preparing the plan to make up for time lost due to the pandemic which had caused a significant disruption to our work. The ethos of a place plan is one which seeks ‘grass roots’ opinion and presents the wishes and aspirations of the community in a formal way that can be assimilated into the future planning of all government agencies. The Welsh Government has promoted the roll-out of Place Plans, and because of this, we are optimistic that this democratic process of self-help will lead to better outcomes for our community. This is the beginning of a new process, and we look forward to forging new working partnerships with all parties concerned.

Phil Robinson,
Chair of the Llangollen
Town Team.



A brief history of Llangollen

The Vale of Llangollen, with its gentle slopes and river Dee has attracted people for centuries. The parish church, St Collen's, is dedicated to Collen, an Irish-Welsh monk, who is supposed to have arrived by coracle in the 6th or 7th century.

The attraction of this fertile valley was not lost on the Cistercian monks who established Valle Crucis Abbey in 1201. Their influence was spread over a wide area, with farms and water-powered mills, and the abbey became one of the wealthiest in the country until its dissolution in 1537.

The stone bridge, thought to have been built in 1345 ensured the town developed on both sides of the river. The town sits on that natural crossing point of the Dee, where the valley narrows slightly, mainly on the south side of the river and centred on the early church and bridge crossing. The bridge itself was famously labelled one of the Seven Wonders of Wales.

The Vale of Llangollen is a wide and fertile valley that follows the winding course of the Dee and is a natural communication route from the east into the mountainous heartland of Wales. It has been used for a number of transport routes including Thomas Telford's London to Holyhead Road and what is now the Llangollen Canal.

The town of Llangollen is set within the Vale of Llangollen, the valley of the River Dee bordered by the cliffs of Eglwyseg Mountain to the north and a further high ridge to the south, which divides the vale from the Ceiriog Valley.

Llangollen became the home of an annual International Musical Eisteddfod in 1947 held to promote international goodwill. Inspired by the British Council, the people of Llangollen started planning the first event in May 1946, with a vision that the ancient Welsh eisteddfod tradition could provide a means of healing the wounds of the Second World War, and help to promote lasting peace.



Llangollen is known as a small town of handsome and substantial red brick buildings on the banks of the River Dee. Its highlights include the bridge, the heritage railway, the canal, Plas Newydd, the home of the Ladies of Llangollen, and the site of the Llangollen International Musical Eisteddfod. Beyond these individual features lies a deeper history of an older town of winding streets and small alleys with stone and timber buildings.

*Llangollen: Understanding Urban Character
Cadw.*

Llangollen today

Llangollen is a vibrant community that has a wealth of culture, heritage and talent. It is a magnet for travellers situated as it is in the Clwydian Range Area of Outstanding Natural Beauty and the Pontcysyllte Aqueduct and Canal World Heritage Site.

Llangollen has several popular attractions, and a range of visitor accommodation and therefore a high number of people are employed in the accommodation and food service industry. There is a higher proportion of people aged over 65 and 85 in Llangollen. This is an age group that is projected to increase as a proportion of the population, creating both more demand for local services and opportunities for local businesses and the local economy.

Compared to the county as a whole, fewer people who live in Llangollen work in the public sector, fewer people work in retail, a higher percentage of people work in manufacturing, a higher percentage of people work in hotels and restaurants, fewer people commute more than 20 km to work, a lower percentage of people of working age claim Job Seekers 'Allowance and annual household incomes in Llangollen are higher than the average for Denbighshire.

The majority of households have either one or two people living within the house. The town has a higher proportion of terraced housing than the Denbighshire average and 40% of the housing in the area is owned outright. The private rented sector is slightly more than Denbighshire as a whole.

As well as mountains, white water rivers and the canals, gardens and historic buildings, Llangollen is the festival capital of Wales. It is most famous for the International Music Eisteddfod where singers and dancers from all over the world perform. The Llangollen Fringe Festival takes place in mid-July and is an independent arts festival which has grown from its early days held in a tent on a playing field to taking place in the Town Hall



Llangollen is a small Welsh town in Denbighshire, renowned for its spectacular scenery and hordes of summertime tourists. There are so many amazing things to do in Llangollen. With steam trains billowing smoke across the impressively green countryside and the winding waters of Llangollen Canal, this tremendously popular Welsh town has a storybook charm you'll find simply impossible to resist.

The Road trip expert Ultimate 2021 Guide

Llangollen in Numbers (2022)



Population 4,079



1,846 households



1 secondary school
2 primaries



1 Health centre



1 Dentist



1 Pharmacy



1 Library



6 Public Halls



1 Bank



1 Post Office



74 Shops



1 Community Cinema



10 Hotels and Guest
Houses



12 Self-catering units



1 Hostel



2 caravan and
campsites



19 Restaurants and cafes



3 Garages



1 Laundrette



6 Hairdressers



2 Recreation grounds



1 Golf Course



3 Protected Landscapes



224 Listed buildings



5 Parks

What you said

The ethos of this place plan was one which sought 'grass roots' opinion in order to present the wishes and aspirations of the community in a formal way that can be assimilated into the future planning of all government agencies.

To facilitate this community involvement the Shape My Llangollen group ran a number of consultation events including a dedicated two-day 'Story Studio' drop-in session held in September 2018. During May and June 2019, the Town Team carried out what was possibly the largest ever public consultation at several venues around the town. In addition, meetings were also held with a number of groups, community organisations, business sectors and other statutory bodies as well as desk-top studies. The findings were all collated and analysed in a visioning document. This analysis, supported by the views of the community, identified a desire to maintain and enhance.

There were numerous issues identified which are summarised below:-

- ❖ the scenery, setting and beauty of the area
- ❖ the sense of community friendliness of the people
- ❖ facilities for young people
- ❖ services to eradicate isolation and poverty
- ❖ appropriate market-led, and social housing
- ❖ the vibrancy of the town centre
- ❖ adequate and effective traffic and car parking solutions
- ❖ bus services and in particular transport for older people.
- ❖ the quality of the built environment.
- ❖ a willingness to pull together on projects and create common interest
- ❖ volunteering opportunities through support and training
- ❖ the cleanliness of the town
- ❖ appropriate improvements to the town
- ❖ the town's independent shops and its unique shopping experience



Community action is any activity that increases the understanding, engagement and empowerment of communities in the design and delivery of local services.

Local Government Association.

A Town in which to Live, Work, Play and Stay



Photograph courtesy of Kim Price Evans.

A common vision

It has been recognised by the community and strategic partners that opportunities in Llangollen need to be co-ordinated. The creation of an agreed vision and objectives will help direct future decisions, resources and investments within Llangollen and maximise regeneration opportunities.

This plan provides an overview of actions that could benefit Llangollen. The goal of this action plan is:

- ❖ **To create a blueprint for the future of Llangollen, and its hinterland, that will reflect the aspirations of the community and sustain a vibrant and beautiful town of which we can be proud**
- ❖ **To ensure that the wishes of the community translate into tangible actions by government agencies, and the wider community.**
- ❖ **To act on the causes and impacts of climate change by supporting, empowering and championing action in the wider community.**

Under the common vision of making Llangollen **A Town in which to Live, Work, Play and Stay**.

A plan for action

The following action plan is based on the co-production work undertaken through six stakeholder workshops held in May and June 2021, which built on the key themes and priorities identified through the initial community consultation. This plan will be owned by the community. The intention is not to replace existing action but rather to identify and recognise work being done by different organisations, identify opportunities for collaboration and shape the collective efforts to address common issues.

The purpose of the stakeholder workshops was to include the decision makers, influential organisations, and those with the capacity to deliver. This ensured the development of a robust and realistic action plan which addresses the needs of the community. The plan is structured to address six key aims, which together will address a common vision.

This action plan will be monitored and reviewed annually in order to assess the extent to which individual proposals have been implemented or programmed, and whether, in the light of changing circumstances, activities should be added to or revised. The main areas of change which may necessitate alteration to the action plan are as follows:

- ❖ changes in national legislation
- ❖ decisions on major items of infrastructure
- ❖ modifications of partners' proposals and spending programmes
- ❖ physical changes within the area, particularly the rate of development of individual projects
- ❖ social and economic changes
- ❖ input from the local community via the forum

In certain areas change will simply entail an appropriate response to decisions which have been taken. In other cases, there will be a need for positive monitoring to assess changing circumstances. The main sources for this monitoring will be the progress of individual projects, data from Local Authority sources, changing circumstances of partner organisations, data from national, regional and county surveys, consultation with other bodies and information from members of the community.

Action plan terminology

Stakeholders:

AONB	Dee Valley and Clwydian Range Area of Outstanding Natural Beauty	MISD	Menter Iaith Sir Ddinbych
BCUHB	Betsi Cadwaladr University Health Board	NWP	North Wales Police
CC	Cadwyn Clwyd	NRW	Natural Resources Wales
DCC	Denbighshire County Council	OPL	Our Picturesque Landscapes
FOE	Friends of the Earth Llangollen	SC	Local Schools
FOP	Friends of Pengwern	SDCP	South Denbighshire Community Partnership
GC	Glandŵr Cymru (Canal and River Trust Wales)	SWGPG	South Wrexham General Practice Group
HA	Housing Associations	TO	Tourism operators
LHC	Llangollen Health Centre	WCC	Wales Co-operative Centre
LFS	Llangollen Food Share	WG	Welsh Government
LTC	Llangollen Town Council	YM	Ymestyn
LTE	Llangollen Trade and Enterprise		

Lead stakeholders charged with the task of taking forward actions are identified in **Bold** text and support organisation in *Italics* in the tables below.

Priority for Action

- A** Years 1- 2 schemes
- B** Years 3- 4 schemes

OUR FIRST AIM: A COMMUNITY THAT WORKS TOGETHER AND SUPPORTS EACH OTHER

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring success)	Objective
A1.1	A	LTC	Establish quarterly workshops/meetings to bring organisations together using the community plan as a focus	Enable coordination and promotion of events and activities across the year, and collective ownership of the development of this plan	Improve the collaboration between local organisations
A1.2	A	LTC	Town Council to encourage the re-establishment of a representative and influential Chamber of Trade and Tourism	Promote collaboration and joint initiatives, drive development projects, promote training and support opportunities, and coordinate activities and promotional activities	
A1.3	A	LTC	Town Council to consider town and place management role	To develop programmes to improve the location or to maintain existing good standard of operation.	
A1.4	A	LTC LTE	Establish and maintain a Community Calendar/Diary to publicise events and activities at one place.	Enable coordination and promotion of events and activities across the year	
A1.5	A	LTC LTE	Establish and maintain a Community Directory with the contact details of key personnel in organisations and businesses	Enable easy communication between key individuals and organisations	
A1.6	A	LTC LTE	Host regular volunteering fairs and events, targeting groups with time and incentive to get involved e.g., retirees/empty nesters with time on their hands, or young people needing volunteering. Opportunities for Welsh Baccalaureate or Duke of Edinburgh Award	Raise awareness and promote local opportunities to volunteer or get involved, the benefits of participating, and the difference that can be made	Increase the number of people involved with supporting our local community
A1.7	A	HA LTC	Engage families through the housing associations to identify needs of children and young people		
A1.8	A	LTC	Engage youth groups via two Town Council youth reps		
A1.9	A	LTC	Host regular 'community cafe' drop-in sessions to encourage community participation in developing projects and initiatives	Enable more people to actively influence and take part in activities that benefit the communities	
A1.10	A	LTC	Town Councillors to hold regular 'Street Surgeries' as have been successfully trialled in the past		
A1.11	B	LTC	Explore viability of establishing a Time Credit scheme in Llangollen		
A1.12	A	LTC	Develop a youth council with their own budget to deliver projects		

OUR SECOND AIM:

OUR YOUNGER GENERATION WILL BE ABLE TO STAY OR RETURN TO LIVE AND WORK IN OUR COMMUNITY

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A2.1	A	DCC LTC	Collaborate with DCC to promote current schemes to encourage and enable landlords to develop affordable residential units in vacant spaces e.g., empty home and investor matching service	Increased participation in support schemes by Llangollen landlords leading to new affordable residential developments	Increase the provision of affordable housing for local people
A2.2	A	DCC LTC	Apply learning from other studies into transforming empty spaces above shops into residential units	Replicating successful interventions that lead to development of new affordable residential units in currently vacant spaces above local shops	
A2.3	A	DCC LTC	Collaborate with DCC to develop clear evidence base for the need for affordable housing	Evidence to support and influence future affordable residential developments and inform the new DCC Local Development Plan	
A2.4	A	DCC LTC	Undertake or commission a study to ascertain why potential residential development sites are currently vacant		
A2.5	A	LTC DCC	Identify potentially viable sites for affordable housing, and liaise with DCC to include within the new Local Development Plan		
A2.6	A	LTC WG	Town Council could adopt a position regarding change of use of residential housing to holiday accommodation in light of the Welsh Government’s pilot to address the second homes crisis in Wales		
A2.7	B	LTC HA	Explore viability of setting up a land trust or similar in order to secure land for affordable homes development	Potential new organisation to enable the community to shape and drive future development	
A2.8	A	LTE LTC	Arrange annual employer and training fairs to promote employment and training opportunities, and to encourage local people to work for local businesses.	More employers, employees and the unemployed accessing bespoke training opportunities	Accessible Training Opportunities for local people
A2.9	A	LTE TO	Establish positive ongoing relationships with regional training providers, identifying and developing training opportunities relevant to the needs of Llangollen businesses and residents		

OUR THIRD AIM:

A COMMUNITY THAT SUPPORTS A VIBRANT TOWN CENTRE WITH ITS OWN UNIQUE IDENTITY

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A3.1	A	LTE DCC	Engage with landlords regarding diversifying businesses in the town	Encourage a more attractive visitor offer, additional jobs, and more resilient economy	Increase employment opportunities in the town
A3.2	A	LTC DCC	Town Council to explore synergy with LDP and adopt local policies encouraging diversification which are enforced/supported by DCC		
A3.3	A	LTC DCC LTE	Identify our strengths as a town and build an offer around it to attract new businesses and employers		
A3.4	B	LTE	Promote existing support/networking schemes and opportunities to local businesses	Enable businesses to benefit from current support opportunities	
A3.5	A	LTE	Identify and encourage use of local products and supply chains support hidden business and entrepreneurial activity.	Encourage collaboration, mutual support, and joint initiatives between local businesses	
A3.6	B	LTE	Explore and coordinate a joint marketing/promotion scheme		
A3.7	B	WCC LTC LTE	Promote and support development of digital skills and infrastructure	Supporting businesses to adapt to changing retail and customer habits and expectations	
A3.8	B	LTC AONB	Develop a signature project to improve the 'welcome' to the town along the A5 from the East	Improve the welcome to the town, promoting our vibrant cultural heritage and identity	Improve the quality of Llangollen’s streetscape and outdoor public spaces
A3.9	A	LTE	Street Banners to promote the area and brighten up the streets		
A3.10	A	LTC DCC	Adopt a policy that all new developments in town centre must be accessible to all	Ensure all public areas and businesses are accessible for all	
A3.11	A	LTC DCC	Establish locations for street entertainers and a clear plan to manage such activities	Cater for events and cultural performances to attract visitors to the town centre and create a unique sense of place	
A3.12	A	LTC DCC	Identify space for public events, markets etc (indoor or out) and develop the area accordingly		
A3.13	A	DCC LTC	Invest in improving outdoor green spaces and recreation areas, including Riverside Park water feature	Better quality public green spaces and recreational areas within the town.	
A3.14	A	DCC WG LTC	Collaborate in the implementation of the ongoing Llangollen 2020 Project.	Improve Traffic flow and Parking provision in Llangollen Town Centre	Improve the Management of traffic, pedestrians, and parking in the Town
A3.15	A	DCC LTC	Identify potential sites to provide additional visitor parking		

A3.16	A	DCC <i>LTC</i>	Lobby for support and funding for the 4-Highways project		
A3.17	A	LTC <i>DCC</i>	Lobby for 20 mph speed restriction in town centre	Safer roads for pedestrians, cyclists and vehicles on our main routes through the town	
A3.18	A	LTC <i>DCC</i>	Lobby for weight restriction on the bridge		
A3.19	B	DCC <i>AONB</i>	New circular cycling and walking routes connecting key sites	Develop new circular routes connecting key attractions for cyclists and pedestrians	
A3.20	A	AONB <i>OPL</i> <i>DCC</i>	Connection of the new Wenffrwd pocket park to town centre and canal, via footpath network	Circular routes promoting heritage sites	

OUR FOURTH AIM:
A COMMUNITY THAT PROVIDES A SUSTAINABLE AND HIGH QUALITY VISITOR OFFER

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A4.1	A	LTC WHS DCC	Re-establish active links and representation between World Heritage Site management groups and the Town Council	Capitalise on World Heritage Site Status, and influence developments to benefit Llangollen	Develop a high-quality offer in the outdoor adventure, cultural and heritage sectors that respects local distinctiveness
A4.2	A	LTC DCC LTE	Step up promotion of existing high quality visitor attractions focusing on the area’s unique selling points of culture, events, heritage attractions and natural beauty all set in a distinctive historic Welsh town	Develop a unique sense of place and identity, and enabling smaller businesses to benefit from the draw of our major attractions and Welsh heritage	
A4.3	A	AONB OPL DCC	Trial Shuttle Bus service between key sites within the AONB	Link Llangollen with other heritage sites in the region to draw visitors	
A4.4	B	LTC DCC LTE	Explore ways to promote and grow the Outdoor Activity Sector	Promote and manage sustainable growth in the outdoor activities sector	
A4.5	B	LTC DCC LTE	Commission work to rationalise branding and messaging, focusing on World Heritage Site status but also incorporating AONB, Cittaslow, Plastic Free Llangollen etc.	A single coherent brand, image, and message to promote Llangollen	Improve the promotion of Llangollen’s attractions and events
A4.6	B	LTC DCC LTE	Work with businesses to develop messaging that promotes longer (overnight) stays visiting multiple establishments.	Targeting and attracting long-staying, high-spending visitors	
A4.7	B	LTC DCC LTE	Encourage the provision of more bedspaces		

A4.8	A	LTC DCC LTE	Develop a marketing campaign spotlighting Llangollen’s attractions and events		
A4.9	A	LTC LTE	Develop a coordinated calendar of events to ensure pressure on services and places is shared out across the year	Mitigate pressure on key sites and disruption to local residents during busy periods	Sustainable Management of Tourism
A4.10	A	AONB LTC	Collaborate with AONB team to organise and manage events within the AONB		
A4.11	B	LTC DCC LTE	Work with partners to identify methods to manage visitor flows around the town and key sites during busy periods		
A4.12	A	LTC DCC LTE	Develop common messages regarding sustainable behaviour toward both local people and the environment, and encourage local businesses to share and reinforce them with their visitors	Encourage and endorse responsible and sustainable behaviour by our visitors.	
A4.13	A	LTC DCC LTE	Further develop calendar of extended (non-weather dependant) out of season events and activities which reflect Llangollen's character	Attract high value visitors during the quieter winter months to support businesses all year round and enable more permanent employment opportunities as opposed to seasonal	Extending the Season
A4.14	A	LTE TO	Work with local accommodation providers/camp sites to provide alternative accommodation options for potential out of season visitors, e.g., retired motorhome owners		

OUR FIFTH AIM:

A COMMUNITY THAT VALUES, PROTECTS, AND PROMOTES ITS HERITAGE, SCENIC BEAUTY AND NATURAL ENVIRONMENT.

Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A5.1	A	LTC DCC	Town Council to oppose planning applications that are contrary to the aims of the conservation area	Enforce suitable and sustainable developments	Increase employment opportunities in the Town
A5.2	A	LTC DCC	Town Council to oppose planning applications that are detrimental to the area's scenic beauty and natural environment		
A5.3	A	LTC DCC	Collaborate with DCC to ensure measures to protect the scenic beauty, historic and natural heritage are included in the new LDP		
A5.4	A	DCC LTC	Develop proposals for a fit for purpose recycling facility in Llangollen, both for household waste and street litter	Encourage and endorse responsible and sustainable behaviour	Enabling residents and visitors to access recycling facilities, and support DCC to reach their recycling targets
A5.5	A	LTC	Continue to ensure that any Town Council organised events use locally sourced food, wherever and avoid single use tableware		
A5.6		FOE LTC	Maintain the town’s status as a Plastic Free Community		
A5.7	A	LTC	Undertake or commission work to explore the feasibility of establishing a green energy (hydro/solar) scheme managed by a Community Interest Company	Reduce dependency on fossil fuels	Establish a green energy infrastructure and enable residents and businesses to reduce their carbon footprint and cater for changing demands to and addressing the Climate and Ecological emergency
A5.8	A	LTC	Town Council to implement their climate and ecological emergency action plan		
A5.9	A	LTC	Investigate and install electric vehicle charging points in Llangollen		
A5.10	B	AONB DCC LTC	Support the formal recognition of the Clwydian Range and Dee Valley AONB as a ‘Dark Sky Community’ from the International Dark Sky Association	To protect and preserve unique night-time conditions	
A5.11	A	LTC DCC	Align the Town Council’s Community Grants to projects that contribute to mitigating climate change and promoting biodiversity	Encourage activities that contribute to sustaining our heritage, scenic beauty and natural environment.	
A5.12	A	LTC DCC SDCP	Support and promote the work of groups such as Llangollen Tidy Towns, Friends of the Earth and Llangollen Food Share		
	A	LTC SC	Collaborate with the schools to raise awareness of local heritage, environment, and the climate crisis		

A5.13	B	DCC <i>LTC</i> <i>AONB</i>	Ensure that the definitive footpath map details all public rights of way within the community including ancient green lanes	Promote awareness and understanding of the value and management of our heritage and natural environment	Encourage local residents to sustainably manage our natural resources
A5.14	A	NRW <i>AONB</i> <i>FOP</i>	Develop the Pengwern Vale Community Environment Project		
A5.15	A	DCC <i>LTC</i> <i>AONB</i>	Celebrate local people who have made a major contribution to Welsh language and culture and heritage	Promote awareness and understanding of the value of sustaining our heritage and culture and the Welsh language	Encourage local residents and businesses to help to sustain local heritage and the Welsh language
A5.16	A	MISD <i>LTC</i> <i>DCC</i>	Increase opportunities for Welsh speakers to connect with each other through the medium of Welsh		
A5.17	a	MISD <i>LTC</i> <i>DCC</i>	Support Menter Iaith Sir Ddinbych to hold events to encourage local businesses to make a positive effort to increase their use of the Welsh language		

OUR SIXTH AIM:
A COMMUNITY THAT PROVIDES ESSENTIAL SERVICES FOR ITS RESIDENTS

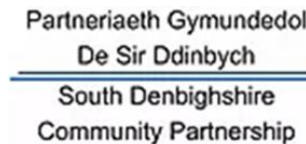
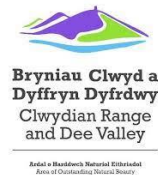
Ref	Priority	Stakeholders	Action (What we will do)	Output (Measuring Success)	Objective
A6.1	A	LTC DCC	Engage youth groups via two Town Council youth reps to identify their needs and how we can work with them to deliver these	Identifying the needs of our young people so we can work with them to deliver projects to meet these	Improve Services for children and young people
A6.2	A	HA LTC	Engage families through housing associations to identify needs of children and young people		
A6.3	B	LTC DCC	Promote training and employment opportunities in youth services	Addressing the identified lack of youth workers in the Dee Valley, both paid and voluntary.	
A6.4	B	LTC DCC	Explore opportunities for intergenerational activities	Mutual beneficial projects to bring the community together	Ensure access to essential services for our residents who rely on them
A6.5	B	SDCP LRC	Expand the current Dial a Ride Scheme	Ensure essential transport is available for local residents	
A6.6	B	SDCP LRC	Expand Meals on Wheels into Llangollen	Ensure food and essential goods are accessible for local residents	
A6.7	A	LFS SDCP	Explore ways to support the current foodbank and food share initiatives to continue to meet increasing demands		
A6.8	A	LTC DCC	Open a New Solo Digital Space service at the Library for people to access online support and platforms such as Zoom, Teams etc.	Respond to the new ways people are accessing services and changing working arrangements	
A6.9	A	LTC	Review accessibility of the Town Council's services, recognising the need for a blended digital and face to face approach	Ensure food and essential goods are accessible for local residents	
A6.10	A	LTC DCC	Refer residents to DCC 's Digital Buddy Scheme		
A6.11	B	FOP DCC SDCP	Develop a community Makerspace skills workshop at Pengwern including Makerspace skills workshop and a Repair Shops	A new workshop space for practical skills development, upcycling, bike repairs, office provision and toilet facilities	Improve Llangollen's community owned facilities
A6.12	A	LTC	Undertake or commission a feasibility study to explore the potential for a new multipurpose community hub at the Town Hall	A clear understanding of the need for, viability and potential benefits of developing the town hall into a multipurpose community hub. Support local organisations to make improvements to Llangollen's community facilities	
A6.13	A	LTC	Support planning applications that aim to improve both the quality and sustainability of community facilities, as long as they do not adversely affect the character and heritage characteristics of the town		
A6.14	B	DCC FOP NRW	Promote engagement in sport, nature, creativity and social engagement as a means of keeping well. Nature for Health Programme		

A6.15	A	SWGPG BCUHB LTC DCC HA	Ensure that residents' views collected for the Place Plan and relating to Health and Well-being, are shared	Improve health and wellbeing by increasing access to the local environment	Ensure access to essential health services for our residents
A6.16	A	YM LHC	Many elderly people and individuals with current care needs in the community are excluded in some way from participating in social community life. Befriending is one way by which they can be supported to get more fully involved	Befriending provides companionship for isolated people a chance to develop a new relationship and opportunity to participate in local activities address issues associated with isolation and loneliness	
A6.17	A	DCC LTC	Tackle environmental crime by clamping down on anti-social behaviour	To prevent the area from deteriorating and ensure it is free from litter	To feel safe at home, and secure in the area and with people in the community
A6.18	A	DCC LTC	Review existing dog control areas	To ensure areas of open space and recreation grounds are protected.	
A6.19	B	NWP AONB	Actively police and advise of the effects of the illegal use of a vehicle which can lead to criminal damage of roads, other vehicles and surrounding property.	To manage off roading in the area to prevent anti-social behaviour	
A6.20	A	NWP LTC	Refocus Neighbourhood Watch schemes which are not just about crime awareness but are also about supporting communities to tackle issues within them	To create a greater sense of security and reduce the fear of crime	

ACKNOWLEDGEMENTS

The Llangollen Town Team would like to thank Llangollen Town Council and the National lottery Community Fund for the financial support provided to support the preparation of this action plan.

Thanks, must also go to Mr Deio Jones, a Senior Consultant with Resources for Change, who helped to develop this Action Plan drawing on previously undertaken community consultations, the Town Clerk Mr Gareth Thomas, the Stakeholders who engaged in the process, as detailed below, and last but not least the people of Llangollen for their kind support.



**Llangollen
Tidy Towns Team**

**Core Town Team Members: - Mr Phil Robinson Chair, Ms Isobel Richards Vice Chair.
Mr George Hughes, Ms Eiluned Jones, Cllr Robert Lube and Mrs Lesley Richards.**

REPORT AUTHOR: Town Clerk.
SUBJECT: Business Continuity Plan.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider a revised business continuity plan and a supplementary staff absence protocol.

2. Background.

- 2.1 A review of the plan has been undertaken in the light of the experiences of the pandemic and other operational considerations. Therefore, a section has been added to identify the actions that should be undertaken for major incidents.
- 2.2 In addition, following the recent staff absences the existing business continuity plan has been revised and in order to strengthen the document a supplementary protocol has been prepared to cover staff continuity in times of prolonged absence.
- 2.3 In the preparation of the staff absence protocol discussions have been held with Clwyd Branch of the Society of Local Council Clerks who have agreed that, over the short term, support for a substitute member of staff would be forthcoming from either the Denbighshire Area Clerks Mentor or if required a named Clerk by contacting the secretary. This is not the same level of support as would be provided by the appointment of a locum through the Society of Local Council Clerks, the details of which are included in the protocol.

3. Recommendation.

- 3.1 It is recommended that the revised business continuity plan and the supplementary staff absence protocol be approved.

4. Reasons for accusations.

- 4.1 To ensure effective governance and fiscal probity over Town Council affairs.

Title:	Business Continuity Plan
Purpose:	To detail the Town Council's policies and procedures on business continuity
Owner:	Town Clerk.
Approved by:	Town Council.
Date:	2022.
Version Number:	1.1 Draft
Last review date:	2022.

1.0 Purpose and scope.

1.1 The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practical, to continue to provide critical functions/assistance in the event of a disruption. Whilst this is not a statutory duty for Town or Community Council, it is this Community Council's intention to recognise the importance to maintain a Business Continuity Plan for potential disruptions.

1.2 This plan identifies the first reactions, recovery objectives, structure for implementation, monitoring, follow-up procedures and communication process to keep everyone informed as necessary changes to service delivery, where such services are disrupted by factors within Llangollen Town Council's area of responsibility.

2.0 Business of the Town Council.

2.1 The Council provides Local Community Council services to its electorate which includes the responsibility for:

- The management, maintenance and development of the Town Hall, Recreation Ground, Royal Gardens, of the War Memorial and Pen y Bryn Cemetery.
- The provision and maintenance of bus shelters,
- The provision and maintenance of Christmas lighting.
- The provision of town floral displays.
- The funding and delivery of town events (and support and facilitation of groups providing town events).
- The provision of Community Grants.
- Submitting comments on all planning applications and change of use applications in Llangollen as a statutory consultee of the Planning Authority
- Working together with the Planning Authority to seek suitable sites for affordable local housing.
- Capital Projects.

3.0 Business Continuity Plan.

3.1 The plan identifies the critical service areas and details actions to be taken to continue or recover delivery of the services within identified timescales of:

- 24 Hours.
- within 7 Days.
- within 1 Month.
- within 3 Months.

3.2 Staff will have a list of contract details of Members, other staff and key consultants/contractors. On discovering or being advised of a disaster which might affect business continuity or a major civil emergency, the officer or member of staff will contact the Town Clerk or most senior person available who will then:-

- Ensure all members of staff are contacted, advised of the situation and either put on standby or advised of the action required.
- Convene any necessary meetings of staff and or Members.
- Consider staff welfare issues and take necessary action.
- Deploy staff in non-critical service areas as required.
- Advise statutory authorities (e.g., emergency services, HSE etc.) and insurance company, as necessary.
- Advise the response team.
- Keep staff informed.

3.4 Recovery Team.

The team will include as a minimum:

- Staff.
- The Mayor and in his absence the Deputy Mayor.

4. Major Incident/pandemic response.

4.1 Such incidents by definition have a far wider impact than the community of Llangollen and the Town Council would not be the responsible authority for managing the recovery programme.

4.2 Nevertheless, the Town Council needs, and is prepared, to give every practicable assistance to the community of Llangollen to help speedily and effectively mitigate the impact of any major incident on its residents. Therefore, this Business Continuity Plan may be subject to change without notice in the light of local regional and Welsh Government legislation.

Llangollen Town Council

Timeline	Mitigation	24 Hours	Within 7 Days	Within 1 Month	Within 3 Months
<div> <div>Event</div> <div>Recovery Steps</div> </div>	Plan to minimise impact.	Immediate Response & Actions.	Response as Required by Council.	Business Continuity Rebuild Confidence.	
Loss of Clerk due to sudden/longer term illness, incapacity or death.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.
Loss of staff members due to resignation or dismissal.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.
Death or serious injury to member of staff whilst carrying out Council duties or prolonged absence of staff.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.	Refer to staff continuity protocol.
Loss of Council membership due to multiple resignations (causing Council to be inquorate).	Co-option of Councillors.	Town Clerk to inform all remaining members and employees of Council. Clerk to inform DCC's Returning Officer.	Town Clerk to decide on temporary working strategy for immediate Council business.	Instigate by-election/co-option procedure.	Review procedures to ensure minimal impact from loss.
Damage to Town Hall – Council meeting rooms	Carry out fire risk assessment.	Clerk to advise the Council and staff. Town Clerk to	Use alternative premises for meetings if	Review risk assessment	Review procedures to ensure minimal

	Maintain capability for staff home working and remote meetings	Inform insurance company.	needed.		impact from loss. Maintain adequate insurance cover
Loss of Council documents due to fire.	CLOUD storage.	Town Clerk to inform insurance company.	Council to review position.	Report incident to Full Council meeting.	Review procedures to ensure minimal impact from loss. Maintain adequate insurance cover.
Loss of Council electronic data due to fire, flood, breakdown or theft.	CLOUD storage.	Town Clerk to inform insurance company.	Install backup files on portable hard drive.	Report incident to Full Council meeting.	Review procedures to ensure minimal impact from loss. Maintain adequate insurance cover.
Loss of Council equipment due to theft or breakdown.	CLOUD storage Back up to external drive kept off site.	Report theft to police Town Clerk to inform insurance company. Decide on immediate replacement.	Provide replacement equipment. Replace in line with current financial regulations.	Report incident to Full Council meeting.	Review procedures to ensure minimal impact from loss. Maintain adequate insurance cover.
Financial Loss.	Risks assessed in line with Council	Risk Management procedure as	Risk Management procedure as	Risk Management procedure as	Risk Management procedure as

	Policy and subject to annual review. Fidelity insurance in place.	defined in the Governance and Accountability for Local Councils in Wales - A Practitioners' Guide.	defined in the Governance and Accountability for Local Councils in Wales - A Practitioners' Guide.	defined in the Governance and Accountability for Local Councils in Wales - A Practitioners' Guide.	defined in the Governance and Accountability for Local Councils in Wales - A Practitioners' Guide.
Major Incident/Pandemic	<p>Maintain up to date risk assessments of all Town Council property/liability. Maintain up to date list of emergency contacts.</p> <p>Awareness of Denbighshire County Council emergency planning processes and key contacts.</p>	<p>All members and to be informed.</p> <p>Contact relevant emergency services if appropriate.</p> <p>Use social media to keep community informed.</p>	Review position in response to emerging situation and any national regional or local advice or instructions.	Call meeting of Council to discuss position and any necessary action.	Review procedures to ensure minimal impact from loss.

Staff Continuity Protocol

1. Purpose and scope.

- 1.1 The purpose of this protocol is to ensure that core business of the Town Council. can be maintained and that a good level of service is provided for our customers, the residents of Llangollen, council tenants, key stakeholders, local organisations and those who work in and visit the town.

2. Core business of the Town Council.

- 2.1 In the event of such an incident the core business of the Town Council is defined as:

- Preparation of agendas and reports and statutory notices for Full Council.
- Preparation of financial information.
- Preparation of schedule of authorised payments and subsequent payments.
- The management, maintenance of assets.
- Commenting on all planning applications as a statutory consultee.
- Implementation of existing revenue and capital projects.

3. Key personnel

- 3.1 The key personnel involved with this protocol will be the Town Clerk, Facilities Officer, the Town Mayor or Deputy Town Mayor in their absence support staff from the Clwyd Branch SLCC and any locums appointed.

4. Communication.

- 4.1 The Town Clerk will (or in the absence of the Town Clerk, the Facilities Officer) in the first instance, will notify the Town Mayor regarding any potential prolonged staff absence requiring the implementation of this protocol followed by communication to all Councillors to:

- Ensure all members of staff are contacted and advised of the situation.
- Convene any necessary meetings of staff and or Members.
- Consider staff welfare issues and take necessary action.
- Deploy staff in non-critical service areas as required.
- Advise statutory authorities (e.g., emergency services, HSE etc.) and insurance company, as necessary.

- 4.2 Communications with the public should be via the Town Council website, social media, local news outlets and the Town Council noticeboard.

5. Equipment and resources.

- 5.1 Office staff should have a work laptops to enable them to work away from the office if necessary. The office number (01978 851345) is accessible on both the Town Clerk's and Facilities Officer's mobile phones via Microsoft TEAMS. Technical support is provided by ACS Technology (01978 822135) and both onsite and offsite backup systems for the server are in place.

- 5.2 In line with policy Town Council email accounts should be protected by strong passwords that are never shared. However, if the core business of the Town Council

cannot be maintained then temporary access, as defined by the procedures contained within this protocol, should be implemented.

- 5.3 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council on a sealed USB stick. This information may not be accessed other than in the presence of a staff member and two other Councillors. Once the USB stick has been accessed, in whatever circumstances, this shall be reported to all Members immediately and formally to the next available meeting of the Council.
- 5.4 After the information has been accessed, in any circumstances, the PIN's and / or passwords shall be changed as soon as practicable.

6. Protocol Objectives.

- 6.1 The objective of this protocol is to:
- Serves as a guide for staff absence continuity.
 - Assists in avoiding confusion experienced during a crisis by documenting procedures.
 - Provide a references and points to the location of critical data.
 - Provide procedures and resources needed to assist in recovery.
- 6.2 To facilitate this the appendix to this protocol outlines the procedures to be implemented together with some standing operating procedures in respect of the statutory requirements and administration of Town Council meetings and other ancillary support information

STAFF ABSENCE CONTINUITY PROCEDURE A.

Short term absence - less than two-month meeting cycle.

A staff incident can include a sudden family emergency, injury or other event which renders a key member of staff suddenly unable to work..

Legislation.

The main legislation concerning council, committee and subcommittee meetings are set out in Schedule 12 of the Local Government Act 1972 (the Act) and the Public Bodies (Admission to Meetings) Act 1960.

Community Councils must hold an annual meeting every year and at least three other meetings known as ordinary meetings during the year. The Proper Officer of the community council convenes the ordinary meetings of council as scheduled by standing orders or, in accordance with s88 of the Act on the occasion of a vacancy of the post of Chair.

Additional (also known as an extraordinary) meetings can be convened at any time by the Chair of the Council.

Community Council must appoint officers as appropriate for carrying out its functions: a Clerk and appoint a Responsible Financial Officer (RFO) to manage the council's financial affairs; the RFO can be the Clerk.

Policy context.

Standing order 15 stipulates that the Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

Staff / Member Protocol stipulates The Town Clerk or other appointed officer as delegated by the Town Clerk will be present at all meetings involving Members of the Town Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will supervise the production of formal Minutes of the meeting. Where for whatever reason a staff member is not able to attend a meeting the meeting is not invalidated. The Chair presides and a Member may take the minutes and; the Town Clerk or other appointed officer is responsible for the content of all Minutes and for circulation prior to adoption by the Town Council.

Authority to Act.

No individual Member (including Committee Chair's and the Town Mayor) or informal groups of Members can make a decision on behalf of the Council. There is no such thing as 'Chair's Action.'

Goal: To ensure minimal service interruption.

Process.	Details	Responsible Person(s)	Priority
Identify interchangeable staff.	All members of staff should have at least one colleague who can perform their role, even if in a reduced capacity.	Town Clerk, Facilities Officer.	High
Assess extent of absence.	Identify whether the affected staff member's absence is likely to be less than two months. If potentially long term refer to the Staff Absence Continuity Procedure B.	Town Clerk and or Facilities Officer, Town Mayor.	High
Absence of Proper Officer.	In line with Standing Orders the Facilities Officer should undertake the work of the Proper Officer when the Proper Officer is absent.	Facilities Officer.	High
Staff support.	Identify the relevant person and support staff in carrying out business-critical activities	Town Clerk and or Facilities Officer, Clwyd Branch SLCC Mentor. Clwyd@slcc.co.uk	High

Continuity objectives.

Critical Activity	Timescale	Details	Responsible Person(s)
Office operations	Immediate.	The substitute member of staff member will liaise with their colleague to facilitate access to emails and other essential operational programmes required to undertake business critical activities. In the event if this information not being forthcoming the town council's ICT provider id to be contacted to allow access.	Substitute member of staff, Town Mayor

		This be instigated by an instruction from the substitute members staff endorsed by an email from the Town Mayor	
Assess need for ordinary meetings of the Town Council	Immediate	If there is no urgent business consider timing of the next ordinary meeting of the Town Council	Substitute member of staff, Town Mayor.
Town Council meetings cycle	Immediate	If the absence of the staff member will have an adverse effect on the Town Council meeting cycle substitute member of staff will activate the process identified in Schedule 1, in order that business critical activities can progressed	Substitute member of staff, Town Mayo.
Committees	Immediate	If the absence of the staff member will have an effect on the Committee meetings cycle, committees will be postponed; with any urgent items being referred to full council until substitute Proper Officer is in post.	Substitute member of staff, Town Mayor, Committee Chair.

STAFF ABSENCE CONTINUITY PROCEDURE B.

Long term absence - over two month meeting cycle.

A staff incident can include a sudden family emergency, injury or other event which renders a key member of staff suddenly unable to work. Provide replacement and/or begin recruitment procedures.

Legislation.

The main legislation concerning council, committee and subcommittee meetings are set out in Schedule 12 of the Local Government Act 1972 (the Act) and the Public Bodies (Admission to Meetings) Act 1960.

Community Councils must hold an annual meeting every year and at least three other meetings known as ordinary meetings during the year. The Proper Officer of the community council convenes the ordinary meetings of council as scheduled by standing orders or, in accordance with s88 of the Act on the occasion of a vacancy of the post of Chair.

Additional (also known as an extraordinary) meetings can be convened at any time by the Chair of the Council.

Community Council must appoint officers as appropriate for carrying out its functions: a Clerk and appoint a Responsible Financial Officer (RFO) to manage the council's financial affairs; the RFO can be the Clerk.

Policy context.

Standing order 15 stipulates that the Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

Staff / Member Protocol stipulates The Town Clerk or other appointed officer as delegated by the Town Clerk will be present at all meetings involving Members of the Town Council and will advise on any questions relating to Standing Orders, Financial Regulations, legal requirements or committee procedures and will supervise the production of formal Minutes of the meeting. Where for whatever reason a staff member is not able to attend a meeting the meeting is not invalidated. The Chair presides and a Member may take the minutes and; the Town Clerk or other appointed officer is responsible for the content of all Minutes and for circulation prior to adoption by the Town Council.

Authority to Act.

No individual Member (including Committee Chair's and the Town Mayor) or informal groups of Members can make a decision on behalf of the Council. There is no such thing as 'Chair's Action.'

Goal: To ensure minimal service interruption.

Process.	Details	Responsible Person(s)	Priority
Identify interchangeable staff.	All members of staff should have at least one colleague who can perform their role, even if in a reduced capacity.	Town Clerk, Facilities Officer.	High.
Assess extent of absence	Identify whether the affected staff member's absence is likely to be more than two months or permanent	Town Clerk and or Facilities Officer, Town Mayor	High.
Staff support	Identify the relevant person and/or support staff in carrying out business-critical activities	Town Clerk and or Facilities Officer, Town Mayor	High.
Absence of Proper Officer.	In line with Standing Orders the Facilities Officer should undertake the work of the Proper Officer when the Proper Officer is absent and seek locum.	Facilities Officer, Society of Local Council Clerks locum@slcc.co.uk .	High.

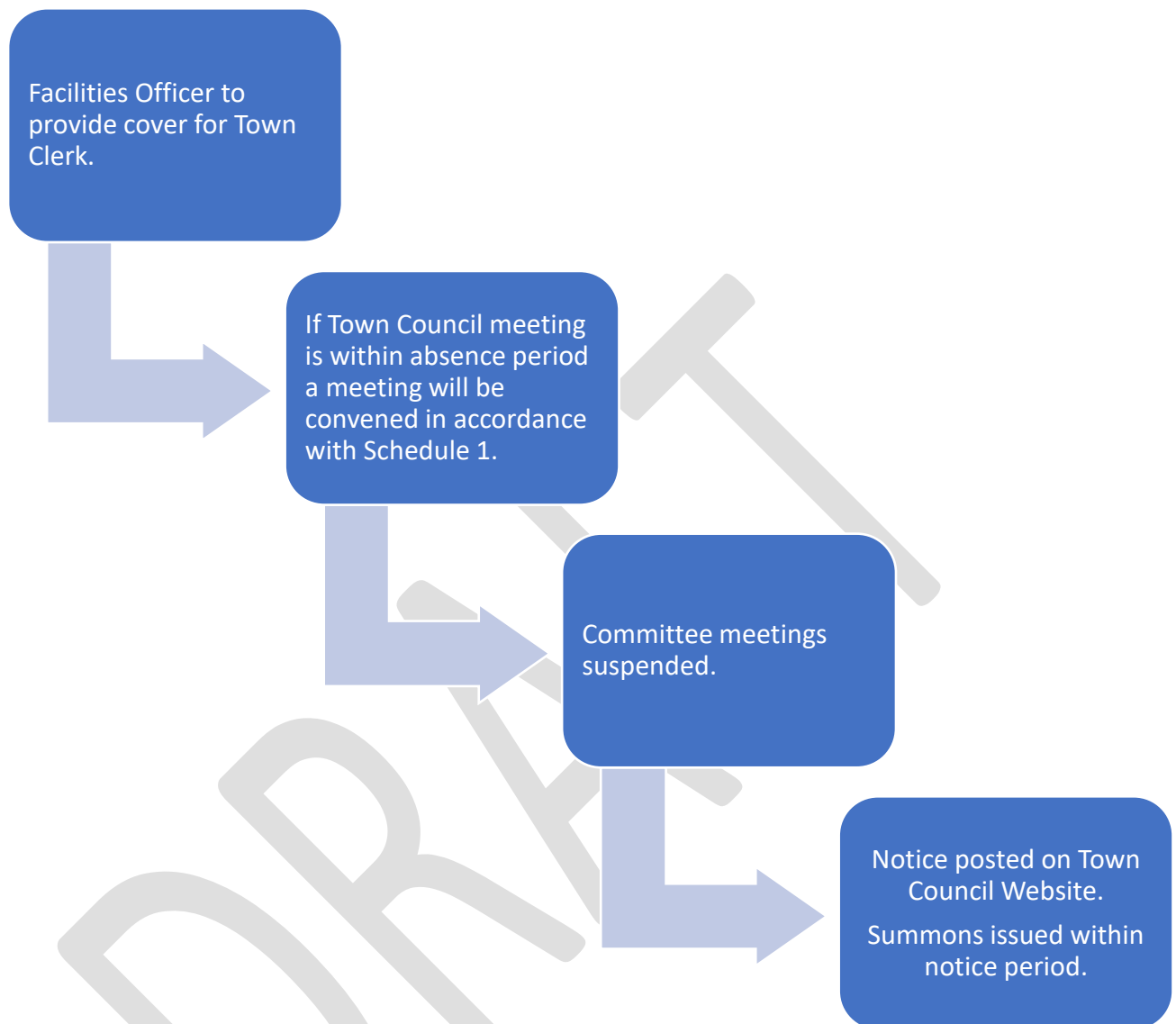
Continuity objectives.

Critical Activity	Timescale	Details	Responsible Person(s)
Assess need for ordinary meetings of the Town Council	Immediate	If there is no urgent business consider timing of the next ordinary meeting of the Town Council	Substitute member of staff, Town Mayor.
Long term absence of Proper Officer.	Immediate	Contact the Society of Local Council Clerks locum@slcc.co.uk to access their locum and interim services.	Substitute member of staff, Town Mayor.
Proper Officer Office operations	Immediate.	Liaise with the Town Council's ICT provider to facilitate access to emails and other essential operational programmes	Substitute member of staff, Locum.

		required to undertake business critical activities.	
Permanent loss of Proper Officer.	Immediate	Contact the Society of Local Council Clerks locum@slcc.co.uk to access their locum and interim services. Recruit replacement	Substitute member of staff. Locum. Town Mayor.
Long term absence of Facilities Officer.	Immediate.	Town Clerk to determine nature of cover required and if temporary replacement is required.	Town Clerk, Town Mayor.
Permanent loss of Facilities Officer.	Immediate.	Recruit replacement.	Town Clerk, Town Mayor.
Facilities Officer Office operations.	Immediate.	Liaise with the Town Council's ICT provider to facilitate access to emails and other essential operational programmes required to undertake business critical activities.	Town Clerk.

SCHEDULE 1.

Flow chart



SCHEDULE 1.

Temporary notice and agenda protocol ordinary meeting.

Summons.

Annwyl Gynghorwyr a Chynrychiolwyr Ieuenctid

Dear Councillors and Youth Representatives.

Rhoddir rhybudd drwy hyn am gyfarfod cyffredin o'r **Cyngor y Dref** a gynhelir ar [Rhowch ddyddiad] am **6.00yh**, gan ddefnyddio meddalwedd cynadledda o bell Microsoft TEAMS} or [yn Siambr y Cyngor], er mwyn trosi'r busnes a nodir yn yr agenda.

Notice is hereby given of an ordinary meeting of the **Town Council** which will be held on [Insert date] at **6.00pm**, [using Microsoft TEAMS conferencing software] or [in the Council Chamber] for the purpose of transacting the business set out in the agenda.

Hysbysir aelodau'r Pwllgor drwy hyn i fynychu.

Members of the Committee are hereby summoned to attend.

Mae'r cyfarfodydd yn agored i'r wasg a'r cyhoedd.

The meetings are open to the press and public.

Dolen y cyfarfod yw: -[Dileu os nad oes angen]

The meeting link is: - [Delete if not required]

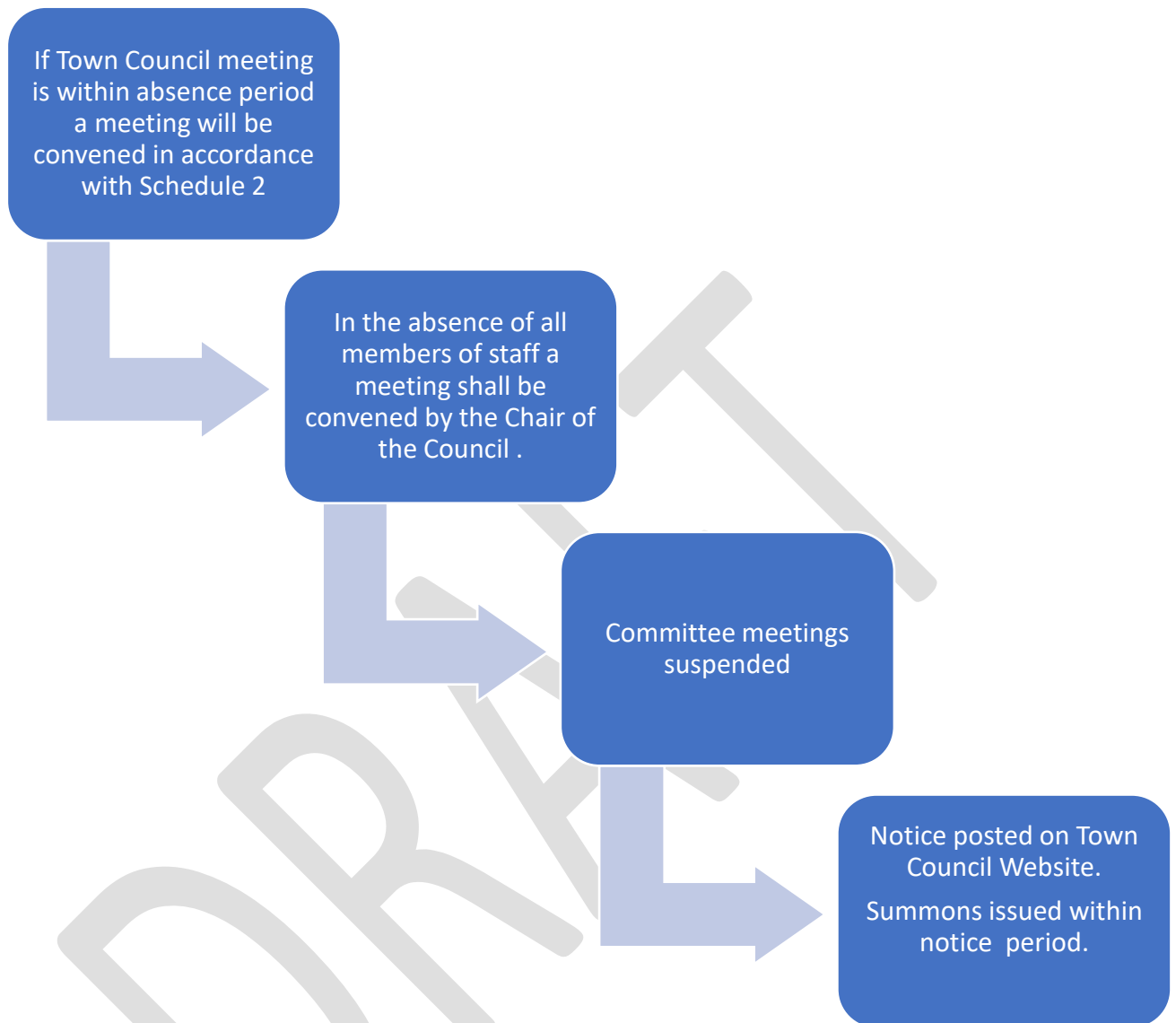
[Click here to join the meeting](#)

Yn gywir,
Yours faithfully,
Proper Officer

Agenda.
[Insert date]

- | | |
|---|--|
| 1. Croesawiad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 3. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 4. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 5. Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar [mewnysod dyddiad], fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on [insert date], as a correct record. |
| 6. Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt.
a) Aliadau Awdurdodedig. | Financial Reports.
To consider financial matters and make any necessary decisions thereon.
Authorised Payments. |
| 7. Adroddiadau | Reports.
[Referred from Committees If required] |
| 8. Ceisiadau Cynllunio.
Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn). | Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting). |

**Temporary notice and agenda protocol extraordinary meeting.
Flow chart**



SCHEDULE 2.

Summons.

Annwyl Gynghorwyr a Chynrychiolwyr Ieuenctid.

Dear Councillors and Youth Representatives.

Rhoddir rhybudd trwy hyn o cyfarfod cyffredin rydeddol o'r **Bwyllgor Adnoddau Dynol** a gynhelir ar [Rhowch ddyddiad] am **6.00yh**, gan ddefnyddio meddalwedd cynadledda o bell Microsoft TEAMS} or [yn Siambr y Cyngor], er mwyn trosi'r busnes a nodir yn yr agenda.

Notice is hereby given of an extraordinary meeting of the **Town Council** which will be held on [Insert date] at **6.00pm**, [using Microsoft TEAMS conferencing software] or [in the Council Chamber] for the purpose of transacting the business set out in the agenda.

Hysbysir aelodau'r Pwllgor drwy hyn i fynychu.

Members of the Committee are hereby summoned to attend.

Mae'r cyfarfodydd yn agored i'r wasg a'r cyhoedd.

The meetings are open to the press and public.

Dolen y cyfarfod yw: -[Dileu os nad oes angen]

The meeting link is: - [Delete if not required]

[Click here to join the meeting](#)

Yn gywir,
Yours faithfully,
Cllr [Town Mayor]
Maer y Dref
Town Mayor

Agenda

[Insert date]

- | | | |
|----|--|--|
| 1. | Croesawriad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. | Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd. | Statements from the public.
To receive statements from the public. |
| 5. | Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 4. | Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 5. | Cofnodion.
Awdurdodi'r Cadeirydd i lofnodi cofnodion cyfarfodydd blaenorol y Cyngor Tref a gynhaliwyd ar [mewnosod dyddiad], fel cofnod cywir. | Minutes.
To authorise the Chairman to sign the minutes of the previous meetings of the Town Council held on [insert date], as a correct record. |
| 6. | Adroddiadau Ariannol.
Ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arnynt. | Financial Reports.
To consider financial matters and make any necessary decisions thereon. |
| a) | Aliadau Awdurdodedig. | Authorised Payments. |
| 7. | Ceisiadau Cynllunio.
Ystyried ceisiadau cynllunio sy'n cael eu cyfeirio at y cyngor a gwneud unrhyw benderfyniadau angenrheidiol arnynt. (Gellir derbyn ceisiadau ar ôl i'r agenda gael ei chyhoeddi a gellir eu hystyried yn y cyfarfod hwn). | Planning Applications.
To consider planning applications referred to the Council and make any necessary decisions thereon. (Applications may be received after the agenda has been published and may be considered at this meeting). |
| | 03/ | 03/ |
| 8. | Rhan B Gwahardd y cyhoedd a'r Wasg. | Part B Exclusion of Public and Press. |

Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, ni chaiff y wasg na'r cyhoedd eu cynnwys yn y trafodaethau ar yr eitem ganlynol ar y sail y byddai eu datgelu yn niweidiol i fudd y cyhoedd oherwydd natur gyfrinachol y busnes i'w drafod.

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9. Absenoldeb staf [marwolaeth]

Staff absence[death]

DRAFT

Ancillary Support Information

Staff duties.

Town Clerk

Regular duties – Daily.

Respond to emails.
Forward relevant emails to Councillors.
Process post.
Process bookings received on diary.
Respond to telephone calls.
Respond to public enquiries during public opening times.
Open Town Hall if required.
Post any letters.
Action appropriate regular weekly and monthly duties as applicable.

Regular duties – Weekly.

Discuss workloads with Facilities Officer.
Check previous week's bookings and prepare and send out invoices.
Banking of payments received.
Update website and Facebook if required.
Fire call point checks.

Regular duties – Monthly.

Prepare agendas and reports for Full Council and Committee meetings.
Prepare financial statement.
Prepare schedule of authorised payments.
Liaise with Chairs
Email agendas and draft minutes of previous meetings to Councillors or deliver.
Post notice of meetings on website, social media, and noticeboard.
Post agenda minutes of previous meeting on website.
Meeting preparations, chamber, and processes.
Action decisions, letters, and emails from meetings.
Type up minutes for Full Council and Committee meetings
Check for DCC Planning decision notices and update planning list if required
Process payroll
Process salary and HMRC payments online through HSBC
Process pension contribution through NEST online system.
Process authorised monthly payments online through HSBC
Check Unitary Council, Welsh Government, SLCC websites monthly for updates and changes to legislation
General visit around Town Council area to highlight issues or items of concern raised by Members or the public.
Complete SLCC/CPD online
Website/Social Media update.
Action VAT claim if required.

Ad hoc Duties.

1. Work on specific projects.
 2. Submission of funding bids.
 3. Consultation responses.
- Commissioning of repairs and other works.
Liaising stakeholder groups.
Attendance at working group meetings.
Attendance at DCC liaison meetings.
Attendance at Branch SLCC meetings.

Facilities Officer

Regular duties – Daily.

Respond to emails.
Respond to telephone calls.
Process post.
Forward relevant emails to Town Clerk.
Review bookings with Town Clerk.
Respond to public enquiries during public opening times.
Open Town Hall if required.
Action appropriate regular weekly and monthly duties as applicable.

Regular duties – Weekly.

Discuss workloads with Town Clerk.
Check previous week's bookings and instigate invoices.
Town Hall weekly health and safety checks.
Following events, check the building and contents for any damage or missing items.
Direct cleaning activities based on usage.

Regular duties – Monthly.

Liaise with contractors, including volunteer groups, carrying out work at the premises.
Meeting preparation and processes.
Action Council decisions.
Address health and safety policies and arrangements in a pro-active manner.
Website/Social Media updates.

Ad hoc Duties.

Work on specific projects.
Submission of funding bids.
Consultation responses.
Commissioning of repairs and other works.
Liaising stakeholder groups.
Attendance at working group meetings.
Attendance at DCC liaison meetings.

Town Council operation month specific activities

April	If election year, prepare info packs for new Councillors. Prepare year end accounts. Internal audit delivery.
May	Annual meeting. Council confirms election of Town Mayor and Deputy Town Mayor. Pay chairman's allowance. In an election year, ensure delivery of Councillor's declarations of acceptance of office. Arrange new Councillor training if required. Check Section 137 payments calculation. Liaise on floral displays with contractor. Check bank mandates and update and check resolution for payment of standing orders and direct debits. Confirm ground maintenance arrangements with appointed contractor and start date on site.
June	Renew insurance.
July	Chain bridge annual inspection .
Aug	Christmas Illuminations tender.
Sept	Street closure orders, Remembrance Sunday/ Christmas festival DCC Events application Remembrance Sunday/ Christmas festival Temporary events notices Remembrance Sunday/ Christmas festival Liaise on winter floral displays with contractor. Preparations for Memorial services. Preparations for Christmas Festival Illuminations. Check tender procedure for ground maintenance Start budget process with task and finish group.
Oct	Arrangements for Memorial services. Receipt of tenders for Christmas Festival Illuminations .
Nov	Memorial services. Commission Christmas illuminations. Final checks for Christmas Festival. Finalise budget with working group.
Dec	Present budget to Council. Appoint Internal Auditors and prepare commissioning letter.
Jan	Forward precept demand to County Council on prescribed form. Check election process if an election year.

Complete appraisal forms and arrange a formal interview with the Chair of HR.
Decommission Christmas Illuminations.
Appraisal process with Chair of HR.

Feb Check all standing orders, financial regulations, assets register are all up to date,
 action any updates if required for approval at the May meeting.
 Check insurance cover and prepare tender documents if required.

March Annual Town meeting.
 Budget report.
 Full bank reconciliation.
 Reconcile payroll records and payments.
 Prepare Annual return paperwork.
 Cash book and budget for year end.
 If an election year advice Councillors on procedures.
 Check accounts and audit regulations.