

**MINUTES OF THE HYBRID ANNUAL COUNCIL MEETING OF SALTNEY TOWN COUNCIL,
HELD ON WEDNESDAY, 13 MAY 2026 AT SALTNEY COMMUNITY CENTRE, SANDY
LANE, SALTNEY.**

PRESENT: Councillor, A Roberts, Mayor, Councillors, M Anderson, J Brett Roberts, P Brett Roberts, R Griffiths, B Gregory, E Gregory, R Lloyd, R McKeown, M Robinson, S Rodham, J Shallcross, K Shallcross and T Brown, Town Clerk.

1. APOLOGIES

There were no apologies received.

2. APPOINTMENT OF TOWN MAYOR 2026/27

There was one nomination for the office of Mayor for the Municipal Year 2026/27 Councillor Aled Roberts.

RESOLVED: That

Councillor Aled Roberts was declared Town Mayor of Saltney Town Council for the Municipal Year 2026/27.

3. DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED: That

the Mayor's Declaration of Acceptance of Office was signed at the meeting.

4. APPOINTMENT OF DEPUTY MAYOR 2026/27

Councillor Kim Shallcross was declared for the office of Deputy Mayor for the Municipal Year 2026/27.

RESOLVED: That

Councillor Kim Shallcross was declared Deputy Mayor of Saltney Town Council for the Municipal Year 2026/27.

5. DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED: That

the Deputy Mayor Declaration of Office was signed at the meeting.

6. CODE OF CONDUCT – DECLARATION OF INTEREST

There were no Declaration of Interest.

7. MINUTES

RESOLVED: That

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

8. MATTERS ARISING

There were no matters arising.

9. POLICE MATTERS

No representative was available to attend.

Members raised concerns that there was still no Police presence in Saltney.

Clerk be asked to write to Inspector Iwan Jones raising concerns once again that there is no Police presence in Saltney. Also request that a monthly report be given in advance of the meeting to be included in the agenda.

10. STEETSCENE

Issues were raised on the recycling team leaving rubbish around the Township especially on windy days. Streetscene should be securing the bags once emptied.

Councillor Lloyd agreed that he would raise the issue at the next Environment meeting at Flintshire County Council.

11. MAYORS REPORT

The Mayor reported that it had been an honour to serve Saltney for the past year. I have tried to raise the Saltney profile whilst attending all the civic events throughout the year.

The Mayor had attended over 18 functions in her civic year.

Members gave Councillor Griffiths a vote of thanks for her continued hard work in attending all the civic functions she had been invited to and for representing Saltney Town Council and its community.

12. PLANNING APPLICATIONS

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

RESOLVED: That

No comments be given.

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

RESOLVED: That

No comments be given.

13. MEMBERS' CODE OF CONDUCT

Members were asked to confirm adherence to the Model Code of Conduct.

RESOLVED: That

Members confirmed adherence to the Model Code of Conduct.

14. STANDING ORDERS AND FINANCIAL REGULATIONS

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

RESOLVED: That

Members agreed 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

2 Members and the Town Clerk

(Councillors R Lloyd and J Shallcross)

County Forum

(Councillor A B Gregory and E Gregory)

2 Councillors and the Town Clerk

Wrexham and Flintshire Area Committee

2 Councillors and the Town Clerk

(Councillors R Griffiths and J Shallcross)

RESOLVED: That

the appointments on the Town Councils' Appointment of Representatives on Outside Bodies for the municipal year 2026-27 be approved.

16. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS 2026-27

Members adopted the Committee Structure and the relevant Terms of Reference for each of the Committees and Panels. In accordance with Standing Orders the Mayor and Deputy Mayor would be ex-officio members with voting rights on all Committees/Panels as detailed below.

(a) FINANCE AND GENERAL PURPOSES COMMITTEE - 8 members including 2 ex-officio. *Councillors B Gregory, E Gregory, R Griffiths, Chair, R Lloyd, M Robinson, J Shallcross (Ex Officio Councillors A Roberts and K Shallcross)*

Terms of Reference

- to report to the Council, at least four times each year on all matters relating to the financing of the Council including budget provision and financial management
- to be responsible for the inspection of the Council's accounts and financial records

- random checking of invoices and to provide an internal audit service in respect of the Council's financial transactions.
- to consider, on behalf of the Council, any other urgent matters that might fall outside the normal Council meeting cycle.

RESOLVED: That

Councillors, B Gregory, E Gregory, R Griffiths, Chair, R Lloyd, M Robinson, J Shallcross, be appointed to the Finance and General Purposes Committee along with the (2 ex-officio members Councillors A Roberts and K Shallcross).

(b) ENVIRONMENTAL AND REGENERATION COMMITTEE - 8 members including 2 ex-officio. *Councillors M Anderson, B Gregory, E Gregory, R Griffiths, S Rodham, M Robinson, and (2 Ex Officio Councillors A Roberts, Chair, and K Shallcross).*

Terms of Reference

- to report to the Council on all matters relating to regeneration of the Town including observations on planning applications and where necessary, because of urgency, to have delegated power to act on such applications; also, to liaise with the relevant bodies and consider any planning matters as they affect Saltney.
- to be responsible to the Council for the preparation of the Business Plan.
- to report to the Council on all matters affecting the Environment of Saltney including anti-social behaviour and Emergency Planning and flood prevention.

RESOLVED: That

Councillors M Anderson, B Gregory, E Gregory, R Griffiths, M Robinson, S Rodham, be appointed to the Environment and Regeneration Committee along with (2 Ex Officio Councillors A Roberts, Chair, and K Shallcross).

(c) PERSONNEL COMMITTEE - 5 including 2 ex-officio. *Councillor, A B Gregory, R Griffiths, S Rodham (Ex-officio, Councillors A Roberts, Chair and K Shallcross)*

Terms of Reference

- To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council.
- To draft, implement and review, monitor and revise policies for staff.
- To establish and review salary pay scales and to be responsible for their administration and review.
- To oversee the recruitment and appointment of staff.
- To arrange the execution of new employment contracts and changes to contracts.
- To establish and review performance management (including annual appraisals) and staff training programmes.
- To oversee any process leading to dismissal of staff (including redundancy).
- To keep under review working conditions and health and safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing related expenditure to the Town Council.

- To consider any appeal against a decision in relation to pay.
- To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).
- To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.

It is suggested that those items emboldened might usefully be delegated to the Committee without a requirement to gain specific approval.

RESOLVED: That

Councillors B Gregory, R Griffiths, S Rodham be appointed to the Personnel Committee along with (2 Ex Officio Councillors A Roberts, Chair, and K Shallcross).

17. ANNUAL REPORT 2026-27

Members were asked to approve the Town Councils Annual Report for 2026/27.

Members were aware that following the changes in the Local Government Act 2021, Town and Community Council were required to publish an Annual Report/Action Plan. Part of the Annual Report was now required by law, the Wellbeing of Future Generations Act (Wales) 2015 shows how your Council's work contributed to the objectives set out in our Flintshire Local Well-being Plan.

The content of the remainder of the report was much more flexible and at its core was setting out what the Town Council could do and how it had supported the local community.

RESOLVED: That

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

18. POLICES AND PROCEDURES

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

RESOLVED: That

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

19. CIVIC ALLOWANCE 2026-27

Civic heads were senior posts within Community and Town Councils. In addition to chairing meetings the civic head was the "ambassador" representing the Council to a variety of institutions and organisations. The Independent Remuneration Panel for Wales required members should not have to pay for the cost of the support that was needed to perform these duties. The requirement also applied in respect of the Deputy Civic heads.

Members recalled that when the budget for 2026/27 was set an allowance for the Mayor of up to £750 and Deputy Mayor, up to £250 was agreed in accordance with the Independent Remuneration Panel for Wales recommendations. This would be reviewed at budget setting each year going forward.

It was agreed that Members should not pay for the cost of the support that was needed to perform civic duties both for the Mayor and the Deputy Mayor.

RESOLVED: That

the Mayor be given the allocated money up to the amount of £750 to enable him to perform his civic duties 2026-27 and the Deputy Mayor be given the allocated money up to the amount of £250 to enable her to perform her civic duties 2026-27.

20. CIVILITY AND RESPECT

SLCC, NALC, and OVW believes now was the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge was one of the ways a council could demonstrate that it was committed to standing up to poor behaviour across our sector, and to demonstrating positive changes which support civil and respectful conduct.

By signing the Pledge, your council was agreeing that it would treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles, and that it:

- has put in place a training programme for councillors and staff
- has signed up to the Code of Conduct for councillors
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate

RESOLVED: That

Saltney Town Council sign up to the Civility and Respect Pledge.

21. TRAINING PLAN

Members were asked to approve the members training plan 2022-26.

RESOLVED: That

the Training plan for 2022-26 be approved.

22. ACCOUNTS

In accordance with the instructions from the Auditors, to receive a copy of the cashbooks and the bank reconciliations. *(to be circulated as soon as the bank statement is received)*. Also attached for members information are the Annual Budget by Centre and the Detailed Receipts and Payments by Budget reports.

There were no questions to the Clerk.

RESOLVED: That

the reports be received.

23. QUESTIONS

No questions had been submitted to the Clerk or the Mayor.

24. INFORMATION FROM THE LOCAL COUNTY COUNCIL MEMBERS

Councillor Jason Sahllcross reported that it had been quiet due to the Senedd elections being held.

He had attended the Flintshire County Council AGM Council meeting.

He had been invited to the dog field, on Sandy Lane, the biodiversity team had been in planting trees and a pond etc. It was being adapted for children to use as part of their educational needs. He had requested that it remain open for dog walkers to use. It belongs to the Education at Flintshire County Council, so it really was up to them how they plan to use it.

Councillor Lloyd reported that there had been no meetings at the County Council due to being in Purdah for the Senedd elections.

The old Bank building on the High Street, it had been 5 years since planning approval was given. He understands it is going to be a dentist which was good news for the community.

He had been appointed as Chair of Planning Committee at Flintshire County Council.

Councillor McKeown reported that Autumn Term improvement for St David High School. Capital Programme added a further £2.5m in addition to the £7m. More good news for the community.

RESOLVED: That

the reports be noted.

25. ACCOUNTS FOR PAYMENT

the following accounts be authorised for payment.

Code	Cheque No.	Payee	Invoice	Amount
4000	100626	Staff	Payroll for May 2026 as calculated by the Council's Agent: Workplace 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: Workplace 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	Workplace Ltd	Payroll	74.17

Signed by the Chairman

Date: