

MINUTES OF THE HYBRID ANNUAL COUNCIL MEETING OF SALTNEY TOWN COUNCIL, HELD ON WEDNESDAY, 10 MAY 2023 AT ODDFELLOWS HALL, HIGH STREET, SALTNEY.

PRESENT: Councillor K Shallcross, Mayor, and Councillors, J Brett-Roberts, P Brett-Roberts, V Gay, A B Gregory, E Gregory, A Lloyd, R Lloyd, A Roberts, M Robinson J Shallcross and T Brown, Town Clerk.

1. APOLOGIES

Were received from Councillor R Griffiths, D Jones, and R McKeown.

2. APPOINTMENT OF TOWN MAYOR 2023/24

There was one nomination for the office of Mayor for the Municipal Year 2023/24 Councillor Kim Shallcross.

RESOLVED: That

Councillor Kim Shallcross was declared Town Mayor of Saltney Town Council for the Municipal Year 2023/24.

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 2023/24

Councillor Barrie Gregory was declared for the office of Deputy Mayor for the Municipal Year 2023/24.

RESOLVED: That

Councillor Barrie Gregory was declared Deputy Mayor of Saltney Town Council for the Municipal Year 2023/24

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, 12 April 2023 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.

10. STEETSCENE

No representative was available to attend.

11. MAYORS REPORT

The outgoing Mayor Councillor Aled Roberts reported that on:

21 April, he had met with the AM at the Old Chapel, re lottery grant funding. Cllr Roberts mentioned the issues in Saltney, in that Aura Leisure were pulling out of St Davids High School.

4 May, Planted a tree on Riverside Walk with the Coastal Ranger .

7 May, was the Town Council's Coronation event, was a great success and the weather was amazing. There was 400-500 who attended throughout the day. He Thanked those Councillors who helped out on the day.

He said it had been a privilege to be Mayor of Saltney Town Council or the last 2 and a half years.

12. PLANNING APPLICATIONS

Ref: FUL/000358/23

Proposal: Change of Use From B2 TO E(E)

At: Units 1 & 2, Old River Lane, Brymau One Trading Estate,
Saltney, Flintshire, CH4 8RG

https://digital.flintshire.gov.uk/FCC_Planning/Home/Details?refno=FUL/000358/23

RESOLVED: That

the Town Council had no comments.

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 are 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 2023-24

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 2 Councillors and the Town Clerk
(*Councillor A B Gregory and E Gregory*)

RESOLVED: That

the Town Councils' Appointment of Representatives on Outside Bodies for the municipal year 2023-24 be approved.

16. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS 2023-24

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 V Gay, E Gregory, R Lloyd, A Roberts, M Robinson, J Shallcross (Ex Officio Councillors K Shallcross and B Gregory (Chair))*

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

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

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 E Gregory, R Griffiths, R Lloyd, A Roberts (chair), M Robinson, J Shallcross and 2 Ex Officio Councillors K Shallcross and B Gregory be appointed to the Environment and Regeneration Committee.

(c) PERSONNEL COMMITTEE - 5 including 2 ex-officio *(Councillors R McKeown, A Roberts, J Shallcross. (Ex Officio Councillors K Shallcross and B Gregory)*

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 contract 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 R McKeown, A Roberts, J Shallcross. (Ex Officio Councillors K Shallcross and B Gregory be appointed to the Personnel Committee.

17. MEMBERS' ATTENDANCES - FOR THE MUNICIPAL YEAR 2022/2023

The Clerk updated Members on the report for 2022-23 members attendance.

RESOLVED: That

the Members' attendances for the Municipal Year 2022-23 as detailed the report be approved.

18. COMMUNITY DONATION REQUEST

The Clerk briefed members on the community donation request from Saltney Youth Club.

The Saltney Youth Club wanted to hold a Summer activity programme for the young people in Saltney aged 11-18 that would run for two weeks in the summer holidays.

The different themes for the two-week programme include sports, cooking, arts and crafts, and Informal education workshops.

With the cost of living, crisis the youth club had asked the Town Council for support to enable them to offer free food for the young people who attend, this would include spaghetti bolognese, fajitas, toasties, etc. The young people would be consulted for their preferences where possible.

RESOLVED: That

a community donation of £300 to Saltney Youth Club be approved.

19. FLINTSHIRE COUNTY COUNCIL MATCH FUNDING 2023-24

Members considered the match funding letter from Flintshire County Council for 2023-24 fiscal year.

Members agreed that the Town Council would consider any proposals on a case-by-case/urgency basis.

RESOLVED: That

the Clerk be asked to inform Flintshire County Council and decline matched funding for 2023-24.

20. MOTIONS FOR ONE VOICE WALES 2023 ANNUAL GENERAL MEETING

Member Councils were invited to propose a maximum of two motions for debate at the AGM on Saturday 30 September 2023, which must arrive at, no later than noon on Friday 23rd June 2023, for consideration by the Conference Motions Committee.

RESOLVED: That

Saltney Town Council do not wish to submit any Motions for One Voice Wales 2023 Annual General Meeting.

21. POLICES AND PROCEDURES

Member were asked to approve the Town Council's policies and procedure to enable the Clerk to publish them on the Town Councils website.

RESOLVED: That

the Town Councils, polices, and procedures as laid before Council 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 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 Richard Lloyd reported that he had had been reappointed as Chairman of the Planning Committee at Flintshire County Council.

He had a walk about Boundary Lane, Lark Close and Redwood Close with the Housing Officer.

He reported that the bin at the top of St David's Terrace would be put back in situ once the roadworks had concluded.

Councillor Jason Shallcross reported he had met with the new Police Inspector he reported that all FCC members would be invited to meet with her on a 6 monthly basis.

25. ACCOUNTS FOR PAYMENT

the following accounts be authorised for payments.

Code	Cheque no.	Payee	Invoice	
4000	100299	Miss Brown	Clerk's salary for May 2023 as calculated by the Council's Agent: Wurkplace Ltd, in accordance with Section 112 Local Government Act 1972 (as amended) (as per Payroll schedule)	
4001	100300	HMRC	HMRC Payroll payments for May 2023 - as calculated by the Council's Agent: Wurkplace Ltd - Section 112 Local Government Act 1972 (as amended) (as per Payroll schedule)	
				Amount
4075	100290	T Brown	RBL coronation lamppost signs	399.20
	100291	Network Rail	Saltney Ferry Bridge repairs	93.20
4043	100292	Planning Aid Wales	Member training – Cllr J Shallcross	40.00
4075	100293	Brandon Hire Ltd	Porta Loos - Coronation	318.00

4075	100294	Colin McGivern	Medical Events Team - Coronation	423.00
4075	100295	T Brown	Non-Stop Kids - Magician Coronation	210.00
4075	100296	T Brown	Odin events – Climbing wall, Cave, Bungee jump – Coronation	3,300.00
4075	100297	Lisa Henri	Face Painting – Coronation	333.60
4075	100298	T Brown	Bunting/Decorations - Coronation	300.00

NB: Monthly				
4008	SO	Sandyford Properties Ltd	Office Rent	360.00
4022	DD annual	Information Commissioner	Annual Fee	40.00
4020	DD	Prism	Telecoms	84.11
4003	DD	Prism	Internet provision	133.51

26. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That

a resolution be passed to exclude the public and press from the meeting due to the confidential nature of the business under discussion the disclosure of which would be prejudicial to the public interest under the Public Bodies (Admission to Meetings) Act 1960.

27. CLERKS REPORT

Members received the Clerks report.

RESOLVED: That

the report be approved.

Signed by the Chairman

Date: