

## Amendments to the Model Standing Orders 2023

The whole document should be read and reviewed, but also for ease I have noted down the main amendments:

- Now refers to Chair and Vice Chair and they and their
- 3a and 3b – New
- 3c – refers to public and press and not just public
- 3d – New
- 3q – I have added in : Should there be a member in remote attendance, with only sound facility, they will verbally confirm their vote
- 3r – I have added in : stating whether they are present in person or remotely
- 5j – x, xi, xii, xiii, xiv and xxii – New
  - If the council wish for all of these to remain they will need to be included on next years AGM
- 12f – New
- 14 – previously stated Flintshire County Council
- 15a(i) a, b, c, d – New
- 15vi – I have removed the wording : where the Council has resolved to require councillors to declare interests upfront
- 18a(v) – the sum has been amended from £65000 to £25000.
- 18 c & f – New
- 19 – Personnel Advisory Committee has been added

Cyngor Cymuned Yr Hôb



## **MODEL STANDING ORDERS 2023 (WALES)**

**These Standing Orders were reviewed and adopted by  
Hope Community Council at the meeting held  
on 7<sup>th</sup> June 2023**

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## INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

### How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

### Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## 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 chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their 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 chair 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 chair of the meeting.
- k One or more amendments may be discussed together if the chair 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 chair 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 they 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their 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 chair 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 their 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 chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair 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 Notices of meetings

- i. 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.
- ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
- iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

#### b Multi-location meetings

- i. All community councils must make and publish arrangements for its meetings to enable 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.
- ii. The minimum requirement is that members are able to hear and be heard by others.

#### c Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the 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.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- c **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 and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**

- d 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.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed ( 15 ) minutes unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e), a member of the public shall not speak for more than ( 3 ) minutes.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- l **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.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **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.**
- p **The chair 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 their casting vote whether or**



- **not they gave an original vote.**

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

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands.** Should there be a member in remote attendance, with only sound facility, they will verbally confirm their vote. **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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

r 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 stating whether they are present in person or remotely, 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.

- s **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 their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**

- t **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.*

- u **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.

v A meeting shall not exceed a period of ( 3 ) 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 ( 5 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair 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 Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair 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 Chair of the Council of their 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 the eligibility criteria for the use of the general power of competence
- xi. Review and adoption of the council's annual report
- xii. Review and adoption of the council's training plan
- xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. 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*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiii. 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair 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 chair 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 chair of a committee or a sub-committee does not call an extraordinary meeting within ( 7 ) days of having been requested to do so by ( 2 ) members of the committee or the sub-committee, any ( 2 ) 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 ( 6 ) 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**

- a 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 chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRES 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 chair 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. Such date will include recordings of meetings held by the Council.**
- 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,**

recorded 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 9(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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chair 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 their 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.
- f **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.

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.

## 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 Public Services Ombudsman for Wales 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 12, report this to the Council.
- b Where the notification in standing order 13(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair 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 their 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.
  - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
    - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which 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.
    - b) 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.



c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving 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 published electronically with 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)(a) for the meaning of clear days for a meeting of a full council and 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 ( 5 ) days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their 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 where the Council has resolved to require councillors to declare interests upfront;
- 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 (if there is one);
- 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 22;*

- 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 or file for such purpose;
- xv. refer a planning application received by the Council to the [Chair of the Planning &

Highway Committee] 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 committee;

- 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 22.*

## **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 andwhich 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 2 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. whether contracts with an estimated value below **£25,000** 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 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d 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.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the (Personnel Advisory) committee] is subject to standing order 10.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair or, if they are not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c The chair of [the (Personnel Advisory) committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the Clerk]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the (Council)].
- 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 chair or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (Council)].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the Clerk] relates to the chair or vice-chair, this shall be communicated to another member of [the (Council or Personnel Advisory) committee, which shall be reported back and progressed by resolution of [the (Council or Personnel Advisory) 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 10.*

- 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 their 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 14(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.]**

*The above is applicable to a Council without a common seal.*

## 24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY 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 ( two thirds ) councillors to be given to the Proper Officer in accordance with standing order 8.
- 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 chair of a meeting as to the application of standing orders at the meeting shall be final.



# HOPE COMMUNITY COUNCIL

## ANNUAL REPORT FOR 2022/23 (MAY 2023)

Hello and welcome to all of our residents.

The Local Government and Elections (Wales) Act 2021, introduced as soon as reasonably practicable after the end of each financial year, that a community council must prepare and publish a report (an “annual report”) about the council's priorities, activities and achievements during that year. This is our first report which we hope you will find of interest.

There are 14 members on Hope Community Council. Councillors are office holders who sign a declaration of acceptance of office upon their election or appointment - they are therefore a part of the local government structure of Wales. Although they carry out many community activities on a voluntary basis, they are not volunteers.

At the head of the Council is the Chairman, who is elected annually from amongst its serving Councillors. The Chairman for 2022/23 was Councillor Christine Cunnah and the Vice-Chair was Councillor David Roberts.

The council has the opportunity to appoint two Youth Representatives. A Community Youth Representative represents the youth sector and is a ‘voice’ on the Community Council for local issues affecting young people. Unfortunately, at this time we do not have any Youth Representatives, but are pleased to say that Matthew Taylor who was our Youth Rep now holds office as a Councillor.

We meet formally on the first Wednesday evening of the month at 6.30pm at Heulwen Close Community Centre, Hope where there will be a hybrid provision for members and public to join remotely. These are very structured meetings with very full agendas. Anyone is welcome to observe and there is an opportunity at the start for public questions, but it is a working meeting rather than a public presentation.

Depending on what projects are being dealt with, in order to be more proactive, members may meet in between monthly meetings as a 'Working Groups' to deal with specific areas/projects to bring back to full council.

### Your Community Council

The Community Council are responsible for Caergwrle Castle, Queensway play area, but also work with FCC on other playgrounds, a selection of street lighting, CCTV / crime prevention, street furniture, Christmas lights, open spaces and are a statutory consultee for many local authority and government issues including planning.

Currently, the council has four Committees; Finance, Planning & Highways, Leisure and Environment which are held on the same date as the full council meeting and the Personnel (Advisory) which is held at least once a year.

### Your Community Councillors for the Year 2022/23 were:

#### Hope Ward

Cllr Christine Cunnah (no political affiliation)  
 Cllr Lynne Davies (no political affiliation)  
 Cllr Barry Hughes (Independent)  
 Cllr E Alan Parsonage (no political affiliation)  
 Cllr David Roberts (no political affiliation)  
 Cllr Myra Williams (Independent)  
 Cllr Christine Sheibani (Welsh Labour)  
 Cllr Tracey Bowgett – Co-opted (no political affiliation)

#### Caergwrle Ward

Cllr Matthew Taylor – Co-opted (no political affiliation)  
 Cllr Norman Jones – Co-opted (no political affiliation)  
 Cllr Jane Tilston – Co-opted (no political affiliation)  
 Cllr Elaine Oldham – Co-opted (Independent)  
 Cllr Jenny Arnold – Co-opted (no political affiliation)  
 Cllr John Mead – Co-opted (no political affiliation)

believe the council served the community well for both these occasions.

The Annual reports highlights all the council's achievements and I was proud to be elected its chair for the year.

## Vision Statement

To maintain and enhance the facilities, environment and historical heritage of our villages for the benefit and wellbeing of all residents. By being proactive in addressing needs and engaging with the community and other agencies the council will ensure a safe, pleasant and engaging place to live.

## Elections 2022

The 2022 Welsh local elections were held on 5 May 2022 to elect members of all twenty-two local authorities in Wales and Town and Community Councils. Following changes in the Local Government and Elections (Wales) Act 2021 all legal residents of Wales who are aged 16 or over on polling day are eligible to vote in the local elections (16 and 17 year-olds and EU Citizens and citizens of other countries).

Unfortunately, there were only 7 nominations received for the 14 seats, with no nominations for the Ward of Caergwrle. This means the 7 nominations were elected as 'unopposed' and the council co-opted the remaining 7 vacancies.

To view details of your local Councillors, please visit our website [Hope Community Council/councillors](#)

## Budget/Precept

The Council's required revenue for 2022/23 was £138,235 and the precept requirement was £113,155. Here is a brief explanation of how the precept is calculated:

The forecast expenditure for the Community Council was £111,735. In addition to this, we have to allow for having a £26,500 buffer in the bank, so the total we needed to raise is £138,235. By the end of the financial year (31 March 2022), we did not expect to have spent everything that was budgeted for in the previous year and anticipated a final balance in the bank of £19,580, plus the estimated VAT which will be reclaimed of £5,500. These two figures are taken away from the total we need to raise, leaving a balance of £113,155 to be raised via the precept. The Tax Base for the 2022-23 financial year of equivalent Band D properties is 1850.10 and the cost per Band-D property: £61.16.

At the end of the financial year 31 March 2023 the council's actual expenditure was £77,412.96.

## Audits

Each year an Internal and External Audit is undertaken.

### Internal Audit

The Internal Audit completed 24<sup>th</sup> April 2023 was for the year ending 31 March 2023 and there was only one recommendation – *Staff costs includes a tax free allowance paid to the Clerk for home working of £312. The annual return has been updated this year to clarify that only taxable allowances are to be included within the staff costs. The annual return should be amended as follows: Staff costs £18,050, Total other payments*



year.

The council had reserved funds to support Flintshire County Council/Aura in improvements for either Porch Lane or the Willows. Due to the demolition of the garages at Porch Lane and contaminated land assessment on the Willows, this project had been delayed. During 2022-23 the council were in a position to approve for the improvements to be made to the Willows and work is due to commence June 2023.

### Caergwrle Castle

Work throughout the year involved general maintenance and upkeep, clearance of the moat and repairs to the steps which were vandalised. A contractor was appointed and undertaken bracken spraying. Chainsaw work commenced in March 2023 on the south side of the castle site.

A spate of antisocial behaviour at the castle in the May - August with small fires and broken bottles.

Flintshire Countryside Services held a story event in July, and although they had 25 booked onto the event, unfortunately, the majority cancelled before the event with one family turning up.

### Street Lighting

The Council own and are responsible for a selection of street lights throughout the villages and are in a long-term scheme to have these columns upgraded and transferred back to Flintshire County Council. Any issues or faults with any street lights should be reported to Flintshire County Council, Streetscene on 01352 701234 or [streetscene@flintshire.gov.uk](mailto:streetscene@flintshire.gov.uk). Alternatively, you can report by downloading the [Flintshire App](#)

### Community Engagement

During the year we have been involved with a number of community engagement initiatives:

#### Competitions

The council held three competitions throughout the year; Hanging Basket/Planters Competition, The Scarecrow Competition and a Christmas Lights Competition.

#### Queens Jubilee

We asked the primary school children to draw a picture of the queen doing whatever it is that they thought she may be doing on that day. A massive thank you to all the children and the support from Abermorddu CP School who took the time to draw their wonderful pictures of the Queen (all entries can be viewed on our News & Updates page on the website).

The entries were passed to two independent judges; a local artist and a local author. They were very impressed with all the entries and had a very difficult job in choosing winners from the Infants and Juniors. Our Chairman, Cllr Christine Cunnah attended a morning assembly of Abermorddu School to present the certificate and prizes.

The council also purchased and installed bunting around various locations of the villages.

## Death of Queen Elizabeth II

On 8 September 2022 at 3.10pm, Queen Elizabeth II, the longest-reigning British monarch, died at Balmoral Castle in Aberdeenshire, Scotland, at the age of 96. Her death was publicly announced at 6.30pm. The council had ensured advanced preparations were made. The Queens portrait and condolence book was made available in Heulwen Close Community Centre the following morning and was available 10.00am – 8.00pm Monday to Friday and Saturday and Sunday 10.00am - 4.00pm. A condolence book was also circulated around the local schools, local care homes and church; arrangements for the flags; the website updated including a statement from the Chair; and Council business postponed until after the period of mourning.

There were approx. 200 messages recorded in the Condolence Books which have now been transferred to the Hawarden Records Office and the Queens image was gifted to Heulwen Close Community Centre.

## Christmas Lighting

There is a total of 45 bracket Christmas lights around the three villages. This year an additional 5 lights were purchased and installed on Fagl Lane.

## Summer Playscheme

In conjunction with Flintshire County Council and Welsh Government, the council financial supported the provision of a 3 week summer playscheme held at The Willows Play Area.

## Annual Grant Applications

The council sets a budget annually to be able to offer financial assistance to local groups and organizations. Applications usually open in October and close in November. For 2022/23 we are pleased to report that we helped 14 local groups/organisations to the sum of £4000.

## CCTV

The council provides and maintains 4 x CCTV cameras, locations below. The CCTV images are only accessed and viewed by North Wale Police.

- The Willows play area Hawarden Road
- Pack Horse Bridge
- Junction of Wrexham Road & Castle Street
- Wrexham Road viewing Caergwrle Castle pathway

## Telephone Kiosk

Due to valid and fiscal interests of all the residents within Hope Community Council, the council appointed Flintshire County Council in December 2022 to remove and dispose of the kiosk in Abermorddu, however, this was not removed until April 2023.

Following the removal, due to a number of factors, this caused the council to receive two formal complaints and correspondence relating to the removal. This is now still being reviewed and will be dealt with during 2023/24.

## Civility & Respect Pledge

Along with many other councils across the country, Hope Community Council took the Civility and Respect Pledge:

- Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Our council has put in place a training programme for councillors and staff
- Our council has signed up to Code of Conduct for councillors
- Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.

- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

## Police

The Community Council have always maintained strong links with North Wales Police and our Police Community Support Officers and try to obtain regularly updates on the crime statistics for our area, which are relatively low.

In total North Wales Police have 6.75 full time equivalent PCSO's and 4 Neighbourhood Police Officers. They work in line with the Police Response Team: 4 on 4 off. Days 7am – 6pm and Lates 10am – 10pm

The current PCSOs for our area are:

PCSO 3967 Helen Holden	Tel: 07890 388786	<a href="mailto:Helen.Holden@northwales.police.uk">Helen.Holden@northwales.police.uk</a>
PCSO 3463 Victoria Davies	Tel: 07989162988	<a href="mailto:Victoria.Davies@northwales.police.uk">Victoria.Davies@northwales.police.uk</a>
PCSO 2926 Dan Hughes	Tel: 07896 172979	<a href="mailto:Dan.Hughes@northwales.police.uk">Dan.Hughes@northwales.police.uk</a>

## Key Council Objectives for the Year 2023/24

- Improvements to the castle and grounds
- Continue the street lighting upgrades
- Match funding for Willows or Porch Lane
- Continue to pursue improvements to the aesthesis of the village
- To continue to work on the removal of the Abermorddu telephone kiosk
- Continue to pursue highway and safety issues
- Investment and improvements to the Mill Gardens at Bridge End
- Improvements to public outdoor areas within our villages
- Additional Christmas lights - 6x lights for Hawarden Road (Caergwrle) and 1x extra for Fagl Lane
- Grant support for the Kings Coronation celebrations
- To hold the following: Hanging Basket/Planters Competition, Halloween House Decoration Competition (new for 2023/24) and a Christmas Lights Competition.

## Budget – 2023/24

The total approved budget for 2023/24 was £148,049, with a precept request of £122,800. At the start of this financial year the council held £90,831 in reserves for incomplete, delayed or ongoing projects; Caergwrle Castle, Street Lighting upgrades and the Willow play area Match Funding.

For more information about the council, council business and to see regular updates please view our website: <https://hopecommunitycouncil.gov.wales/> and follow us on facebook: Hope Community Council.

All Town and Community Clerks

Sent via e mail

Your Ref/Eich Cyl

Our Ref/Ein Cyf

Date/Dyddiad

Ask for/Gofynner am

Direct Dial/Rhif Union

E-mail/E-bost

GO/TC

17<sup>th</sup> May 2023

Gareth Owens

01352 702344

gareth.legal@flintshire.gov.uk

All Town and Community Clerks

### Visits to Town and Community Councils

This is my fifth update regarding the visits by the Independent Members of the Standards Committee to Town/Community Council meetings to observe practice and gain an understanding of how local Council business is conducted.

The findings from four further visits undertaken in January and March were reported to the Committee on the 15<sup>th</sup> May and I am writing with feedback to all Town/Community Councils to give assurance on good practice and procedures.

As in the case of the last reported visits, the Independent Members agreed that these had been positive experiences and praised the level of commitment and contributions by those in attendance. The Independent Members noted that as a matter of good practice, Declarations of Interest were standing items on all agendas.

You may recall that as part of the training I provided on the Code of Conduct, I emphasised the importance of the Chair's role in ensuring good behaviour. It is the role of the Chair to conduct meetings in a way that makes poor behaviour less likely and to tackle any poor behaviour that does nevertheless arise. The Chair needs to retain high levels of self-control in order to be able to fulfil that responsibility. Where a Chairperson feels strongly about a matter, they need to plan how they intend to deal with the issues without losing that self-control and/or, even worse, manifesting poor behaviour themselves.

At one visit, a Councillor was seen to express their views so forcefully that it appeared to be coercive. Councillors are reminded that meetings are public and should be conducted in a professional matter lest they undermine public confidence in the running of that Council. It is the nature of politics that other Councillors may not share your view. That diversity of perspective is actually the strength of local democracy not a weakness. Councillors should therefore not accuse others of being

County Hall, Mold. CH7 6NB

[www.flintshire.gov.uk](http://www.flintshire.gov.uk)

Neuadd y Sir, Yr Wyddgrug. CH7 6NB

[www.siryfflint.gov.uk](http://www.siryfflint.gov.uk)

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croesawu gohebiaeth Gymraeg. Ymatebwn yn ddi-oed i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.



negligent for not sharing the same view. Nor should Councillors be lampooned, ridiculed or scorned for holding a different opinion.

I send these letters to all Town and Community Councils in order to share the observations made by the Independent Members. Clearly it is important that these letters are shared with Councillors in order for them to have the greatest impact. I think all Town and Community Councils have a standing item on their agendas for correspondence and, if you do not share these letters with your Councillors under a specific agenda item, then please do so under the general correspondence item at the very least.

The Committee hopes that this feedback is useful and wishes to acknowledge the dedication and good work undertaken by Town/Community Councillors in their voluntary roles.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gareth Owens', with a stylized flourish at the end.

**Gareth Owens**  
**Chief Officer Governance**

# Get Safe Online

Get Safe Online is the UK's leading source of information and advice on online safety and security, for the public and small businesses. It is a not-for-profit, public/private sector partnership backed by law enforcement agencies and leading organisations in internet security, banking and retail.

For more information and expert, easy-to-follow, impartial advice on safeguarding yourself, your family, finances, devices and workplace, visit [www.getsafeonline.org](http://www.getsafeonline.org)

If you think you have been a victim of fraud, report it to Action Fraud at [actionfraud.police.uk](http://actionfraud.police.uk) or by calling 0300 123 2040. If you are in Scotland, contact Police Scotland on 101.



[www.getsafeonline.org](http://www.getsafeonline.org)

OFFICIAL PARTNERS



The devices in our homes are getting smarter all the time.



How smart are you about keeping yours protected?



[www.getsafeonline.org](http://www.getsafeonline.org)

Full - ter



For many of us, today's home is a very convenient and cool place to live, with more and more devices responding to a tap in an app or the sound of your voice.

**However, every device that's connected to your Wi-Fi is also transmitting data which could be of interest to criminals, not least your speakers, voice assistants, cameras, intruder alarms, cameras, door locks and security lighting. Or even your kids' toys.**

Not setting up and maintaining the appropriate security measures for your smart devices, their apps and your Wi-Fi network could lead to your information being stolen and even your every movement being observed.

Another consideration is that the data provided by your smart devices – or the information you supply when you set them up – could be used by manufacturers for unwanted purposes, including being sold on to third parties.



#SmartDevices

## Top tips for your smart devices



- Consider that buying well-known, reputable brands means that more care has probably been taken in securing the products – for your and your family's security.



- For smart devices for which you need to log in to connect, replace factory-set passwords with secure ones you create yourself. This is because default administrator passwords may be common to every device shipped, and potentially insecure. If in doubt, check manufacturers' instructions on how to change passwords.



- Don't use the same password for more than one connected device, nor share passwords with those you already use for other online accounts.



- Make sure your Wi-Fi network is secure. Read our advice page on *Wireless Networks & Hotspots* at [www.getsafeonline.org](http://www.getsafeonline.org)



- Make sure that all your computers and mobile devices are protected with updated internet security software / app, and that access to these devices is safeguarded with a PIN or passcode.



- Check the apps associated with your connected devices and install updates as soon as prompted. Also, regularly check manufacturers' websites for updates, as they can be slow to push these out via the app.



- Limit the amount of information you provide when setting up an app to what is absolutely necessary.



- Be aware that devices like voice assistants, smart speakers and cameras are always active and potentially recording unless you switch off or disable them.



## Get the full story

For everything you need to know about securing your smart devices, please visit [www.getsafeonline.org](http://www.getsafeonline.org) and search **Your Connected Home**

## Hope Community Council

### Accounts for Payment up to and including 7th June 2023

Method	Payable to	Details	Amount
Bank fee	HSBC	Monthly Bank Fee	£5.40
bacs	One Voice Wales	Training - Christine Cunnah	£35.00
bacs	Microshade Business Consultants	Annual IT Services, Emails & DPO Services	£1,725.19
bacs	Flintshire County Council	Street Light - Maintenance Repairs (sarn lane)	£237.00
bacs	Staffing Cost	May-23	£1,927.93
bacs	Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£81.18
bacs	Mrs S Hughes	Tesco Mobile - Monthly data package	£10.00
bacs	Groundforce Landscape Ltd	Queensway Maintenance 2 of 7	£213.60
<b>Total</b>			<b>£4,235.30</b>

**Unpresented Chqs**

**Transfers**

**Payment Received**

28-Apr	FCC	Precept	£40,933.34
12-May	CADW	Annual Contribution - Castle	£4,450.00
17-May	HMRC	2022/23 VAT Claim	£5,151.24

**Note**

Chairman of Finance ..... Chairman of Council .....

Clerk and Financial Officer .....

Payments Authorised by two Bank Signatories

Bank Signatory .....

Bank Signatory .....



**Andrew Farrow**  
Chief Officer (Planning, Environment & Economy)  
Prif Swyddog (Cynllunio, Amgylchedd ac Economi)



Hope Community Council

Your Ref/Eich Cyf  
Our Ref/Ein Cyf /063335  
Date/Dyddiad 24-May-2023  
Ask for/Gofynner am James Beattie  
Direct Dial/Rhif Union 01352 703331

Annwyl Syr/Fadam

Dear Sir/Madam

**Deddf Cynllunio Gwlad a Thref 1990 (fel y'i diwygiwyd) Apêl Adran 78**

**Town and Country Planning Act, 1990 (as amended) - Section 78 Appeal**

**Cyfeirnod Cynllunio:** 063335  
**Rhif Cyfeirnod Apêl:** CAS-02376-P1W3W4  
**Enw'r Apelydd:** Gower Homes  
**Cynnig:** Part demolition of existing dwelling and residential development comprising of 7 detached dwellings and associated roads and drainage works

**Planning Ref:** 063335  
**Appeal Reference Number:** CAS-02376-P1W3W4  
**Appellant's Name:** Gower Homes  
**Proposal:** Part demolition of existing dwelling and residential development comprising of 7 detached dwellings and associated roads and drainage works

**Lleoliad:** Foxfield ,Fagl Lane ,Hope ,Wrexham ,LL12 9RB ,  
**Dyddiad Dechrau'r Apêl:** 18-May-2023

**Location:** Foxfield ,Fagl Lane ,Hope ,Wrexham ,LL12 9RB ,  
**Appeal Start Date:** 18-May-2023

Rwy'n ysgrifennu i'ch hysbysu bod apêl wedi ei gwneud i'r Penderfyniadau Cynllunio ac Amgylchedd Cymru (PCAC) mewn perthynas â'r cynnig uchod. Mae'r apêl yn dilyn **GWRTHOD** caniatâd cynllunio gan y cyngor hwn a chaiff ei benderfynu ar sail cyfnewid **sylwadau ysgrifenedig** ac ymweliad safle gan Arolygydd.

I would advise you that an appeal has been made to the Planning & Enforcement Decisions Wales (PEDW) in respect of the above. The appeal follows the **REFUSAL** of planning permission by this council and is to be decided on the basis of an exchange of **written representations** and a site visit by an Inspector.

Caiff sylwadau a wnaed eisoes yn dilyn y cais gwreiddiol (oni bai eu bod yn arbennig o

County Hall, Mold. CH7 6NB  
[www.flintshire.gov.uk](http://www.flintshire.gov.uk)  
Neuadd y Sir, Yr Wyddgrug. CH7  
6NB [www.siryfflint.gov.uk](http://www.siryfflint.gov.uk)

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croesawu gohebiaeth Gymraeg. Ymatebwn yn ddi-oed i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.



gyfrinachol) eu hanfon at yr PCAC, eu copïo i'r apelydd a'u hystyried gan yr Arolygydd wrth benderfynu ar yr apêl. Os ydych eisoes wedi gwneud sylwadau ac am eu tynnu'n ôl neu eu haddasu mewn unrhyw ffordd, dylech anfon sylwadau yn ysgrifenedig yn uniongyrchol â **Penderfyniadau Cynllunio ac Amgylchedd Cymru, Adeiladau'r Goron, Parc Cathays, Caerdydd, CF10 3NQ** erbyn **15-Jun-2023** gan ddyfynnu cyfeirnod yr apêl. Hefyd gellir anfon sylwadau â [PEDW.GwaithAchos@llyw.cymru](mailto:PEDW.GwaithAchos@llyw.cymru). Ni fydd sylwadau a gyflwynir ar ôl y dyddiad cau fel arfer yn cael eu gweld gan yr arolygydd a byddant yn cael eu dychwelyd. Gellir gofyn am gopi o'r llythyr penderfyniad o ran yr apêl, yn ysgrifenedig, o'r un cyfeiriad neu gellir ei weld ar-lein yn <https://planning.agileapplications.co.uk/flintshire>.

Gellir gweld y ddogfennaeth sy'n berthnasol i'r apêl hwn drwy gysylltu â [PEDW.GwaithAchos@llyw.cymru](mailto:PEDW.GwaithAchos@llyw.cymru) Gellir darllen 'Canllaw ar ymgysylltu ag Penderfyniadau Cynllunio ac Amgylchedd Cymru' drwy ddefnyddio'r ddolen ganlynol [https://llyw.cymru/arweiniad-ar-apeliadau-cynllunio-ymgysylltu-ag-penderfyniadau-cynllunio-ac-amgylchedd-cymru?\\_ga=2.176284386.692787103.1639566361-212592132.1639566361](https://llyw.cymru/arweiniad-ar-apeliadau-cynllunio-ymgysylltu-ag-penderfyniadau-cynllunio-ac-amgylchedd-cymru?_ga=2.176284386.692787103.1639566361-212592132.1639566361)

Os oes gennych chi unrhyw gwestiynau pellach am y mater uchod, mae croeso i chi gysylltu â'r swyddog ar y rhif ffôn a roddir uchod.

Yn ddiifuant



**Prif Swyddog  
(Cynllunio, Amgylchedd ac Economi)**

Comments already made following the original application (unless expressly confidential) will be forwarded to PEDW, copied to the appellant and taken into account by the Inspector in deciding the appeal. If you have previously made comments and wish to withdraw or modify these in any way, you should send your comments in writing direct to **Planning & Enforcement Decisions Wales, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ** by **15-Jun-2023** quoting the appeal reference number. Comments can also be submitted to [PEDW.casework@gov.wales](mailto:PEDW.casework@gov.wales). Representations submitted after the deadline will not normally be seen by the inspector and returned. A copy of the appeal decision letter may be requested, in writing, from the same address or viewed on-line at <https://planning.agileapplications.co.uk/flintshire>.

The documentation relevant to this appeal can be viewed by contacting PEDW directly to [PEDW.casework@gov.wales](mailto:PEDW.casework@gov.wales). 'A guide to engaging with Planning & Environment Decision Wales' can also be viewed using the following link <https://gov.wales/planning-appeals-guidance-engaging-planning-and-environment-decisions-wales>

If you have any further queries regarding the above, please do not hesitate to contact the officer on the telephone number given above.

Yours faithfully



**Chief Officer  
(Planning, Environment & Economy)**

## Costings for play area fencing at the Willows

Richard Roberts Aura as obtained costs from two providers to date, Jones Brothers and Flintshire Fabrications .

### Jones Brothers

The Quote from Jones brothers would include surrounding the Skatepark area as well ,240 Metres(the Duex fencing system which is the same as the Queensway play area).

#### QUOTATION – Duex Fence - The Willows, Hope

- Supply 240 metres of 1.2m high duex fencing including
- 2 self closing gates. All fence to be galvanised and painted green.
- Self closing gate would be yellow. Duex fencing is 1.2m high weldmesh panels with two 8mm horizontal wires and one 6mm vertical wire.
- Panels are mounted on 60mm x 40mm steel box section posts every 2.5m.

**£ 9985.00 plus vat**

- **7505.00 plus vat** Install above fence **£**

NOTE: - it was questioned that this quote does not include a maintenance gate, which Richard has since advised he will ensure it is included within the quote

### Flintshire Fabrications

Flintshire fabrications Quote is 170m of mesh or Tango fencing which would not include surrounding the skatepark area , this is 170metres x £148.80 = £25,296.00 for the fencing only ,not including the supply and installation of gates x 2 , and maintenance gate .

#### Re: Fencing and gates –The willows, Queensway, Hope, Wrexham LL12 9PG

To supply and install 170m of 1.2m high tango rail ROSPA spec. Posts to be dug into ground and concreted. Galvanised and powder coated RAL 6005.

For the sum of £144.60 + vat per m

To supply and install 2no 1.2m wide self-closing gates to match fencing. Posts to be dug into ground and concreted. Galvanised and powder coated RAL 6005.

For the sum of £1435.00 + vat each.

To supply and install 1no 4m wide double gate to match fencing. Posts to be dug into ground. Galvanised and powder coated RAL 6005.

For the sum of £2260.00 + vat

Mesh fencing - To supply and install 170m of 1.2m high rotop mesh fencing. Posts to be dug into ground and concreted. Galvanised and powder coated RAL 6005.

For the sum of £148.80 + vat per m

To supply and install 2no 1.2m wide self-closing gates to match fencing. Posts to be dug into ground and concreted. Galvanised and powder coated RAL 6005.

For the sum of £1760.00 + vat each.

To supply and install 1no 4m wide double gate to match fencing. Posts to be dug into ground. Galvanised and powder coated RAL 6005.

For the sum of £2785.00 + vat.

Meter rate would be the same for 250m.

Lead time would be 6-8 weeks from confirmation of details.

# Hope Community Council Best Kept Hanging Basket and/or Planter Competition 2023

Hope Community Council would like to invite applications for its Best Kept Hanging Basket and/or Planter Competition.

The only requirement is that applicants must ensure that the hanging basket and/or planter is visible from the front of their property.

Contact Name & Address: .....

.....

Tel: ..... Email: .....

To assist the judges, please give a brief description of the location of the item you wished to be judged:

.....

.....

.....

Judging will take place the last week of July (w/c Monday 24<sup>th</sup> July):

1st - £50 Gardening Voucher

2nd - £30 Gardening Voucher

3rd - £20 Gardening Voucher



Completed forms must be returned to the Clerk

**No later than: Wednesday 19<sup>th</sup> July 2023**

via email to [clerk@hopecommunitycouncil.gov.wales](mailto:clerk@hopecommunitycouncil.gov.wales) or post to

Mrs S Hughes, 3 Old Chester Road, Ewloe, Deeside, Flintshire, CH5 3RU

Alternatively, you can apply via our News & Updates page on our website.



## Privacy Notice for Best Kept Hanging Basket/Planter Competition

Hope Community Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your application.

The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Mrs S Hughes - Clerk, 3 Old Chester Road, Ewloe, Deeside, Flintshire, CH5 3RU Tel: 07566 706858 Email: [clerk@hopecommunitycouncil.gov.wales](mailto:clerk@hopecommunitycouncil.gov.wales)

We will keep your data for six years if your application is successful and for six months if your application is unsuccessful plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.hopecommunitycouncil.gov.wales/>

You can contact the community council's Data Protection Officer, Paul Russell (Microshade VSM): 2 Church Road, Knighton, Powys LD7 1EB. Tel: 07772 657446. Email: [paul@microshadevsm.co.uk](mailto:paul@microshadevsm.co.uk)

### Your declaration:

I understand the following:

You will use the information I have provided to provide me with information regarding my application. If you agree to being contacted in this way, please tick the relevant box:

Post  Email  Phone  SMS

If you need any further information, please contact the Clerk, Mrs S Hughes - Clerk, 3 Old Chester Road, Ewloe, Deeside, Flintshire, CH5 3RU Tel: 07566 706858 Email: [clerk@hopecommunitycouncil.gov.wales](mailto:clerk@hopecommunitycouncil.gov.wales)

DATE: \_\_\_\_\_





# Best Kept Hanging Basket and/or Planter Competition 2023

Hope Community Council would like to invite applications for its Best Kept Hanging Basket and/or Planter Competition.

The only requirement is that you must ensure that the hanging basket and/or planter is visible from the front of their property.

Application forms can be obtained on the council's website [www.hopecommunitycouncil.gov.wales](http://www.hopecommunitycouncil.gov.wales) or by contacting the Clerk.

Judging will take place w/c Monday 24th July 2023 and the following prizes will be awarded as gardening vouchers

**1st- £50**

**2nd - £30**

**3rd - £20**

Completed forms must be returned no later than:  
**Wednesday 19th July 2023**

[clerk@hopecommunitycouncil.gov.wales](mailto:clerk@hopecommunitycouncil.gov.wales)

Mrs S Hughes, 3 Old Chester Road, Ewloe, Deeside,  
Flintshire, CH5 3RU. Mob: 07566 706858

