



6 May 2026

Dear Councillor

**ANNUAL GENERAL MEETING ON WEDNESDAY 13 MAY 2026**

**YOU ARE SUMMONED** to a Hybrid meeting of the **SALTNEY TOWN COUNCIL** to be held on **Wednesday, 13 May 2026 at 7.15pm**. The Meeting will be held at **Saltney Community Centre, Sandy Lane, Saltney, CH4 8UB**. (*Local Government and Elections (Wales) Act 2021*) in order, to complete the transaction of the following business.

*No recording, broadcasting or photographs may be taken of the Council meeting without prior approval of the Town Council.*

**Yours sincerely**

*Tracey Brown*

**Town Clerk**

**AGENDA**

**1. APOLOGIES**

To receive apologies for absence

**2. APPOINTMENT OF TOWN MAYOR**

To elect a Town Mayor of the Town Council for the ensuing year.

**3. DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Mayor's Declaration of Acceptance of Office or, if not then received, to declare when it shall be received.

**4. APPOINTMENT OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor of the Town Council to for ensuing year.

**5. DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Deputy Mayor's Declaration of Acceptance of Office or, if not then received, to declare when it shall be received.

## **6. CODE OF CONDUCT – DECLARATION OF INTEREST**

Members are reminded of their responsibility to declare any Personal Interest or Prejudicial Interest which they have in any item of business on the agenda no later than when that item is reached.

## **7. MINUTES**

The Minutes of the hybrid Council meeting held on Wednesday, 8 April 2026 be confirmed as a correct record and signed by the Mayor.

## **8. MATTERS ARISING**

Members are reminded that this item has been included to allow questions on the previous meetings' Minutes. It does not allow for the re-opening of a debate.

## **9. POLICE MATTERS**

A Member of the Police Service will attend if force duties permit.

The Police Matters - the online reports for members to review.

[Saltney Mold Junction | Police.uk \(www.police.uk\)](http://www.police.uk)

[Saltney Stonebridge | Police.uk \(www.police.uk\)](http://www.police.uk)

## **10. STEETSCENE**

The Clerk will report any matters raised by the Council to a Member of staff from the County Council's Streetscene and report back to the next meeting where practicable.

## **11. MAYORS REPORT**

To receive such communications as the Mayor may wish to lay before the Council.

## **12. PLANNING APPLICATION**

Ref: FUL/000319/26

Proposal; Retrospective Application for Lift Platform from Garden to Pavement + Proposed Lift, Concrete Path & Ramped Access from the House.

Location: 139, High Street, Saltney, Chester, CH4 8SG

At: [https://digital.flintshire.gov.uk/FCC\\_Planning/Home/Details?refno=FUL/000319/26](https://digital.flintshire.gov.uk/FCC_Planning/Home/Details?refno=FUL/000319/26)

Ref: FUL/000345/26

Proposal; Single Storey Side Extension and Single Storey Front Extension

Location: 34, Park Avenue, Saltney, Chester, CH4 8TS

At: [https://digital.flintshire.gov.uk/FCC\\_Planning/Home/Details?refno=FUL/000345/26](https://digital.flintshire.gov.uk/FCC_Planning/Home/Details?refno=FUL/000345/26)

## **13. MEMBERS CODE OF CONDUCT**

Report attached.

**RECOMMENDED: That**

**Members be asked to confirm adherence to the Model Code of Conduct.**

**14. STANDING ORDERS AND FINANCIAL REGULATIONS**

Members are asked to abide by the Town Council's Standing Orders and Financial Regulations.

Reports Attached.

**RECOMMENDED: That**

**Members be asked to approve and to abide by the Town Council's Standing Orders and Financial Regulations.**

**15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2026-27**

To consider the appointment of representatives on the following outside bodies:

**One Voice Wales**

*(Councillors R Lloyd and J Shallcross 25-26)*

2 Councillors and the Town Clerk

**County Forum**

*(Councillor A B Gregory and E Gregory 25-26)*

2 Councillors and the Town Clerk

**Wrexham and Flintshire Area Committee**

*(Councillors R Lloyd and J Shallcross 25-26)*

2 Councillors and the Town Clerk

**RECOMMENDED: That**

**Members be asked to make the necessary appointments on the Town Councils Appointment of Representatives on Outside Bodies for the municipal year 2026-27.**

**16. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS 2026-27**

Report attached.

**RECOMMENDED: That**

**Members be asked to make the necessary appointments to the Town Councils Committees and Working Groups for 2026/27 as detailed in the report.**

**17. ANNUAL REPORT 2026-27**

Report attached.

**RECOMMENDED: That**

**the Annual Report for 2026-27 be approved and published on the Town Councils website.**

## **18. POLICES AND PROCEDURES**

Members are asked to approve the policies and procedures for 2026-27 to enable the Clerk to publish copies on the Town Councils website.

**RECOMMENDED: That**

**the Town Councils, Policies and Procedures for 2026-27 be approved and published on the Town Councils website.**

## **19. CIVIC ALLOWANCE 2026-27**

Report attached.

## **20. CIVILITY AND RESPECT**

Report attached.

## **21. TRAINING PLAN**

Report attached.

**RECOMMENDED: That**

**the Training Plan for 2026-27 be approved and published on the Town Councils website.**

## **22. ACCOUNTS**

In accordance with the instructions from the Auditors, to receive a copy of the cashbook, receipts and payments and cost centre reports. *(to be circulated as soon as the bank statement is received).*

**RECOMMENDED: That**

**the reports be approved.**

## **23. QUESTIONS**

In accordance with Standing Order 23 to consider any questions to the Mayor or the Town Clerk from Members, of which due notice has been given.

## **24. INFORMATION FROM THE LOCAL COUNTY COUNCIL MEMBERS**

Further to Minute 210 of 2008/09 Local County Council members, Councillor Richard Lloyd Councillor Jason Shallcross, and Councillor Ryan McKeown are invited to give any feedback they might have received from County Council meetings that may or will affect Saltney. Members of the Town Council who have attended meetings as representatives of the Town Council since the last meeting are also required to report back

## 25. PAYMENTS OF ACCOUNTS

To authorise payment of the following accounts.

Code	Cheque No.	Payee	Invoice	Amount
4000	100626	Staff	Payroll for May 2026 as calculated by the Council's Agent: Werkplace Ltd, in accordance with Section 112 Local Government Act 1972 (as amended) (as per Payroll schedule)	
4001	100627	HMRC	HMRC payments for May 2026 - as calculated by the Council's Agent: Werkplace Ltd -Section 112 Local Government Act 1972 (as amended) (as per Payroll schedule)	
4008	100628	T Brown	Envelopes/Stamps	20.81
4008	100629	Rialtas Ltd	Annual Maintenance/Support	252.00
4100	100630	FCC	Annual Rent Bradshaw Avenue S/F	5.00
4022	100631	Cllr M Anderson	Determinations	208.00
4022	100632	Cllr J Brett Roberts	Determinations	208.00
4022	100633	Cllr P Brett Roberts	Determinations	208.00
4022	100634	Cllr A Gregory	Determinations	208.00
4022	100635	Cllr E Gregory	Determinations	208.00
4022	100636	Cllr R Griffiths	Determinations donated £156 to S/F Scouts Annual Jamboree	52.00
4022	100637	Cllr R Lloyd	Determinations donated £156 to S/F Scouts Annual Jamboree	52.00
4022	100638	Cllr R McKeown	Determinations donated £88 to S/F Scouts Annual Jamboree	120.00
4022	100639	Cllr A Roberts	Determinations	208.00
4022	100640	Cllr M Robinson	Determinations	208.00
4022	100641	Cllr S Rodham	Determinations	208.00
4022	100642	Cllr J Shallcross	Determinations donated £100 to S/F Scouts Annual Jamboree	108.00
4022	100643	Cllr K Shallcross	Determinations	208.00
NB: Monthly				
4008	SO	Sandyford Properties Ltd	Office Rent	497.26
4022	DD annual	Information Commissioner	Annual fee	45.00
4020	DD	Prism	Telecoms	102.06
4003	DD	Prism	Internet provision	169.90
4010	DD	Werkplace Ltd	Payroll	74.17

Please note that members of the press and public are welcome to attend the meeting by prior arrangement with the Town Clerk and Responsible Financial Officer please, Email [townclerk@saltneytowncouncil.gov.uk](mailto:townclerk@saltneytowncouncil.gov.uk) or by Tel: 01244 398829 or Mobile: 0749 546 9240 for a link to the meeting.