

**MINUTES OF THE HYBRID ANNUAL COUNCIL MEETING OF SALTNEY TOWN COUNCIL,
HELD ON WEDNESDAY, 14 MAY 2025 AT SALTNEY COMMUNITY CENTRE, SANDY
LANE, SALTNEY.**

PRESENT: Councillor, R Griffiths, Mayor, Councillors, J Brett Roberts, P Brett Roberts, B Gregory, E Gregor5, R Lloyd, R McKeown, A Roberts, M Robinson J Shallcross, K Shallcross and T Brown, Town Clerk.

1. APOLOGIES

There were no apologies received.

2. APPOINTMENT OF TOWN MAYOR 2025/26

There was one nomination for the office of Mayor for the Municipal Year 2025/26 Councillor Ros Griffiths.

RESOLVED: That

Councillor Ros Griffiths was declared Town Mayor of Saltney Town Council for the Municipal Year 2025/26.

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 2025/26

Councillor Aled Roberts was declared for the office of Deputy Mayor for the Municipal Year 2025/26.

RESOLVED: That

Councillor Aled Roberts was declared Deputy Mayor of Saltney Town Council for the Municipal Year 2025/26.

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, 9 April 2025 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 only one PCSO for the area. The Clerk be asked to write to the inspector to see when new appointments would be made.

10. STEETSCENE

The Clerk agree to report any issues raised at the meeting.

11. MAYORS REPORT

The Mayor reported that it had been an honour to serve Saltney for the past year.

Final event was VE Day 80th Anniversary 'a moment to celebrate' lighting the beacon and giving a tribute.

Saltney Town Council would like to formally thank David, Emma Thomas and their team from DTS (Scaffolding) for their valued and continued support to the community and the Town Council, for the last 4 years in supplying free of charge the scaffolding, so the Beacon could be filled securely and safely.

Thanks, should also be given to Flintshire County Council for supplying the wood for the beacon and to Mike Taylor, our Coastal Ranger, Flintshire County Council for his valued and continued support in lighting the beacon at our community events.

12. 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.

13. 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.

14. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2025-26

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 Lloyd and J Shallcross)

RESOLVED: That

the appointments on the Town Councils' Appointment of Representatives on Outside Bodies for the municipal year 2025-26 be approved.

15 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS 2024-25

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 Lloyd, R McKeown, M Robinson, J Shallcross (Ex Officio Councillors R Griffiths and A Roberts)*

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

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

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

(c) PERSONNEL COMMITTEE - 5 including 2 ex-officio.

Councillor, A B Gregory, J Shallcross and K Shallcross (Ex-officio, Councillors R Griffiths and A Roberts)

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 R McKeown B Gregory, J Shallcross, K Shallcross be appointed to the Personnel Committee along with (2 Ex Officio Councillors R Griffith and A Roberts).

16. MEMBERS' ATTENDANCES - FOR THE MUNICIPAL YEAR 2024/2025

It was agreed that this item no longer needed to be reported to Council.

17. POLICES AND PROCEDURES

Member are asked to approve the policies and procedures for 2025-26 to enable the Clerk to publish copies on the Town Councils website.

RESOLVED: That

the Town Councils, Policies and Procedures for 2025-26 be approved and published on the Town Councils website.

18. CIVIC ALLOWANCE 2025-26

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 2025/26 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.

The Members Remuneration Panel for Wales required 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 her to perform her civic duties 2025-26 and the Deputy Mayor be given the allocated money up to the amount of £250 to enable him to perform his civic duties 2025-26.

19. FUNDING AVAILABLE FOR FLINTSHIRE COMMUNITIES

Cadwyn Clwyd & FLVC were pleased to announce the launch of Prosperous Communities Flintshire - Key Fund. The application deadline to get your projects in for the panel meeting, was Sunday 8 June 2025.

It was agreed that delegated power be given to the Town Clerk and the Chair of Environment & Regeneration Committee to apply for CCTV cameras deadline permitting.

20. ONE VOICE WALES ANNUAL GENERAL MEETING MOTIONS FOR 2025

Member councils were invited to propose a maximum of two motions for debate at the AGM on Wednesday 1 October 2025, which must arrive at this office no later than noon on Friday 20 June 2025 for consideration by the AGM Motions Committee which would meet on Thursday 26 June 2025.

RESOLVED: That

Council agreed not to submit any Motions to One Voice Wales Annual General meeting in October 2025.

21. TRAINING PLAN

This item was deferred.

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 Lloyd reported that he had been on a walk about, Ewart Street and North Street Saltney Ferry with the Housing Officer.

Councillor Lloyd and Shallcross attended a briefing session on recycling/collections.

It was noted that there had been a change of days for the waste and recycling collections in Saltney, due to Saltney Ferry needing a smaller vehicle.

There had been an update on the 20mph remains outside Saltney Ferry School. Slim possibility that Sandy Lane and River Lane will go to 30mph.

Planning Committee had approved a local application for paddle and coaching bays it is in Broughton and Bretton ward, but it would be a wellbeing benefit to both communities.

RESOLVED: That

the reports be noted.

25. ACCOUNTS FOR PAYMENT

the following accounts be authorised for payments.

Code	Cheque No.	Payee	Invoice	Amount
4000	100527	Staff	Payroll for May 2025 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	100528 100530	HMRC	HMRC payments for May 2025 - as calculated by the Council's Agent: Wurkplace Ltd -Section 112 Local Government Act 1972 (as amended) (as per Payroll schedule)	

4012	100525	Rialtas Business Services	Annual software fee	243.60
4100	100526	Flintshire CC	Annual rent Bradshaw Avenue	10.00
4022	100532	Flintshire CC Saltney Youth Club	Cllr Lloyd, McKeown and Griffiths donated their £156 payment to Saltney Youth Club Barista project	468.00
4044	100533	Saltney Community Centre	Quarterly room hire	96.00
4350	100534	Blachere Ltd	First instalment Christmas lights	4070.88
	100535	Flintshire CC	Annual rent Bradshaw Avenue	5.00
	100536	Flintshire CC	Annual Rent – Victoria Rd Allotments	100.00
			Void – 100529/100531	
NB: Monthly				
4008	SO	Sandyford Properties Ltd	Office Rent	360.00
4022	DD annual	Information Commissioner	Annual fee	35.00
4020	DD	Prism	Telecoms	102.06
4003	DD	Prism	Internet provision	163.99
4011	DD	Wurkplace Ltd	Payroll	74.17

Signed by the Chairman

Date: