

## Matters dealt with under delegated powers due to the October meeting being cancelled

In attendance: Cllrs T Bowgett, L Davies & M Williams. Mrs S Hughes, Clerk

The Chairs and Clerk had reviewed all agenda's and only dealt with urgent matters. Anything else will be carried forward to the November agenda.

1. Cllr Davies advised she will keep all members informed once the funeral date has been confirmed. The Clerk will send a card to the family.
2. Remembrance Day – Cllr Bowgett as Vice Chair will attend the parade and lay a wreath.
3. Payments – the list of payments were approved by the Vice Chair and 2x bank signatories
4. The Financial Application Form/Poster was approved for launch.
  - a. As we need to appoint a Working Group as in previous years to review the applications in detail for a proposal to be made at the December meeting (this would need to happen between 24th Nov – 28th Nov to allow the proposal to be included with the Dec agenda pack) all members will be asked. Cllr Bowgett expressed an interest, this can be agreed at the November meeting.
5. Planning. [ADV/000818/23](#). Non illuminated fascia sign & internally illuminated green cross projection sign. 38, High Street, Caergwrle. **Supported**
6. Willows Skate Ramps – there were mixed views on whether a professional graffiti artist should undertake this as a project. Concerns raised that it may encourage more, whilst others considered it could enhance the look.
  - a. Richard Roberts will be asked whether in his experience, does having an item professional graffitied encourage unauthorised graffiti?
  - b. If his response is no, the council will give approval, however, if he advises it does, the council will refuse the request.
7. A family friend of Cllr Dave Roberts is making arrangements for the Chain of Office to be returned safely.
8. Community Review – a response to the questionnaire was required by 1<sup>st</sup> November and therefore the questionnaire was considered and completed.

## Hope Sports Centre

I contacted Cty Cllr Healey, Castell Alun School, Hope Dragons and Mike Welch (Aura). Below are the responses received:

### Cty Cllr G Healey

Local football teams have entered into an arrangement with Castellated Alun High School that has meant that teams can still play there. This arrangement does not preclude the possibility of a third party being involved with regard to the Sports Centre but we have no further news on that.

### Hope Dragons

We are currently negotiating with the school in relation to the use of the facility.

### Castell Alun (Colin Ellis)

Thank you for your email regarding the usage of the sports centre facilities on the school campus.

We appreciate your interest in the future of the sports centre, and we want to clarify our role in this matter. As you may know, while our school is located on the same campus as the sports centre, we are not the landlords, and we do not have jurisdiction over the process related to its management or potential changes in its operations.

Flintshire County Council is the landlord responsible and they are overseeing any decisions or developments concerning the facility. At present, the Senior Manager of Planning & Provision within Education and Youth is taking the lead in determining the next steps. We are currently liaising with the local sports clubs particularly the football clubs who are currently using the facilities.

We understand that there may be interested parties seeking to take on the sports centre, and we believe that any inquiries or proposals should be directed to the appropriate channels within Flintshire County Council.

### Aura – Mike Welch

I believe the school has had informal discussions with an interested party but I am unaware of the outcome. It's probably best to contact the school directly for an update.

**ESTIMATED COSTS OF EMPLOYING A VILLAGE GROUNDSMAN**

WAGES				
Hourly Rate	Hours p/wk	Cost p/wk	Cost p/mth	Cost p/yr
£12.82	4	£51.28	£222.21	£2,666.56
£12.82	6	£76.92	£333.32	£3,999.84
£12.82	8	£102.56	£444.43	£5,333.12
£12.82	10	£128.20	£555.53	£6,666.40
£12.82	12	£153.84	£666.64	£7,999.68
£12.82	14	£179.48	£777.75	£9,332.96
£12.82	16	£205.12	£888.85	£10,666.24
£12.82	18	£230.76	£999.96	£11,999.52
£12.82	20	£256.40	£1,111.07	£13,332.80

PENSION	
Employer %	Cost P/yr
19.4%	£517.31
19.4%	£775.97
19.4%	£1,034.63
19.4%	£1,293.28
19.4%	£1,551.94
19.4%	£1,810.59
19.4%	£2,069.25
19.4%	£2,327.91
19.4%	£2,586.56

NATIONAL INSURANCE (pay over £758.01 per month)	
	Cost p/yr
0%	£0.00
0%	£0.00
0%	£0.00
0%	£0.00
0%	£0.00
0%	£0.00
0%	£0.00
13.8%	£142.35
13.8%	£297.63

**TOTAL ANNUAL ESTIMATES**

Hours per Week	Total Annual Cost
4	£3,183.87
6	£4,775.81
8	£6,367.75
10	£7,959.68
12	£9,551.62
14	£11,143.55
16	£12,735.49
18	£14,469.78
20	£16,216.99

Please note in addition to the salary costs the following needs to be considered:

- \* the National Pay Award for 2023/24 still pending. There will also be one for 2024/25 (estimates based on £2.00p/h increase from current rate)
- \* the council will need to provide a uniform
- \* the council will need to ensure and provide appropriate training (est £50-£100)
- \* the council will need to provide tools & equipment (will very much depend on role and jobs)
- \* the council will need to factor what work will be undertaken and increase relevant budgets accordingly
- \* if using their own car, the council would pay mileage @0.45p per mile
- \* if using their own car, the council would pay difference of personal & business insurance (est between £40 - £150pa)

**Equipment**

- Gloves – puncture resistance gloves also some general nitrile gloves
- Safety Glasses/Visor
- Ear Defenders (BS Approved)
- Helmet (with visor and ear defenders)
- Sharps Box
- Dust Masks
- Safety (flutter) Tape
- Cones
- First Aid Kit

**Training**

- Manual Handling
- Sharps Awareness
- General Health & Safety

**Uniform**

- 2 x Hi-viz Polo Tshirt
- 1 x Hi viz Long Sleeve Top
- 2 x Hi viz Jumpers
- 1 x ballistic trousers
- 1 x safety boots
- 1 x Hi viz Jacket
- Logo branding on tops

Total Estimate £300.00

Dated: 23.10.2023

## HOPE COMMUNITY COUNCIL

### NOTES FOR THE DRAFT 2023/24 ESTIMATES AND DRAFT BUDGET 2024/25

I have prepared the draft budget for consideration and discussion. Below are notes on each budget heading with an explanation.

<b>Leisure and Environment Committee</b>	
1.1 Summer play scheme	No change – If the council remains with this budget, this should allow for 3 or 4 week schemes if FCC do not provide any additional funding.
1.2 Environ imp/playground	No change - A budget of £16k will allow the council to continue to participate in match funding (£10k), rent and maintenance of the Queensway and a small contingency for repairs.
1.3 Caergwrle Castle	No Change - the council will pay invoice in full and then will be receiving an annual grant of approx.: £4450 from Cadw. The council have just over £20k held in reserves for the castle which should be amply if the council should look to invest this money for improvements.
1.4 - Community Engagement / Competitions	No Change - This has been utilised for the Hanging Basket, Halloween and Christmas Light Competitions which will hopefully continue next year. The remaining budget will allow for publication of the Councils Annual Report and or community engagement.
1.5 - Village Improvements	This budget was not used as the council cancelled the Mill Garden Project. Unless there are other projects planned, none that I am aware, I have removed this budget.

<b>Planning and Highways Committee</b>	
2.1 Bus shelters	No Change
2.2 Street lighting – supply	<p>Last year FCC advised there would be approx. 132% increase (approx. £3879 per quarter) – to date I have just received 2 invoice for this year (£1503 per quarter), the increase does not appear to be as much as 132%, but this still could happen. Also, this year FCC advised VAT will apply to these charges which had not been budgeted for in 2023/24.</p> <p>As I am expecting approx. 31 columns to be upgraded by the end of this financial year, the budget has been reduced accordingly and is based on the original 132% increase.</p>
2.3 Street lighting – maint	FCC now charge VAT on repairs. Approx £4,000 of the budget is used for ongoing inspections and repairs leaving the remaining budget to upgrade columns and transfer columns back to FCC. FCC have given assurances that the upgrades will be undertaken this year (approx. 12 columns)
2.4 Christmas lights	The cost to install and remove the existing bracket lights will be in the region of £6000. The council could consider remaining with the budget of £12,500 and purchase additional lights for an area to be considered (possibly 6-8 lights) or reduce budget down to £7500 to allow a contingency for replacements lights for the older ones.
2.5 CCTV Cameras	<p>Last year the council budgeted for an additional camera at Sarn Lane (if needed), however it was then considered it was not needed.</p> <p>Do we require any additional CCTV or can this be reduced by £2000???</p>

<b>Finance Committee</b>	
3.1 Salaries and N.I & payroll	Increase – estimated NJC pay award for 2023/24 and 2024/25, together with 1pt annual pay award. It also includes the cost of payroll for staff and Members to paid their annual allowance.
3.2 Pension/gratuity	Increase – as per above and also the Actuarial increase from 16.4 to 19.4 was applied this year together with the £400 deficit payment
3.3 Clerks Travel Expenses (Gen Admin)	No Change.
3.4 NEW Bank Charges (Gen Admin)	Reduced – charges of £5 per month now applied
3.5 Audit fees (Gen Admin)	Expected to be over budget this year as we did not receive the external audit invoice for 2021/22 until earlier this year and we will receive a higher invoice this year due to the 2022/23 in-depth/full audit. The budget can be reduced as next year we will return to a normal audit and normal fees.
3.6 Chain / honours board (Gen Admin)	No change.
3.7 Stationery & equipment (Gen Admin)	No change
3.8 Computer & maint. (Gen Admin)	No change.
3.9 Postage (Gen Admin)	No change.
3.11 Insurance (Gen Admin)	Slight Increase but now on a 5yr fixed deal.
3.12 Subscriptions (Gen Admin)	Slight Increase
3.13 Photocopier (Gen Admin)	No Change
3.14 Election expenses	Np change - Under budget due to no election.
3.15 Office costs (Gen Admin)	Over budget due to potential agreement of 2023/24 increase and to allow for 2024/25.
3.16 Grants	No Change
3.17 Chairman's allowance & Cllr IRPW Expense Payments	Reduced due to the council implementing a recess in January (14 x£20= £280 attendance allowance)
3.18 Council website (Gen Admin)	No change
3.19 Training	No change
3.21 Noticeboard/ millennium maps	<p>Awaiting £550 invoice for disposal of kiosk. Have budgeted for the replacement of the 2x existing noticeboards and a new board for Abermorddu. I have priced up a larger board so potentially the council could have one side locked for our use and the other side open for public use. This also includes planning fee for Abermorddu and estimated cost to install. This is purely an estimate until I know what type of boards the council would like.</p> <p>Also, applied an estimated budget of £1000 to allow for refurbishment of the millennium maps</p>
3.22 Defib	No Change
3.23 Village Celebrations	The council needs to consider whether they require a budget for any event or any

	financial support for DAY 80 – 6 <sup>th</sup> June 2024
<b>NEW</b> – Village Groundsman	<p>This is a new budget for the council to consider and within this budget I have estimated costs on 8 hours per week.</p> <p>Should the council wish to appoint a groundsman, you will also need to consider what budget is needed to cover costs of the work they do e.g ongoing supplies, equipment, paint, plants etc.....</p>

**Items held in Reserve**

Below is what is expected to be remaining in reserves at Yr end

Reserved - Caergwrle Castle (grant) - £5,000	Remain – grant awarded for tree works
Reserved - Caergwrle Castle - £17,257	Remain – expected that improvement works will be undertaken in 2024/25

**DRAFT BUDGET 2024/25**  
**HOPE COMMUNITY COUNCIL**

Review: 01.11.2023 (v1)

Committee/Budget Head	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Expected 2023/24	Proposed 2024/25	Variance
<b>Leisure and Environment Committee</b>							
1.1 Summer play scheme/ Youth	£2,200	£2,200	£2,200	£2,200	£2,127	£2,200	£0
1.2 Environ imp/plygrnd	£13,100	£16,100	£15,000	£16,000	£11,600	£16,000	£0
1.3 Caergwrle Castle	£5,000	£3,500	£3,500	£6,000	£8,550	£6,000	£0
1.4 Community Competitions/Engagement	£250	£500	£750	£750	£300	£750	£0
1.5 Village Improvements	£2,000	£2,000	£2,000	£15,000	£0	£0	£-15,000
<b>L &amp; E Reserves</b>							
1.7 Caergwrle Castle (grant)					£0		
1.8 Caergwrle Castle					£1,500		
1.9 Willow or Porch Lane Match Funding (21/22)					£25,000		
<b>Total</b>	<b>£22,550</b>	<b>£24,300</b>	<b>£23,450</b>	<b>£39,950</b>	<b>£49,077</b>	<b>£24,950</b>	<b>£-15,000</b>
<b>Planning and Highways Committee</b>							
2.1 Bus shelters	£200	£200	£200	£200	£0	£200	£0
2.2 Street lighting – supply	£5,000	£4,500	£3,580	£15,500	£8,000	£14,100	£-1,400
2.3 Street lighting – maint	£26,000	£30,300	£30,300	£30,300	£30,300	£44,050	£13,750
2.4 Christmas lights	£4,000	£8,000	£8,000	£12,500	£11,500	£12,500	£0
2.5 CCTV Cameras	£1,000	£1,000	£1,000	£4,500	£2,040	£4,500	£0
<b>P &amp; H Reserves</b>							
2.7 P&H Misc/Reserved - Street Light Upgrade					£42,074	£0	
<b>Total</b>	<b>£36,200</b>	<b>£44,000</b>	<b>£43,080</b>	<b>£63,000</b>	<b>£93,914</b>	<b>£75,350</b>	<b>£12,350</b>
<b>Finance Committee</b>							
3.1 Salaries and N.I. & payroll	£10,945	£12,538	£13,500	£15,130	£16,488	£17,562	£2,432
3.2 Pension/gratuity	£1,200	£2,145	£2,160	£2,962	£3,428	£3,655	£693
3.3 Clerks Travel Expenses (Gen Admin)	£200	£200	£200	£200	£150	£200	£0
3.4 Bank Charges (Gen Admin)	£0	£0	£80	£60	£62	£60	£0
3.5 Audit fees (Gen Admin)	£500	£500	£790	£825	£1,094	£550	£-275
3.6 Chain / honours board (Gen Admin)	£100	£100	£100	£100	£0	£100	£0
3.7 Stationery & equipment (Gen Admin)	£350	£350	£450	£450	£360	£450	£0
3.8 Computer, Maint, Hosting, GDPR. (Gen Admin)	£1,000	£850	£950	£2,000	£1,725	£2,000	£0
3.9 Postage (Gen Admin)		£0	£220	£200	£190	£200	£0
3.11 Insurance (Gen Admin)	£1,300	£1,350	£1,350	£1,427	£1,666	£1,800	£373
3.12 Subscriptions (Gen Admin)	£720	£770	£780	£790	£865	£900	£110
3.13 Photocopier (Gen Admin)	£250	£250	£250	£250	£166	£250	£0
3.14 Election expenses	£500	£500	£5,000	£500	£0	£500	£0
3.15 Office costs (Gen Admin)	£1,260	£1,303	£1,475	£1,585	£1,659	£1,850	£265
3.16 Grants	£3,000	£4,000	£4,000	£4,000	£4,000	£4,000	£0
3.17 Chairman's allowance/Cllr Exp	£6,700	£6,700	£6,700	£9,920	£8,232	£9,640	£-280
3.18 Council website (Gen Admin)	£2,250	£300	£200	£200	£84	£200	£0
3.19 Training	£1,500	£1,500	£2,250	£2,250	£250	£2,250	£0
3.21 Noticeboard/Millennium Maps/Kiosk	£1,350	£1,350	£1,000	£1,000	£550	£9,100	£8,100
3.22 Defib	£250	£250	£250	£250	£0	£250	£0
3.23 Village Celebrations				£1,000	£1,041	£1,000	£0
<b>Total</b>	<b>£33,375</b>	<b>£34,956</b>	<b>£41,705</b>	<b>£45,099</b>	<b>£42,010</b>	<b>£56,517</b>	<b>£11,418</b>
NEW Village Groundsman - STAFF COSTINGS (8hrs p/w)						£6,500	£6,500
Village Groundsman - UNIFORM						£250	£250
Village Groundsman -PPE & EQUIPMENT						£250	£250
Village Groundsman - ONGOING MATERIALS & TOOLS ????				(pure guess)		£5,000	£5,000
<b>Summary</b>							
Leisure and environment	£22,550	£24,300	£23,450	£39,950	£49,077	£24,950	£-15,000
Planning and Highways	£36,200	£44,000	£43,080	£63,000	£93,914	£75,350	£12,350
Finance	£33,375	£34,956	£41,705	£45,099	£42,010	£56,517	£11,418
**VILLAGE GROUNDSMAN COSTS				£0		£12,000	£12,000
<b>Total</b>	<b>£92,125</b>	<b>£103,256</b>	<b>£108,235</b>	<b>£148,049</b>	<b>£185,001</b>	<b>£168,817</b>	<b>£20,768</b>

<b>Balance as at 31 March 2023</b>	£146,030
Reserved - Caergwrle Castle (grant)	-£5,000
Reserved - Caergwrle Castle	-£18,757
Reserved - Street Lighting (ongoing upgrades)	-£42,074
Reserved - Match Funding	-£25,000
	<b>£55,199</b>

<b>Income 2023/2024</b>	<b>£</b>	<b>Expenditure 2023/2024</b>	<b>£</b>
Balance 31 March 2023	£146,030	Probable expenditure 2023/2024	£185,001
Precept 2023/2024	£122,800		
Estimated interest 2023/24	£2,128		
Refund of VAT	£6,217		
Cadw - yearly grant	£4,450		
FCC Street Light VAT Invoice Refund	£1,066		
<b>Total income</b>	<b>£282,692</b>	<b>Total expenditure</b>	<b>£185,001</b>

<b>Estimated Balance as at 30 March 2024</b>	<b>£97,691</b>
Reserved - Caergwrle Castle (grant)	-£5,000
Reserved - Caergwrle Castle	-£17,257
	<b>£75,434</b>

#### Recommended precept requirement for 2024/2025 (Based on estimates submitted)

Estimated expenditure for 2024/2025	£168,817
Working balance for 2024/2025	£31,500
Total revenue resource requirement	£200,317
Less estimated available balance as at 1 April 2024	£75,434
Less estimated VAT claim for 2023/24	£13,510
Recommended Minimum Amount to be met from precept based on the above figures	<b>£111,373</b>

<b>Precept for 2024/2025</b>	<b>TBA</b>
Precept levied for 2023/2024	£122,800

Note: The annual charge for band 'D' properties for 2023/24 would be as follows: 1853.48

I havent received the letter from FCC for this year so calculations are based on last yr

#### Example showing the calculations based on the above drafted budget figures

£111,373 :- 1853.48 (Council tax base for 2024/2025) = £60.09 (£66.25 2023/24) (£-6.16/ 9.30% decrease)

#### Example showing the calculations if we decreased the above drafted budget figures by £12000 (no groundmans)

£99,373 :- 1853.48 (Council tax base for 2024/2025) = £53.61 (£66.25 2023/24) (£-12.64/ 19.08% decrease)





## NOTICE UNDER LOCAL GOVERNMENT ACT, 1972 (Section 87(2))

# VACANCY FOR A COUNCILLOR

### PUBLIC NOTICE IS HEREBY GIVEN

that a casual vacancy has occurred in the office of Councillor for the Hope Community Council following the death of Councillor Dave Roberts on the 28<sup>th</sup> September 2023

- 1 Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 now applies.
- 2 The rule allows **TEN ELECTORS** for the Community in which the casual vacancy has arisen to request the Returning Officer to hold an election to fill the vacancy. \* That request must be made within **FOURTEEN DAYS**, calculated in accordance with the rules,\*\* of the date of this notice. The fourteen-day period ends on 21<sup>st</sup> November 2023
- 3 If no request is made the Community Council must, as soon as practicable after the expiry of the fourteen-day period, co-opt a person to fill the vacancy.

The Returning Officer's address is Flintshire County Council, County Hall, Mold, Flintshire, CH7 6NR and the telephone number for further guidance is 01352 702329.

Dated:

1<sup>st</sup> November 2023

*S A Hughes*

Clerk to the Council

\* There is no form of words for this request, which might simply be a letter headed with such words as "We the undersigned being electors for the [Ward of] ... Community, call for an election to fill the vacancy arising from the [death] [resignation] of ...". It is helpful if the ten signatures are accompanied by printed names and addresses

\*\* In calculating the notice period, day one is the day following the date of this notice; a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday or a Bank Holiday or day appointed for public thanksgiving or mourning shall be disregarded, and the period closes at midnight on the fourteenth day after the date of this notice. Rule 5(2) of The Local Elections (Parishes and Communities) (England and Wales) Rules, 2006 now applies.

From: Lyn Phillips <lyn.phillips@flintshire.gov.uk>

Item 18

Sent: 11 October 2023 11:19

Subject: Polling District, Place and Polling Station Review 2023/2024

Dear Clerk,

We have published information regarding our review of polling districts and polling places for the County of Flintshire. The last review took place in 2019. This review will look at our polling district boundaries and the polling places/stations within those boundaries. Most people still vote in person at a polling station so the aim is to make sure that they have reasonable facilities to do this, taking into consideration the needs of everyone.

Please find below link to all the relevant documents. You can complete the questionnaire online using the link below and click on 'Complete the questionnaire'

<https://www.flintshire.gov.uk/en/Resident/Council-and-Democracy/Elections-and-Electoral-Registration/Polling-District-and-Polling-Places-Stations-Review-2023.aspx>

All representations need to be received by 17 November 2023.

If you have any questions or require any further information, then please do not hesitate to contact me.

Cofion cynnes | Kind Regards

**Lynn Phillips**

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Arweinydd Tim – Gwasanaethau Democrataidd | Team Leader – Democratic Services

Gwasanaethau Etholiadol | Electoral Services

Gwasanaethau Democrataidd | Democratic Services

Llywodraethu | Governance

Cyngor Sir y Fflint | Flintshire County Council

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Ebost | Email [lyn.phillips@sirymfflint.gov.uk](mailto:lyn.phillips@sirymfflint.gov.uk) | [lyn.phillips@flintshire.gov.uk](mailto:lyn.phillips@flintshire.gov.uk)

## Caergwrle

List of Polling Places and Number of Registered Electors in the Caergwrle Electoral Ward

Caergwrle		
Polling Place & Ref	Comments	No. of Registered Electors
CAA / Presbyterian Church Hall, High Street, Caergwrle	Alternative Venue Sought The Church Hall is no longer available for use	1,224

## Hope

List of Polling Places and Number of Registered Electors in the Hope Electoral Ward

Hope		
Polling Place & Ref	Comments	No. of Registered Electors
HHA / Community Centre, Heulwen Close, Hope	No comments	2,015



# **Review of Polling Districts and Places / Stations 2023**

## **Consultation Document**

Consultation period runs from 9 October to  
17 November 2023.

## 1 Background to the Review

Under the Representation of the People Act 1983 and 2013, the Council has a duty to divide its area into polling districts and to designate a polling place for each district. It also has to keep these arrangements under review. The Electoral Administration Act 2006 introduced a duty on all local authorities in Great Britain to review their polling districts and polling places.

## 2 Definitions

A **polling district** is a geographical area created by the sub-division of an electoral area, i.e. a constituency, district ward or division into smaller parts.

A **polling place** is a building or area in which polling stations will be located.

A **polling station** is the room or area within the polling place where voting takes place.

## 3 The Review Process

The Council publishes a notice of holding the review, and consults the Acting Returning Officer for each Parliamentary Constituency in the Council's area.

The Council then invites comments on the proposals. The consultation paper will be published on the Council's website, and will also be sent to Councillors, Members of Parliament, Assembly Members, Town/Community Councils, local political parties and any other interested groups or persons, including those who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

## 4 What is not covered by the Review

The boundaries of parliamentary constituencies, electoral wards and Town/Community Council wards within Flintshire.

## 5 The Review Timetable

Publication of Notice of Review	Monday 9 October 2023
Commencement of Review	Monday 9 October 2023
Representations to be received by	Friday 17 November 2023
Publication of the Acting Returning Officer's comments	Monday 20 November 2023
Deadline for receipt of comments on the Acting Returning Officer's comments and proposals	Monday 11 December 2023
Submission of final proposals to Council	Tuesday 24 January 2024
Revised arrangements come into force	Thursday 1 February 2024

## **6 The Aim of the Review**

The document attached sets out details of the current polling districts and polling place for each of the electoral wards in Flintshire. The Council appreciates the co-operation of polling places in providing their building for the day so that electors have a convenient place to vote.

The Review seeks to address issues which have arisen, either due to the closure of buildings/proposed closure of buildings or issues arising during recent elections and will also be informed by feedback from polling station staff and inspectors.

The principles underlying the Council's approach to polling districts and polling places will be:

- (a) To retain or improve, if necessary, by merging the current network of polling districts to ensure that as far as possible that each polling district is allocated a polling station within its boundary.
- (b) To try and identify new polling places in areas where the existing provision is inadequate.
- (c) To ensure, as far as practicable, that polling places are accessible to people with disabilities.
- (d) To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.

## **7 Making Representations**

When making representations, where a suggestion relates to the change of polling place, we would encourage you to give the reasons for this, and to suggest alternative polling places to allow further consultation. Similarly support for the current arrangements is also welcome. You can do this by completing the online submission form or download a copy on the Council's website [www.flintshire.gov.uk](http://www.flintshire.gov.uk)

Alternatively you can write to:

**Electoral Services,  
Flintshire County Council,  
County Hall,  
Mold,  
Flintshire.  
CH7 6NR**

Email: [register@flintshire.gov.uk](mailto:register@flintshire.gov.uk)

Contact Lynn Phillips, Team Leader – Democratic Services on 01352 702329

## Review of Polling Districts and Polling Places 2023

### QUESTIONNAIRE

Please complete the questionnaire for your current polling district and polling place and include any comments on alternative polling district and polling places in the last section.

Name (please print):	
Organisation you are representing (if applicable):	
Address (for correspondence) or email address	
	Postcode:

Which electoral ward does your submission relate to?			
Which polling district/polling places does your submission relate to?			
I find the location of this polling place	Suitable <input type="checkbox"/>	Adequate <input type="checkbox"/>	Unsuitable <input type="checkbox"/>
Please give a reason for your answer			
Is the polling place easy to locate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, please give a reason for your answer			
Do you think that the building itself is suitable for use as a polling place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, please give a reason for your answer			
Once inside the building, is the voting area easily accessible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, please give a reason for your answer			
If you are elderly, infirm or have a disability, are there any aspects relating to the use of the polling place that causes you any difficulty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please provide details			

## Alternative Polling Places

I do not know of an alternative suitable polling place

I do know of an alternative polling place (please provide details of your submission)

If you think that there are more suitable premises within the same polling district that could be used for polling purposes, please give the address below and your reasons for suggesting this.

Please note that there are many considerations when selecting a polling place for the electorate to go to vote. Amongst them are

- Is it big enough to accommodate the number of electors allocated?
- Is it in a central location as possible for the polling district it serves?
- Will there be long term guaranteed use of the polling place?
- Will it, as far as practicable be accessible to people with disabilities?

## Your submission

If you have any comments relating to the polling district, please state below

**Thank you for taking the time to complete this questionnaire**

Please be aware that under regulations that govern the review of polling districts and polling places "The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006", all submissions and related correspondence will be published on completion of the review.

Please send to: Electoral Services Office, Flintshire County Council, County Hall, Mold, Flintshire. CH7 6NR or by email to: [register@flintshire.gov.uk](mailto:register@flintshire.gov.uk) by Friday 17 November 2023. For further information, please telephone Lynn Phillips on 01352 702329

**Cynlluniau Chwarae Datblygu Chwarae Sir y Fflint 2023**  
**Flintshire Play Development Summer Playscheme 2023**



<b>CYNGOR CYMUNEDOL / TREF TOWN / COMMUNITY COUNCILS</b>	Hope
--------------------------------------------------------------	------

<b>NIFEROEDD PRESENOLDEB / ATTENDANCE FIGURES</b>	
<b>NIFER O WYTHNOSAU / NUMBER OF WEEKS</b>	4
<b>CYFANSWM PRESENOLDEB / TOTAL ATTENDANCE</b>	118
<b>NIFEROEDD CYFATALOG DYDDIOL / DAILY AVERAGE ATTENDANCE</b>	6
<b>CYFANSWM NIFER Y PLANT A CHOFRESTRU / TOTAL NUMBER OF CHILDREN REGISTERED</b>	44

<b>GORUCHWILIWR LLEOL / AREA SUPERVISOR</b>	Rhys Hughes
-------------------------------------------------	-------------

**ADRODDIAD GORUCHWILIWR LLEOL:  
AREA SUPERVISORS REPORT:**

This site has been great, the children have been engaging, and the last day was great to see a big game of rounders with the childrens parents, had a nice community feel. The attendance numbers are on the lower side, however I still feel that this playscheme is successful and the children do benefit from the scheme. I feel that possibly next year it might be worth running for 3 weeks rather than 4. The site itself is very large which has been great to promote open access play which allowed the children to explore and utilise their creativity skills, ultimately allowing them to take the lead in play. To conclude, this site has been really good, the parents are willing to get involved and this adds a really nice community feel to playscheme. I would recommend that this site continues next year and I look forward to being involved with Hope next year.

**SYLWADAU YCHWANEGOL / ANY FURTHER COMMENTS:**

--



**NODYN GAN SWYDDOG ARWEINIOL /  
LEAD OFFICER COMMENTS**

Open access, Supervised Play allows for children to be creative and to challenge themselves. With Article 31 of the UNCRC in mind which recognised the importance of play, recreation, leisure, and cultural activities for children, we continue to ensure that we are able to allow space and time to support this important right of a child.

I am thrilled to read the positivity from this report. The Supervisor and the Community Play Team Members obviously found their experience there a very positive one as I'm sure did the children attending.

I have been working with Flintshire CC marketing team post Summer Playscheme and we will be running a much bigger and better promotional campaign for next summer to ensure that everyone gets to know about these important services. I am positive this will increase the average attendances at this scheme.

As a Play Development Team, we are also keen to look at an all year-round provision for children across Flintshire, that will allow them the opportunity to have access to play provisions all year round including other school holidays. Our aim is to run community-based provisions during the school term and playschemes during other school holidays. I am currently working on the costing for this, but if you think this is something that your community would like, and want to discuss further, please free to get in touch.

I would appreciate a chance to come and meet you as a Community Council to introduce myself in person and to discuss my vision for Play in Flintshire and to answer any questions or concerns you may have. If this is something you feel would be of a benefit, please get in touch with me

[Darren.Morris@flintshire.gov.uk](mailto:Darren.Morris@flintshire.gov.uk) / 07826548215 to make arrangements.

We as a Play Development Team thank you on behalf of Flintshire County Council and also the residents and children of Hope for your constant support.

Diolch a cofion,

Darren Morris

Lead Officer – Play Development

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

6<sup>th</sup> September 2023

Gareth Owens

01352 702344

gareth.legal@flintshire.gov.uk

All Town and Community Clerks

### Visits to Town and Community Councils

This is my seventh 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 4 further visits undertaken in March, April, May and July were reported to the Committee on the 4<sup>th</sup> September 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.

As always, the Independent Members noted that meetings work “best” i.e. they proceed in an orderly and calm manner, when the chair and clerk work well together.

I have commented previously that meetings proceed better when there is only one person talking so that everyone can hear and follow what is being said. Keeping order in a meeting with a large number of people can be far from easy, especially where a contentious item is under debate. This is where the chair and clerk need to work together as a team with the clerk prompting the chair (if necessary) on the need to “keep order” and advising the chair on standing orders if anyone is causing a disturbance. The clerk can also help the chair by reminding them not to feel rushed or pressured into making quick decisions. A quick bit of reassurance and a reminder to just “take one’s time” can work wonders in the heat of the moment.

It is also better if our administration/paperwork is undertaken either well before or after the meetings so that the public aren’t present to view the day-to-day workings.

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.



An Independent Member did notice that one Council put the item for declaring interests a long way down the agenda. Whilst interests can be declared at any point during a meeting, it is better if they are declared before any principal items of business are undertaken. A place higher up the agenda is therefore better.

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**

## Hone Community Council - Summary Accounts

2023/24 Financial Year

## Income

	Actual	Anticipated	Difference
Precept	81,866.67	122,800.00	-40,933.33
Bank Interest	1,064.90	400.00	664.90
Refunds/Other (inc Match Funding)	0.00	0.00	0.00
CADW - Castle Maintenance Grant	4,450.00	4,450.00	0.00
VAT Refund	6,217.45	5,151.24	1,066.21
<b>Total</b>	<b>93,599.02</b>	<b>132,801.24</b>	<b>-39,202.22</b>

## Expenditure

	Actual	Agreed Spend	Balance
Leisure & Environment	11,946.62	39,950.00	28,003.38
Planning & Highways	9,457.42	63,000.00	53,542.58
Finance & General Admin	16,109.84	45,099.00	28,989.16
<b>Reserves</b>			
Reserved - Caergwrlle Castle (grant)	0.00	5,000.00	5,000.00
Reserved - Caergwrlle Castle	13.90	18,757.00	18,743.10
Reserved - Willow or Porch Lane Match Funding (2021)	13,000.00	25,000.00	12,000.00
Reserved - Street Lighting	0.00	42,074.15	42,074.15
<b>Total</b>	<b>50,527.78</b>	<b>238,880.15</b>	<b>188,352.37</b>

## Current Summary

Bank Balance as at 31 March 2023	146,030.16
Total Expenditure	50,527.78
Total Income	93,599.02
<b>Balance as at 30 Sept 2023</b>	<b>189,101.40</b>
<b>VAT Costs for 2023/24 Financial Year</b>	<b>7,806.33</b>

## HOPE COMMUNITY COUNCIL BUDGET MONITORING 2023/24

<u>Committee/Budget Heading</u>	<u>Budget 2023-24</u>	<u>Actual to Date</u>	<u>Of which is VAT</u>	<u>Available</u>	
<b>Leisure and Environment Committee</b>					
Summer play scheme/Youth	£2,200.00	£2,126.80	£0.00	£73.20	
Environ imp/plygrnd	£16,000.00	£1,169.82	£178.00	£14,830.18	£10k allocated match fund for Willows
Caergwrle Castle	£6,000.00	£8,550.00	£0.00	<b>-£2,550.00</b>	Annual Management (incs Cadw fees which have been paid)
Community Competitions/Engagement	£750.00	£100.00	£0.00	£650.00	Still have Halloween & Xmas Comps
Village Improvements	£15,000.00	£0.00	£0.00	£15,000.00	Mill Garden project with FCC cancelled Sept 23
<b>L &amp; E Reserves</b>					
Caergwrle Castle (grant)	£5,000.00	£0.00	£0.00	£5,000.00	
Caergwrle Castle	£18,757.00	£13.90	£2.32	£18,743.10	
Willow or Porch Lane Match Funding (21/22)	£25,000.00	£13,000.00	£0.00	£12,000.00	Awaiting details on fencing
<b>Total</b>	<b>£88,707.00</b>	<b>£24,960.52</b>	<b>£180.32</b>	<b>£63,746.48</b>	
<b>Planning and Highways Committee</b>					
Bus shelters	£200.00	£0.00	£0.00	£200.00	
Street lighting – supply	£15,500.00	£0.00	£0.00	£15,500.00	Invoices should be issued quarterly, but none received to date
Street lighting – maint (inspections & repairs)	£30,300.00	£8,437.42	£7,054.92	£21,862.58	FCC confirmed columns will be upgraded before yr end
Christmas lights	£12,500.00	£0.00	£0.00	£12,500.00	5 or 7 lights will be purchased
CCTV Cameras	£4,500.00	£1,020.00	£170.00	£3,480.00	Additional camera currently on hold
Road & Highway Improvements	£0.00	£0.00	£0.00	£0.00	
<b>P &amp; H Reserves</b>					
P&H Misc/Reserved - Street Light Upgrade	£42,074.15	£0.00	£0.00	£42,074.15	FCC confirmed columns will be upgraded before yr end
<b>Total</b>	<b>£105,074.15</b>	<b>£9,457.42</b>	<b>£7,224.92</b>	<b>£95,616.73</b>	
<b>Finance Committee</b>					
Salaries and N.I. (& payroll fees)	£15,130.00	£7,786.83	£0.00	£7,343.17	
Pension/gratuity	£2,962.00	£1,848.72	£0.00	£1,113.28	
Expenses - Clerk Travel (Gen Admin)	£200.00	£63.24	£0.00	£136.76	
Bank Fees (NEW)	£60.00	£30.40	£0.00	£29.60	
Audit fees (Gen Admin)	£825.00	£494.00	£49.00	£331.00	Only received 2021/22 External Audit fee in April 23. Awaiting 2022/23 External Audit
Chain / honours board (Gen Admin)	£100.00	£0.00	£0.00	£100.00	
Stationery & equipment (Gen Admin)	£450.00	£206.33	£34.40	£243.67	
Computer, Maint, Hosting, Emails & GDPR(Gen Admin)	£2,000.00	£1,725.19	£287.53	£274.81	
Postage (NEW)	£200.00	£87.15	£0.00	£112.85	
Insurance (Gen Admin)	£1,427.00	£1,666.34	£0.00	<b>-£239.34</b>	Increase due to index linking OVV invoice o/s which will take
Subscriptions (Gen Admin)	£790.00	£115.00	£0.00	£675.00	(over budget)
Photocopier (Gen Admin)	£250.00	£96.94	£16.16	£153.06	
Election expenses	£500.00	£0.00	£0.00	£500.00	
Office costs (Gen Admin)	£1,585.00	£829.26	£0.00	£755.74	
Grants	£4,000.00	£0.00	£0.00	£4,000.00	Expected Nov/Dec
Chairman's allowance/Cllr Exp	£9,920.00	£0.00	£0.00	£9,920.00	Due final quarter
Council website (Gen Admin)	£200.00	£84.00	£14.00	£116.00	
Training	£2,250.00	£35.00	£0.00	£2,215.00	
Noticeboard/Millennium Maps	£1,000.00	£0.00	£0.00	£1,000.00	£550 allocated for Kiosk removal
Defib	£250.00	£0.00	£0.00	£250.00	
Village Celebration (Kings Coronation)	£1,000.00	£1,041.44	£0.00	<b>-£41.44</b>	
Working Balance	£0.00	£0.00	£0.00	£0.00	
<b>Total</b>	<b>£45,099.00</b>	<b>£16,109.84</b>	<b>£401.09</b>	<b>£28,989.16</b>	
<b>Summary</b>					
Leisure and environment	£88,707.00	£24,960.52	£180.32	£63,746.48	
Planning and Highways	£105,074.15	£9,457.42	£7,224.92	£95,616.73	
Finance	£45,099.00	£16,109.84	£401.09	£28,989.16	
<b>Total</b>	<b>£238,880.15</b>	<b>£50,527.78</b>	<b>£7,806.33</b>	<b>£188,352.37</b>	

## Finance Committee - Half Yr Budget Review 30 Sept 2023

Finance Committee - Half Yr Budget Review 30 Sept 2023				
<b>Current Acc Bal B/f</b>				14,116.91
<b>Date Cashed</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
				<b>Unpresented Chq/Payment</b>
				£30.00 Hanging Basket Competition Prizes
				<b>Total</b>
			<b>Actual Balance Carried Forward</b>	<b>14,116.91</b>
				£30.00
				<b>£14,146.91 Bank Statement Balance</b>
				174,984.49
<b>Deposit Acc Bal B/f</b>			<b>Details</b>	<b>Amount</b>
<b>Date</b>	<b>Type</b>			
				<b>Total</b>
			<b>Balance Carried Forward</b>	<b>174,984.49</b>
			<b>Total Balance of All Accounts</b>	<b>189,101.40</b>
				<b>£174,984.49 Bank Statement Balance</b>
				<b>£189,131.40 Total Balance inc Unpaid Chqs</b>

Account	Balance
40-16-01 11084046 Bmm Account - Hope Ce	GBP 0.00
40-16-01 31082426 Charitable - Hope C C	GBP 14,146.91
40-16-01 51084054 Bmm Account - Hope Ce	GBP 174,984.49

**From:** Sara.Rees@gov.wales <Sara.Rees@gov.wales> **On Behalf Of** IRPMailbox@gov.wales

**Sent:** 13 October 2023 14:59

**Subject:** Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol - Chwefror 2024  
| Independent Remuneration Panel for Wales Draft Annual Report - February 2024

Dear Clerk of the Council

I attach in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011:

- The Independent Remuneration Panel for Wales draft Annual Report February 2024.
- Draft Annual Report - consultation questions

This has also been sent to the Minister for Finance and Local Government and other interested parties.

You can find the report by using the following link:

[Independent Remuneration Panel for Wales Draft Annual Report– February 2024](#)

The Panel considers members of Community and Town Councils should not be out of pocket for carrying out their duties. It therefore proposes the following:

#### **Basic payment for extra costs of working from home**

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

#### **Set payment for consumables**

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

The Panel would welcome feedback on this Report and have included some additional questions where we would appreciate your views (see attached document). The Panel would also be grateful if you could make your members aware of the contents of the Report and make any comments you may have on the Report.

You can submit feedback by completing and returning the attached document to [IRPMailbox@gov.wales](mailto:IRPMailbox@gov.wales) or alternatively you can complete the form on our [website](#).

You are also welcome to submit comments in writing to the address below:

Independent Remuneration Panel for Wales  
Third Floor East, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ

To request a printed version of the Report please [email us](#) or write to the address above.

The consultation period will end on **8 December 2023**.

Kind regards,  
IRPW Secretariat  
[irpmailbox@gov.wales](mailto:irpmailbox@gov.wales)

**Question 1 - Uplift of remuneration using the Annual Survey of Hours and Earnings (ASHE)**

The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation. We therefore propose to uplift their remuneration based on the average earnings of their constituents.

**Do you think that the Panel has struck the right balance between affordability and adequate remuneration for representatives? If not, do you have other suggestions?**

Yes   
No   
No Opinion

Any additional comments

**Question 2 -  
Local flexibility  
for**

**payments to co-opted individuals**

The Panel has received evidence that it would be more cost effective and fairer to provide for flexibility in paying those who are co-opted to serve on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities.

The Panel has therefore proposed there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or half day rate or to use an hourly rate where it is sensible to aggregate a few short meetings.

**Do you agree with this proposal? If not, do you have any suggested alternatives?**

Yes   
No   
No Opinion

Any additional comments



### Question 3 - Encouraging sustainable travel

The Panel would like to ensure that we support environmental sustainability in our decisions about remuneration. We are aware that there are schemes in many bodies in Wales which encourage sustainable travel and we have advised that, if possible, elected members should be encouraged to participate in these schemes.

**Do you have any examples of good practice or other ideas of ways in which we might use our powers to encourage more sustainable travel among members?**

Yes   
No   
No Opinion

Any additional comments

**Question 4 -**

### Awareness of the entitlements of representatives

The Panel has seen evidence of a lack of awareness amongst local elected members of the payments to which they are entitled. We would like to find out if this is a significant issue, and if so, we will aim to raise awareness further, targeted at areas where this may be a problem.

**Please identify which type of body you serve (select all that apply):**

Principal Council   
Community or Town Council   
Fire and Rescue Authority   
National Park Authority

What is your status?

Member   
Co-opted Member   
Other

**Did you know that you may be entitled to some of or all the following?**

- Remuneration for your role

Yes   
No

- Pension (Principal Councils only)

Yes   
No

- Reimbursement of expenses

Yes   
No

- Reimbursement for caring responsibilities

Yes   
No

- Family absence payments (Principal Councils only)

Yes   
No

**What steps does your council or authority take to make its elected members and co-opted members aware of their entitlements?**

**Qu  
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**cation of consolidated sums for Community and Town Councils**

Community and Town Councils are required to submit an annual statement of payments to the Panel by 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use. The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home, the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

**Do you agree that these figures may be published as a global total rather than individually?**

Yes  
No  
No View

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

What are the reasons for your view?

Qu  
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**n of consolidated sums for other bodies**

In future reports, we are thinking of allowing consolidation of the travel and subsistence expenses of members of principal councils, National Park Authorities and Fire and Rescue Authorities and would be interested in your views.

**Do you agree that these figures may be published as a global total rather than individually?**

Yes  
No  
No View

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

What are the reasons for your view?



# Independent Remuneration Panel for Wales

## Annual Report

DRAFT

October 2023

# Contents

**Foreword**

**Introduction**

**Role and responsibilities of the Panel**

**Methodology**

**Deliberations and determinations for 2024 to 2025**

**Summary of Determinations 2024 to 2025**

**This document was downloaded from GOV.WALES and may not be the latest version.**

Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2024-2025.html> for the latest version.

Get [information on copyright](#).

# Foreword

Welcome to the draft report of the Independent Remuneration Panel for Wales, setting out our proposals on pay, expenses and benefits for elected members of Principal Councils, Town and Community Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2024.

This has been a year of change for the Panel, with 1 longstanding member leaving us and the appointment of 2 new members. I would like to thank Helen Wilkinson for her contribution over the years to the Panel and wish her well for the future.

Last year we were down to only 3, which is the minimum for a Panel meeting to be quorate. Earlier this year we were able to appoint 2 new members to bring our current complement up to 5. I welcome Dianne Bevan and Kate Watkins to the Panel and thank Saz Willey, Vice Chair, and Bev Smith for their continued contribution throughout the year. You can find out more about our Panel members on our website.

The Local Government (Wales) Measure 2011, Part 8 (The Measure), which gives the statutory authority for the Panel's work, allows the appointment of a minimum of 3 and up to 7 members.

This draft annual report is now issued for consultation. We have again put forward a set of specific questions where we would welcome your feedback. We welcome any additional comments either on the detail of the proposed Determinations or on other relevant areas you think the Panel should consider.

The Consultation period ends on 8 December and after deliberating on your feedback, and taking cognisance of any change in circumstances, the Panel will issue its final Determinations and annual report by the 28 February 2024.

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Go to <https://www.gov.wales/independent-remuneration-panel-wales-draft-annual-report-2024-2025.html> for the latest version.

Get [information on copyright](#).

Frances Duffy

Chair

## Panel Membership

- Saz Willey, Vice Chair
- Bev Smith
- Dianne Bevan
- Kate Watkins

Detailed information about the members, our strategic plan, our deliberations and supporting research and evidence can be found on the [Panel website](#).

## Introduction

This year we published our first strategic plan. This covers the period from 2023 until 2025 and sets the framework for our deliberations and wider context for our decisions. The key elements are set out below under Roles and Responsibilities of the Panel.

With a strengthened Panel, we were able to focus on building our research and evidence plan to support our discussions on our remuneration framework. Our evidence plan will be published on our website inline with our aim to be open and transparent in all our decision making.

Our goal continues to be to ensure that levels of remuneration are fair and reasonable. We agreed to continue to align levels of remuneration for elected members of Principal Councils, National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual

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Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.

The Measure states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. The Panel considered evidence on public sector finances and the impact on Principal Authorities’ budgets. Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel were mindful of the heightened economic and fiscal strain on Principal Councils.

In reaching our decision to continue the link between elected members remuneration and the average earnings of their constituents, the Panel remain of the view that a fair and reasonable remuneration package will continue to support elected members and not act as a barrier to participation. This is an important principle, underpinning our considerations on appropriate remuneration.

In line with our commitment to simplifying reporting and compliance, the Panel this year looked at the reporting requirements for Community and Town Council. We continue to receive queries regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We will update our guidance on this issue which should ensure clarity for local clerks.

We are also mindful of a continuing, albeit reducing, number of Community and Town councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for some of the expenses they necessarily incur whilst carrying out their duties.

Currently each council must annually report to the Panel, and publish on its website, the details and names of each councillor in receipt of any expenses. In previous years we agreed that in respect of costs of care and personal assistance allowances, it would be inappropriate to name individual councillors,

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and that it would be sufficient to simply list the total amounts paid and the total number of recipients.

The Panel feels that it would be appropriate to extend this to the mandatory payment for working from home, the flat rate consumables allowance and travel and subsistence claims. This will give the right balance between public accountability and individual privacy, and we hope will encourage all to accept the payments they are entitled to.

We will therefore provide a new template report for use from September 2024 and will continue to monitor the level of payments made.

The final area that the Panel considered this year, was the method of calculating payments made to co-opted members of Principal Councils, National Park and Fire and Rescue Authorities.

Following feedback on last year's annual report and queries raised through the year by some co-opted members and by several Heads of Democratic Services, the Panel took evidence from the correspondents on the impact of both the increase in numbers of co-opted members and the changing nature of working patterns. This showed that the current arrangement of either a half day rate for anything up to 4 hours and a full day rate for anything over, was insufficiently flexible to reflect the patterns of working now more normally in place, mainly due to more online or hybrid working.

The Panel therefore proposes that the local relevant officer should have the flexibility to decide when it will be appropriate to apply a day or a half day rate and when to use an hourly rate where it is sensible to aggregate a number of short meetings.

The Panel is aware of feedback that our website can be difficult to navigate and that finding the right Determination to deal with a specific issue is not always straightforward, especially for new elected members or officials. We will

therefore update the links on the website and created a new link to a page setting out all the current Determinations that should be applied. It will be updated every year when the final annual report is issued, and we hope this will be easier to navigate than having to refer to every year's report.

We are also reviewing our guidance (previously called the Regulations) and frequently asked questions pages.

## Role and responsibilities of the Panel

### Our Role

The Panel is responsible for setting the levels and arrangements for the remuneration of elected and co-opted members of the following organisations:

- Principal Councils: County and County Borough Councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Joint Overview Scrutiny Committees
- Corporate Joint Committees

The Panel is an independent organisation and the organisations listed above are required, by law, to implement the decisions it makes.

We make determinations on:

- the salary structure within which members are remunerated
- the type and nature of allowances to be paid to members
- whether payments are mandatory or allow a level of local flexibility
- arrangements in respect of family absence

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- arrangements for monitoring compliance with the Panel's decisions

## Our aim

- supporting local democracy and giving communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation

## Our goals

- our determinations should ensure that levels of remuneration are fair, reasonable, represent value for money for the taxpayer, and are set within the context of Welsh earnings and the wider financial circumstances of Wales
- our Determinations should support elected members from a diverse range of backgrounds, and levels of remuneration should not act as a barrier to participation

## Our strategic objectives

- to make evidence, based Determinations
- to use clear and accessible communications
- to proactively engage and consult
- to simplify compliance and reporting
- to work collaboratively

## The Panel

- Frances Duffy (Chair)

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- Saz Willey (Vice Chair)
- Dianne Bevan (Member)
- Bev Smith (Member)
- Kate Watkins (Member)

Further information on Panel members can be found on the [Panel's website](#).

## Methodology

As set out in our strategic objectives the Panel has committed to making evidence-based decisions. This year we prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its draft Determinations. This provided a wide range of data, evidence and contextual factors to inform the Panel's decision-making process in relation to its Determinations for the 2024 to 2025 financial year. This included:

- data on average UK and Wales weekly earnings, including ASHE the Annual Survey of Hours and Earnings
- annual CPIH and CPI inflation rates
- benchmarks, including councillor remuneration in Scotland
- research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
- findings of Senedd Cymru Equality, Local Government and Communities Committee (2019)
- data collected on the take up of remuneration and benefits packages by councillors
- data on local authority finances

The full set of evidence and research considered, will be published on our [website](#).

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The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and its Heads of Democratic Services committee, One Voice Wales, the Society for Local Council Clerks and North and Mid Wales Association of Local Councils. These discussions provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

The Panel helped facilitate sessions at the Welsh Government's "Diversity in Democracy" events earlier this year. This gave us the opportunity to hear the direct experiences of a range of elected members, prospective candidates and organisations working to broaden representation in local government. We have drawn on that information to inform this report and to explore areas for future consideration.

This year this focused on 3 main issue, affordability, payments made to co-opted members and reporting requirements for Community and Town Councils. The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and questions on our last report.

The Panels' proposals will now be consulted on and following consideration of views received in response to this consultation the Panel will make its final determinations and issue the 2024 to 2025 final report, in February 2024.

# Deliberations and determinations for 2024 to 2025

## Basic salary for elected members of principal councils: Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of t3 days a week. The Panel regularly reviews this time commitment, and no changes are proposed for 2024 to 2025.

The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our aims and objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.

The Panel also noted that in previous electoral cycles, the remuneration of councillors fell far behind the key benchmark of Average Hourly Earnings in Wales (ASHE) and a significant uplift was therefore required in 2022.

The Panel has therefore determined that for the financial year 1 April 2024 to 31 March 2025 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of all Wales 2022 ASHE, the latest figure available at drafting. This will be £18,666.

## Salaries paid to Senior, Civic and Presiding members of principal councils: Determination 2

The limit on the number of senior salaries payable (“the cap”) will remain in place.

All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.

The basic pay element will be uplifted in line with ASHE and this uplift will also apply to the role element of Bands 1, 2, 3 and 4. Where a Band 5 is paid, there is no increase to the role element as this remains temporarily frozen. The increase in the basic salary will apply.

The salary of a leader of the largest (Group A) council will therefore be £69,998. All other payments have been decided in reference to this and are set out in Table 1.

### Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

## Table 1: salaries payable to basic, senior, civic and presiding members of principal councils (Group A)

Description	Amount
Basic salary	£18,666
Band 1 Leader	£69,998
Band 1 Deputy Leader	£48,999
Band 2 Executive Members	£41,999
Band 3 Committee Chairs (if paid)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

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## Group B

- Bridgend
- Caerphilly
- Carmarthenshire
- Conwy
- Flintshire
- Gwynedd
- Newport
- Neath Port Talbot
- Pembrokeshire
- Powys
- Vale of Glamorgan
- Wrexham

**Table 1: salaries payable to basic, senior, civic and presiding members of principal councils Group B**

Description	Amount
Basic salary	£18,666
Band 1 Leader	£62,998
Band 1 Deputy Leader	£44,099
Band 2 Executive Members	£37,799
Band 3 Committee Chairs (if remunerated)	£27,999

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Description	Amount
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

## Group C

- Blaenau Gwent
- Ceredigion
- Denbighshire
- Merthyr Tydfil
- Monmouthshire
- Torfaen
- Isle of Anglesey

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## Table 1: salaries payable to basic, senior, civic and presiding members of principal councils Group C

Description	Amount
Basic salary	£18,666
Band 1 Leader	£59,498
Band 1 Deputy Leader	£41,649
Band 2 Executive Members	£35,699
Band 3 Committee Chairs (if remunerated)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

There are no further changes to the payments and benefits paid to elected members. All current Determinations will be published on our [website](#).

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There have been no changes made to allowances for:

- travel and subsistence
- care and personal assistance
- sickness absence
- corporate joint committees
- assistants to the executive
- additional salaries and job-sharing arrangements

## **Salaries for Joint Overview and Scrutiny Committee: Determination 3**

The salary of a chair of a Joint Overview and Scrutiny Committee will continue to be aligned to Band 3 and will be set at £9,333.

The salary of a vice-chair is set at 50% of the Chair and will be £4,667.

There are no other changes.

## **Payments to national parks authorities and fire and rescue authorities: Determination 4**

The 3 national parks in Wales, Eryri (Snowdonia), Pembrokeshire Coast and Bannau Brycheiniog (Brecon Beacons), were formed to protect spectacular landscapes and provide recreation opportunities for the public. **The Environment Act 1995** led to the creation of a National Park Authority (NPA) for each park. National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.

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The 3 fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.

In line with the Panel's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE.

The remuneration for Chairs will remain linked to a principal council Band 3 senior salary. Their role element will therefore increase accordingly. Deputy chairs, Committee chairs and other paid senior posts will remain linked to a Band 5. This means the role element of their pay will continue to be temporarily frozen. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Table 2.

## Table 2: payments to national parks authorities

National parks authorities	Amount
Basic salary for ordinary member	£5,265
Chair	£14,598
Deputy chair (where appointed)	£9,005
Committee chair or other senior post	£9,005

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## Table 2: payments to fire and rescue authorities

Fire and rescue authorities	Amount
Basic salary for ordinary member	£2,632
Chair	£11,965
Deputy chair (where appointed)	£6,372
Committee chair or other senior post	£6,372

All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

## Payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities: Determination 5

The current Determination (made in the 2022 to 2023 Annual Report) states that co-opted members of the relevant bodies should be remunerated on a day or half day basis. In addition, the relevant officer may decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation.

The Panel has noted the changes to working practices, put in place during Covid and now becoming more routine, that has meant a move towards more frequent use of online meetings and or training courses, often short, as well as more regular committee meetings. The panel also received feedback from Heads of Democratic Services raising this issue.

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The Panel considered moving to an hourly rate instead. This would better reflect new ways of working and hours actually worked. However, the Panel recognised that this may not always be appropriate, especially to cover in person meetings scheduled to last several hours.

The Panel therefore proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings, as outlined in Table 3.

**Table 3: payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Chairs of standards, and audit committees	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105	£210

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## **Community and Town Councils**

The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the Determination made last year.

### **Mandatory payments: Determination 6**

#### **Payment for extra costs of working from home**

All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

#### **Set payment for consumables**

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.



## Compensation for financial loss: Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

## Reporting requirements: Determination 8

Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

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## Payments to community and town councils

Type of payment	Group	Requirement
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	1 (Electorate over 14,000)	£156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home
Reimbursement for office consumables whilst working from home	1 (Electorate over 14,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
Senior role payment	1 (Electorate over 14,000)	Mandatory for 1 member; optional for up to 7
Mayor or Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy Mayor or Deputy Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance Allowance	1 (Electorate over	Optional

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	14,000)	
Financial loss	(Electorate over 14,000)	1 Optional
Travel and subsistence	(Electorate over 14,000)	1 Optional
Costs of care	(Electorate over 14,000)	1 Mandatory
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	(Electorate over 10,000 to 13,999)	2 £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home
Reimbursement for office consumables whilst working from home	(Electorate over 10,000 to 13,999)	2 £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working from home
Senior role payment	(Electorate over 10,000 to 13,999)	2 Mandatory for 1 member: optional up to 5

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Mayor or chair of Council	2	Optional: up to a maximum of £1,500
	(Electorate over 10,000 to 13,999)	

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Deputy Mayor or Deputy Chair of Council	2	Optional: up to a maximum of £500
	(Electorate over 10,000 to 13,999)	

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Attendance allowance	2	Optional
	(Electorate over 10,000 to 13,999)	

---

Financial loss	2	Optional
	(Electorate over 10,000 to 13,999)	

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Travel and subsistence	2	Optional
	(Electorate over 10,000 to 13,999)	

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Costs of care	2	Mandatory
	(Electorate over 10,000 to	

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13,999)

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Reimbursement for time spent on CTC matters (previously known as Basic Payment) 3 (Electorate over 5,000 to 9,999) £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home

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Reimbursement for office consumables whilst working from home 3 (Electorate over 5,000 to 9,999) £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home

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Senior role payment 3 (Electorate over 5,000 to 9,999) Optional up to 3 members

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Mayor or Chair of Council 3 (Electorate over 5,000 to 9,999) Optional: up to a maximum of £1,500

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Deputy Mayor or Deputy Chair of Council 3 (Electorate over 5,000 to 9,999) Optional: up to a maximum of £500

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Attendance allowance 3 (Electorate over 5,000 to 9,999) Optional

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Financial loss 3 Optional  
(Electorate  
over 5,000  
to 9,999)

---

Travel and subsistence 3 Optional  
(Electorate  
over 5,000  
to 9,999)

---

Costs of care 3 Mandatory  
(Electorate  
over 5,000  
to 9,999)

---

Reimbursement for time spent on CTC matters (previously known as Basic Payment) 4 £156 mandatory for all members. All councils must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home  
(Electorate over 1,000 to 4,999)

---

Reimbursement for office consumables whilst working from home 4 £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home  
(Electorate over 1,000 to 4,999)

---

Senior role payment 4 Optional up to 3 members  
(Electorate  
over 1,000  
to 4,999)

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Mayor or Chair of Council 4 Optional: up to a maximum of £1,500  
(Electorate  
over 1,000)

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to 4,999)

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Deputy Mayor or  
Deputy Chair of  
Council

4 Optional: up to a maximum of £500  
(Electorate  
over 1,000  
to 4,999)

---

Attendance  
allowance

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Financial loss

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Travel and  
subsistence

4 Optional  
(Electorate  
over 1,000  
to 4,999)

---

Cost of care

4 Mandatory  
(Electorate  
over 1,000  
to 4,999)

---

Reimbursement for  
time spent on CTC  
matters (previously  
known as Basic  
Payment)

5 £156 mandatory for all members. All councils must  
(Electorate pay their members £156 a year (equivalent to £3 a  
less than week) towards the extra household expenses  
1,000) (including heating, lighting, power and broadband) of  
working from home

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Reimbursement for office consumables whilst working from home	5 (Electorate less than 1,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
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Senior role payment	5 (Electorate less than 1,000)	Optional: up to 3 members
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Mayor or Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £1,500
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Deputy Mayor or Deputy Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £500
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Attendance allowance	5 (Electorate less than 1,000)	Optional
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Financial loss	5 (Electorate less than 1,000)	Optional
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Travel and subsistence	5 (Electorate less than 1,000)	Optional
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Cost of care	5 Mandatory (Electorate less than 1,000)
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There have been no changes made to payments for undertaking senior roles; allowances for travel and subsistence; care and personal assistance or attendance allowance.

All current Determinations will be published on our website.

## Summary of Determinations 2024 to 2025

### Determination 1

The basic level of salary for elected members of principal councils will set at £18,666.

### Determination 2

The salary of a leader of the largest (Group A) council will be £69,998. All other payments have been decided in reference to this. All payments are set out in Table 1.

### Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,333.

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The salary of vice-chair will be £4,667.

## **Determination 4**

The basic pay of members of National Park Authorities and Fire and Rescue authorities has been increased. All payments are set out in Table 2.

All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

## **Determination 5**

For co-opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2023 to 2024. The only change is the stipulation of hourly rates, as set out in Table 3.

## **Determination 6**

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. And Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

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## Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

## Determination 8

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

All other Determinations set out in the 2023 to 2024 [Annual Report](#) of the Panel remain valid and should be applied.

**This document may not be fully accessible.**

For more information refer to our [accessibility statement](#).

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## Hope Community Council

### Accounts for Payment up to and including 4th October 2023

Method	Payable to	Details	Amount
bacs	Staffing Cost	Sep-23	£1,566.89
bacs	Mrs S Hughes	Tesco Mobile - Monthly data package	£10.00
	Mrs S Hughes	Stationery, Postage, Equipment, Travel etc	£36.78
bacs	Groundforce Landscape Ltd	Queensway Maintenance 6 of 7	£213.60
bacs	AVOW	Payroll Charges July - Sept 2023	£47.85
Bank fee	HSBC	Monthly Bank Fee	£5.00
<b>Total</b>			<b>£1,880.12</b>
<b>Unpresented Chqs</b>			
200935	Mr Graham Wood	Hanging Basket Competition Prizes	£30.00
<b>Transfers</b>			
07-Sep	From Deposit	to Current	£10,000.00
<b>Payment Received</b>			
01-Sep	HSBC	Interest	£605.71

**Note**

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

**Clerk and Financial Officer** .....

Payments Authorised by two Bank Signatories

**Bank Signatory** .....

**Bank Signatory** .....

## Willows Play Area

There was a site meeting held on 26th September with Richard Roberts (Aura), Cllr M Williams and the Clerk. Streetscene and Land Contamination were also due to attend but were not able to, however, RR had spoken with them both in advance to run past the plans, and they were both happy with this.

### 1. To consider the cost of purchasing and installing replacement football goal(s).

RR agreed that it would be good to install goal post(s) on the Willows. He advised that the full size (24ftx8ft) and junior size (21ftx7ft) would then fall under the responsibility of streetscene and it would be them who would be required to undertake inspections. These types of goals are required to be removed annually, inspected and maintained.

If the council went for either of the above, only one goalpost would be allowed to be installed for safety reasons as this can not be considered a formal football pitch.

He suggested as an alternative to have smaller goalposts (10ft x 6ft), similar to hockey size. These were be permanently installed, would be inspected by Aura and could have two goalpost.

RR will obtain costings

### 2. Installation of fencing around the play equipment.

After reviewing the area, it was agreed that the best option would be fencing around the play equipment, allowing for further equipment to be installed (possibly 3 – 4 pieces), and not to include the skate ramps within the fenced area. RR plotted out the suggested area (150m) which Cllr Williams and the Clerk agreed was a suitable area. This would also include 2x access gates and 1x maintenance gate.

Again RR will obtain exact costing for the plotted area.

As the council still hold a budget towards fencing, and have allocated match funding for this year, together with the S106 funds, the following is expected:

<b>S106</b>	<b>Match Funding</b>
<ul style="list-style-type: none"> <li>• Fencing</li> <li>• Goals</li> <li>• Bench (if allowed with S106)</li> <li>• Picnic Bench (if allowed with S106)</li> </ul>	<ul style="list-style-type: none"> <li>• Bench (if not allowed with S106)</li> <li>• Picnic Bench (if not allowed with S106)</li> <li>• Purchase and install additional play equipment</li> </ul>

# Willows Play Area Match Funding & S106

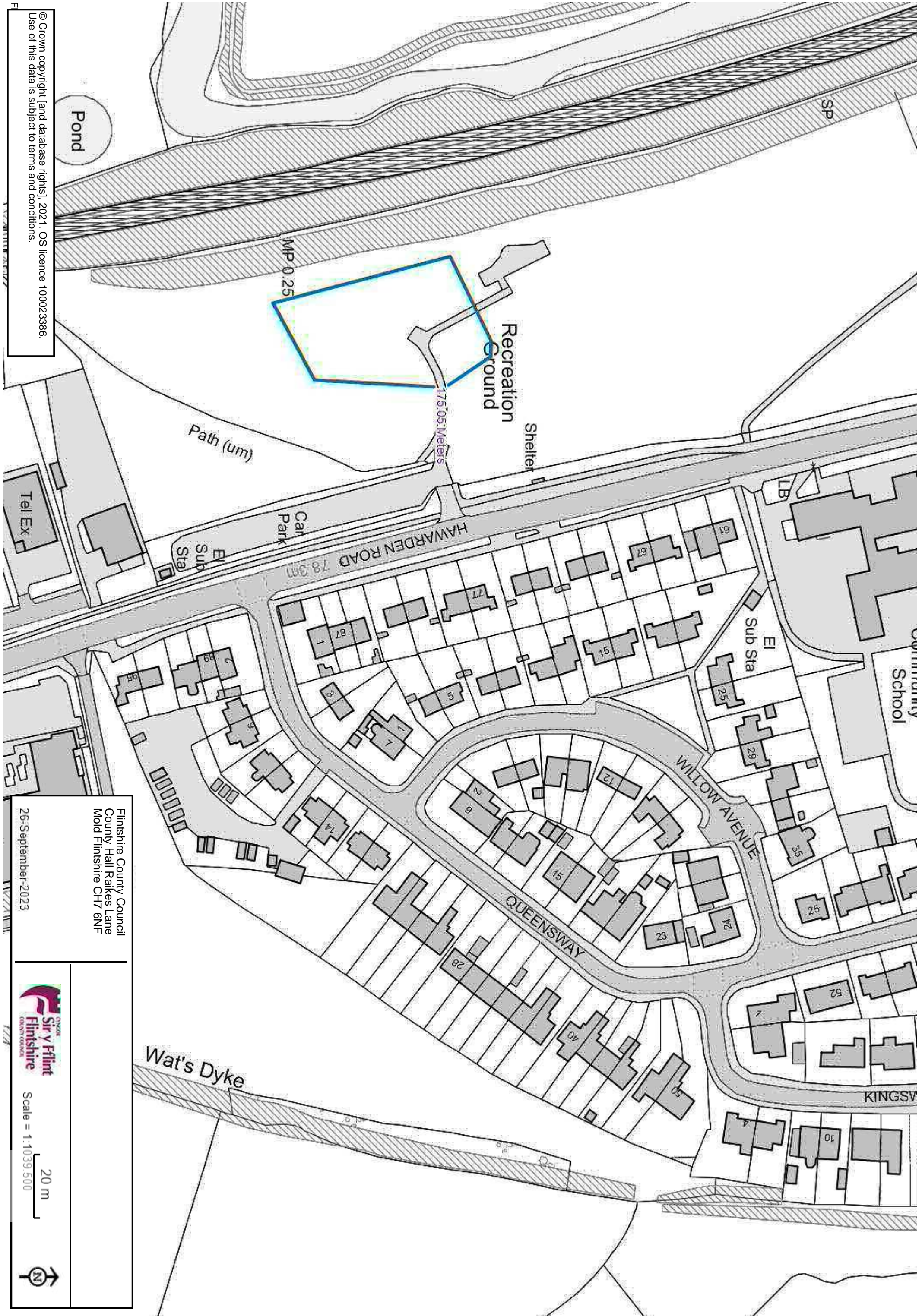
1 Fencing	OPTION 1 - supply and installing 155 linear metres with gates ordered/supplied by FCC OPTION 2 - supply and installing 175 linear metres with gates ordered/supplied by FCC	£10,230.00 £11,550.00
2 Access Gates	To the supply only 2x 1.2m high Flat top Easy-Gate, electro-plated and PPC RAL 1003 yellow @ £845.00 each. Carriage £190.00	£1,880.00
3 Maintenance Gate	this can be a fully meshed standard maintenance gate or a double leaf gate more in keeping with duex fence system, it would look like it blends into the fence line, rather than a galvanised field gate like the one on the dog exercise area ,which is perfectly functional but a little stark.	TBC
4 Picnic Table & Bench	Purchase one picnic table and two benches. (Could possibly look at more benches if needed.) installing and the construction of a suitable hardstanding plinth of concrete, an estimate for installing one picnic table and two benches is £2,000.00	£1,600.00 £2,000.00
5 Goals	OPTION 1 - 1 No 24ft * 8ft Senior Goal and installation. To fabricate and install set of 12' x 6' goals, galvanised, tee washed, undercoated, and painted white, concreted directly into ground. OPTION 2 - Option 2. 1 No 21ft * 7ft Junior Goal and installation To fabricate and install set of 12' x 6' goals, galvanised, tee washed, undercoated, and painted white, concreted directly into ground. OPTION 3 - Option 3. 1 set of Small Goals 12ft * 6ft and installation, To fabricate and install set of 12' x 6' goals, galvanised, tee washed, undercoated, and painted white, concreted directly into ground.	£1,207.12 £1,111.58 £2,316.00

£31,894.70

Richard Roberts has confirmed that the S106 will cover these works which means there will be S106 money left over and the council also has funds reserved for improvements to the Willows allowing for additional equipment to be purchased and installed this year.

As an idea of cost: Option 1 Fencing and Option 1 Goal, Access gates & benches (plus maintenance gate costs)	Total £16917(+vat)
As an idea of cost: Option 2 Fencing and Option 3 Goal, Access gates & benches (plus maintenance gate costs)	Total £19346 (+vat)





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Flintshire County Council  
 County Hall Raikes Lane  
 Mold Flintshire CH7 6NF

26-September-2023



Scale = 1:1039.500

20 m





## Hope Community Council – Caergwrle Castle Working Group

Meeting held on 4<sup>th</sup> October 2023

Present: Cllrs Mrs M Williams, Mr B Hughes, Mrs J Arnold, Mr A Parsonage  
Mrs S Hughes (Clerk). FCS – Helen Mrowiec and David Bryan

Apologies: Cllrs Mr M Taylor, Mr N Jones, Mrs J Tilston

The purpose of the meeting was to meet with David Bryan who has replaced Alistair for a period of approx. 6 months and ensure we keep the lines of communication open with Flintshire Countryside Services and to ensure we move forward with any plans for the castle.

1. HM reported that the secondment is not due to budget cuts, but due to movement within FCS e.g. retirements, phased retirements etc, Tom Woodall wanted some time flexibility to review the situation.
2. HM reported that Cadw have repaired the back steps and Gwynfor (Cadw) has been given a key so he can access as and when. They plan to meet up with Gwynfor to discuss future works.
3. The entrance noticeboard:
  - FCS had undertaken some work on this but due to Alistair leaving have not moved on as much as hoped.
  - The Clerk will send DB the council's new logo
  - It was agreed the blank panel will have wording along the lines of 'leave no trace of your visit here'
  - Once Signs Workshop has re-drafted, it will be shared with Dave Rees Cadw for their approval.
  - AP asked if there would be a possibility to refurbish parts of the existing board for them to utilise elsewhere in the grounds. He would be willing to do the work. HM agreed to look at this.
4. Bracken Spraying:
  - HM reported that although the chemical for bracken spraying was ordered and delivered, it was then known that Welsh Government had not licensed the chemical and therefore could not be used.
  - Now looking at alternatives, although these will be less effective
  - It may have to be by mechanical means, focussing on one area at a time
  - HM will liaise with Dee Landscapes
  - HM said the main focus will be around the castle
  - AP asked that the area in front needs clearing so that visitors utilise the area, play and sit on the grass for picnics
  - SH advised that the council has sufficient funds for improvements and therefore both areas could be addressed.
  - FCS will look at a volunteer day to assist with clearing
5. Tree Work:



- HM advised they will try and get the FCS team again to assist, however, currently the ash die back is a priority
- There is still more work to do with clearing the view point
- SH asked why Emyr had stated that he didn't agree with the tree work? HM advised that in its current state it is acting as a deterrent to stop people using the back steps and climbing on the walls

6. Steps

- HM & DB will have a look at the back steps (accessed via Wrexham Rd Abermorddu end)
- Cadw will not be funding repairs or replacement of the small steps into the castle. HM advised they are still currently in good condition and they will continue to monitor, repair and upgrade when needed.

7. MW asked for a more defined map showing the compartments. HM feels that the current map is ok and wouldn't want to put markers up on the castle grounds.

8. SH asked DB to provide detailed information on the Patrol Forms and for them to be emailed over as soon as possible.

9. Events – SH asked FCS to let the council know in advance of any events so we can assist in promoting them.

- Next event on 5<sup>th</sup> November will be a Orienteering Event at Waun y Llyn.

10. DB reported that recently a tree had come down over a pathway which he has now cleared.

11. HM asked SH to contact Emyr John – CADW to ask for dates that he will be in the area so we can book in a future meeting to discuss reviewing the Management Plan.

12. MW questioned if CADW have put up the Health & Safety Warning signs??? (*\*\*this was checked after the meeting and the H&S signs have been incorporated on the interpretation board*).

Commenced at 10.00am and closed at 11.20am



## Top comments ▾

**Gillian Ann Pearson**

Great idea. Maybe where the phone box used to be?

4w Like Reply

**Gareth Lyn Jones**

Myself and my wife agree - by where the phone box was. Ideal and high footfall.

2w Like Reply

**Claire Louise**

By the chip shop by where the phone box used to be. Lots of residents pass there regularly to utilise it. I know next to the bus stop on the other side is another viable option but is across the road from where the majority of residents reside which mean that the majority of residents would have to cross over to utilise. Rather than a noticeboard people walk past and look at.

2w Like Reply



### Claire Louise

An appeal was also separately done on the ACCH site and the comments so far:



2w Like Reply



### Katie Williams

I agree...where the old phone box used to be by the chip shop. Makes sense as the pavement by there is wider.

2w Like Reply



### Tracey Bowgett

Author Admin

Thank you everyone for your comments due to a few issues we are looking for ideas on an alternative location if anyone has any other suggestions it would be greatly appreciated



## Hope, Caergwrle and Abermorddu Christmas Lights Competition 2023

1<sup>st</sup> Prize £50 vouchers

2<sup>nd</sup> Prize £30 vouchers

3<sup>rd</sup> Prize £20 vouchers

### RULES:

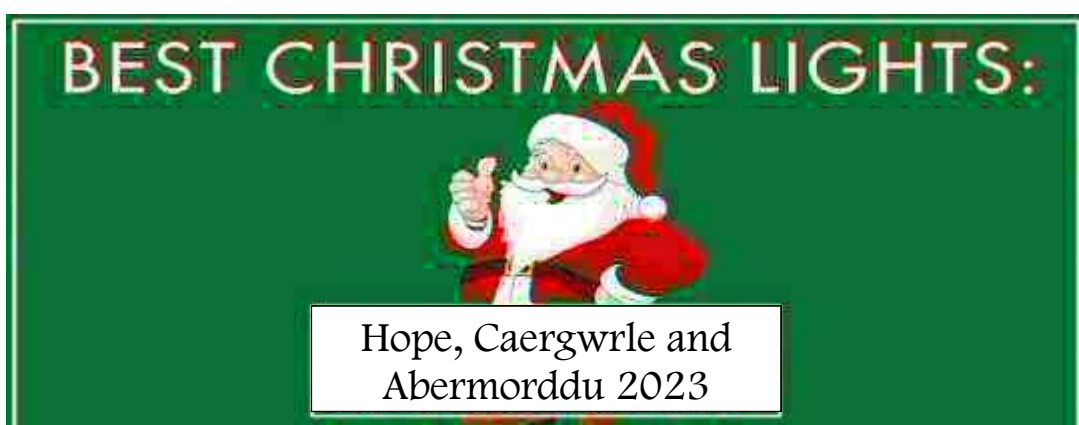
- Lights and decorations must be displayed and clearly visible from the outside of your property by 9am on Monday 18<sup>th</sup> December 2023 – 31<sup>st</sup> December 2023
- Your lights and decoration must be in 'good taste' and suitable for a family/community event.
- Your lights and decoration should be able to withstand all weather conditions.
- Your lights and decorations can be placed inside or outside of your own property or on your property land and must be clearly visible from the highway.
- No professional installations will be considered.
- You must take reasonable care and responsibility to ensure the safety of the exhibit and people approaching to view it.
- **The closing date for applications will be Sunday 17<sup>th</sup> December 2023. Any applications received after this date may not be included in the competition.**

### JUDGING:

- Judging will take place during w/c 18<sup>th</sup> December 2023 @ 6.00pm.
- The judges' decision is final and no correspondence will be entered into.

### PRIZES:

- The Council would like to support local businesses and therefore the winners will be able to choose their vouchers from any participating business.



# Hope, Caergwrle and Abermorddu Christmas Lights Competition 2023

Your Name: .....

Name of Group/Organisation: .....

Address: .....

.....

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

Address where you will be decorating if different to above: .....

.....

Do you agree that the council can take a photograph of your entry and if you are successful in the prizes, this photograph can be shared on our website & social media? **YES / NO (delete as appropriate)**

Please send this form via email to: [clerk@hopecommunitycouncil.gov.wales](mailto:clerk@hopecommunitycouncil.gov.wales) or post to: Hope Community Council, 3 Old Chester Road, Ewloe, Deeside, Flintshire, CH5 3RU.

## Privacy Notice for the Christmas Lighting Competition 2023

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](#).

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](#).

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 that you will use the information I have provided to provide me with information regarding my application. I agreed 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: \_\_\_\_\_



# CHRISTMAS MAGIC



Hope Community Council again would like to invite you to create your own little bit of Christmas Magic this year and we are delighted to announce that we will be holding our fourth Christmas Lights Competition. Why not decorate the outside of your house or garden and help brighten up everyone's Christmas.

1st Prize—£50 voucher

2nd Prize—£30 Voucher

3rd Prize—£20 Voucher

For further information or an application form please either view our

W: [hopecommunitycouncil.gov.wales](http://hopecommunitycouncil.gov.wales),

E: [clerk@hopecommunitycouncil.gov.wales](mailto:clerk@hopecommunitycouncil.gov.wales) or M: 07566 706858

