

Proposal to full council from the Personnel (Advisory) Committee – March 2024

Village Grounds person

- Although initially anticipated for an April start date, it is more than likely this will be May due to the recruitment process and obtaining H&S equipment specific to the individual appointed, the committee recommend that rather than starting on 4 hours per week, they start on 8 hours per week for the first 2 months.

- The committee submits a proposal to full council to request delegated powers for the full recruitment process (advertising, interviews, contracts, appointments).
 - As per the Personnel Minutes, the closing date to be set as 28th March and interviews held on 8th April
 - Advertise the vacancy on noticeboards, facebook, website and Indeed.
 - The contract of employment is based on the Nalc Model and has been fully scrutinised by the committee
 - The interviews will have a structured set of questions and each candidate will be scored.
 - The Clerk will send the council logo to the uniform provider to see if they can start the process of preparing the artwork to prevent any unnecessary delays.
 - There will be online mandatory training of Health & Safety level 1, Manual Handling and Sharps Awareness. The employee will be asked to complete these before commencing.
 - The appointed person will be asked to attend either the May or June council meeting to meet all members.

- Risk Assessments and contract of employment are available upon request

- Cllrs Arnold and Parsonage to assist and support the newly appointed in the role, duties and tasks.

- Jobs and tasks can be discussed and agreed upon if needed at the monthly council meetings.

VACANCY - VILLAGE GROUNDS PERSON

The Community Council are looking to appoint a part-time village grounds person to carry out community improvements on a part time basis. The role would suit someone who is passionate about our community and enjoys the outdoors.

The successful candidate will be employed by the Council and will be expected to work between 4 and 8 hours each week. Tasks will include repairs, gardening and maintenance tasks relating to the upkeep of our villages.

Essential requirements

- A passion for improving the appearance of our community.
- Experience of using a range of gardening maintenance tools.
- Driver with own transport.
- Ability to be physically active for several hours each shift.
- Willing to work flexible hours.
- Ability to work unsupervised.
- Ability to follow instructions and note issues.

Desirable requirements

- Previous experience in a similar role.
- DIY experience.
- Gardening experience.
- Possess own tools.
- Good communication skills.

The starting salary is £11.82 per hour. Some flexibility regarding the actual hours of work may be agreed.

For further information and a full job description please contact the Clerk

Email: clerk@hopecommunitycouncil.gov.wales

Phone: 07566 706858

All applications for this position must include a CV and a covering letter.

The closing date for applications is 5pm on Thursday 28th March 2024.

Interviews will take place Monday 8th April 2024 (afternoon/evening) with a view to starting the role as soon as possible 2024.

The Council is an equal opportunities employer which welcomes candidates from a diverse range of backgrounds.

Hope Community Council

Grounds Person – Job Description

The Council is looking to create the role of grounds person to care for the upkeep of the villages of Hope, Caergwrle and Abermorddu.

This is a new position with the council and therefore the role and duties will develop further overtime. At the time of advertising the vacancy the following is applicable:

1. Job overview

- a) To undertake repairs, updates and maintenance tasks to items relating to the community, such as but not limited to:
 - Planting, watering, and general maintenance of village planters
 - Painting and Maintenance of Benches and Noticeboards
 - Litter picking on target areas and other areas if hours allow.
 - Maintaining Fencing and overgrown Hedges.
 - Brushing and clearing ginnels and pathways.
 - Cleaning village signs owned by the council.
 - Assisting Flintshire Countryside Services, where necessary, with works at Caergwrle Castle.
 - Undertaking annual inspections of Council assets for insurance and maintenance purposes.
 - Any Other items as deemed by the Community Council as reasonably expected.
- b) To undertake and participate in improvement projects around the village as necessary.
- c) Maintenance and Management tasks related to the council owned Queensway Play area.
- d) To undertake 3 monthly inspections of the council owned defibrillators.
- e) To liaise with contractors, undertaking larger scale tasks, if necessary.
- f) To link with the Clerk to undertake tasks as and when required by the council.
- g) To undertake training as necessary.

2. Transport

The applicant must have their own means of transport, as the scope of work for this job includes travel to the villages of Hope, Caergwrle and Abermorddu.

It is the employee's responsibility to ensure the vehicle is adequately insured to cover the use of the vehicle whilst undertaking tasks for Hope Community Council and a copy of the insurance to be provided.

A mileage log should be kept and used to reclaim fuel costs from the council at the rate of 45p/mile.

3. Tools and Materials

It would be helpful if the employee had access to their own tools. If suitable tools are not available, then the council will provide them at the council's expense. Any tools thus purchased by the council will be retained by the council at the end of the employment.

4. Hours of Work

Flexible working of 4-8 hours per week, **commencing on 8 hours**. Flexibility is essential as the hours will be partly seasonal dependant. A minimum of 4 hours per week is essential.

5. Salary

You will be paid at the hourly rate of £11.82p per hour (scale point 3 in accordance with The National Joint Council for Local Government Services (NJC). The Council also operates a pension scheme for all of its employees.

6. Training & Development

It is the council's responsibility to organise training and a training plan for the employee. The employee should assist in identifying training needs.

The employee can have annual reviews with the council if necessary.

6. Uniform

A uniform will be provided.

Clerk

From: Tracey Cunnew <Tracey.Cunnew@flintshire.gov.uk> on behalf of Gareth Legal <Gareth.Legal@flintshire.gov.uk>
Sent: 05 February 2024 08:46
To: Alan Roberts; Alun Evans - Cilcain and Rhydymwyn; Argoed - Mared Eastwood; Bagillt - Lesley Wood; Broughton & Bretton - Sharron Jones; Brynford - Alan Roberts; Buckley - Shaun Jones; Caerwys - Phillip Parry; Cllr Dai Ellis T&G; Connah's Quay; Flint - Lesley Wood; Gwernaffield - Kay Roberts; Gwernymynydd - Colette Buckley; Halkyn - Phillip Parry; Hawarden - Sharron Jones; Higher Kinnerton - Liz Corner; Holywell - Jason Baker; Hope - Sarah Hughes; Leeswood & Pontblyddyn - Marie Reynolds; Llanasa - Stephen Harms; Llanfynydd and Treuddyn - Carolyn Thomas; Mold - Helen Belton; Mostyn - Collette Lowry; Nannerch - Jeanne Penn; Nercwys - Jessica Roberts; Northop ; Northop Hall - Sharon Swift; Clerk; Queensferry - Carla Hughes; Saltney - Tracey Brown; Sealand - Peter Richmond; Shotton - Collette Lowry; Trelawynydd & Gwaenysgor - Jason Baker; Whitford - Phillip Parry; Ysceifiog - Alan Roberts
Cc: Tracey Cunnew
Subject: Standards Committee - Town and Community Council Representative
Attachments: Pen Portrait - Cllr Bill Cooper.pdf; Pen Portrait - Cllr Russell Davies.pdf; Pen Portrait - Cllr David Ellis.pdf; Pen Portrait - Cllr Ros Griffiths.pdf; Pen Portrait - Cllr Patrick Heesom.pdf

All

These are the nominations for the Standards Committee Town and Community Council Representative -

Hawarden/Ewloe – Councillor Bill Cooper
Flint – Councillor Russell Davies
Buckley– Councillor David Ellis
Saltney/Broughton and Bretton - Councillor Ros Griffiths
Mostyn – Cllr Patrick Heesom

We have more than one volunteer so you need to choose who will fill the place on the Committee. To help you make a decision, please see attached a short pen portrait from each nominee on why they should be elected.

Please let me have your 1st and 2nd preferences by no later than **Friday 1st March**.

If we have a clear winner, he/she will be elected. In the event of a tie, the candidate with the most 1st preference votes will be elected.

I will confirm the result once all responses are received and the votes have been counted and verified.

Gareth

Prif Swyddog Llwyodraethu | Chief Officer Governance
Llywodraethu | Governance
Cyngor Sir y Fflint | Flintshire County Council
Ffôn | Tel: 01352 702344
Ebost | Email: gareth.legal@siryfflint.gov.uk | gareth.legal@flintshire.gov.uk

<http://www.siryfflint.gov.uk> | <http://www.flintshire.gov.uk>
<http://www.twitter.com/csyfflint> | <http://www.twitter.com/flintshirecc>

PEN PORTRAIT – CLLR BILL COOPER

My name is William David Cooper and I am a Community Councillor serving Hawarden & Ewloe.

I was elected as a Community Councillor in 2021 and within that time I have been asked to be Chair of Community and Environment. And Joint maintenance committee.

I'm also part of a number of steering committees and have been attending training courses with one voice Wales as well gaining a First Aider Qualification.

Currently, I am a Managing Director of 2 companies.

HMO – working alongside the County Council to home vulnerable young adults.

I have an electrical business which I have been running since 2020 and a rental business from 2001.

My background has always been running my own businesses but, alongside this, dealing with people has fuelled my passion to act on behalf of the community I have lived in for 33 years.

I feel that my knowledge and ongoing experience with running 2 successful companies and my passion for my local community are the experiences which would be ideally suited for the candidate for the Standards Committee.

I have always had a “can do” attitude and meet every challenge with a successful outcome.

My experience with interacting with customers has meant I can deal with people at all levels and environments.

Thank you for the opportunity to apply for this position and I hope my application meets with your approval.

Cllr Bill Cooper

Name- David Ellis

Age-66 years Old

I am a Buckley Town Councillor and I was elected in 2009 and have held many senior positions within the Council.

Present position on Council- Chair of Highways and Leisure.

Mayor 2018-19 raising £17,000 for Charity.

Member of the Staffing Committee that deals with all staffing issues.

Health and Safety Advisor to Hawkesbury Community Centre, where I was Chairman for 10 years.

Board member of Buckley Town Football Club.

Defibrillator Champion in Buckley successfully in installing these lifesaving pieces of equipment working with community groups and Tomos Hughes of the Welsh Ambulance Service.

Education

Nebosh Genral Certificate in Health and Safety

Degree in Health, Safety and Occupational Health.

Chartered Member of the Institution of Occupational Safety and Health

Present Employment

I work for Sarens UK, a Lifting Specialist on Essar Oil Refinery Ellesmere Port and have been based on this site since 1999. My role has over the years consisted from Driving Cranes, Appointed Person for planning Crane lifts, Crane Safety Inspector, also Auditor and Accident Investigation.

I also am the Safety Focal Point for the Company and I have been a Senior Union Shop Steward and Safety Representative.

I have dealt with many difficult situations and sensitive issues on the site. One of my Specialist skills is mediation.

I am well organised person with a clear and positive approach to problem solving.

I have high standards and a good understanding of codes of conduct and I believe that I have the experience and expertise that this role requires to ensure procedures and protocols are followed by Councillors.

Regards

Councillor David Ellis CMIOSH



Pen Portrait – Cllr Patrick Heesom

Cllr Heesom, with then a long residency in North Wales, vacated in the 1980s his business interests in the London area and resettled in the Flintshire area.

He then confirmed his interests in local government and representative politics and was elected as a Clwyd County Councillor for the then extensive ward areas of Gronant, Trelawnyd, and Mostyn, and then subsequently as part of the then revised Welsh authority areas, the Mostyn Ward.

His commitment was to community welfare and serving community interests across the full range of public services.

Cllr Heesom was re-elected over several years and fought assiduously for the local ward area of Mostyn and its residents. Cllr Heesom is committed to local community authority.

PEN PORTRAIT – CLLR ROS GRIFFITHS

Hello, my name is Rosalyn Griffiths , I am a Community Councillor serving Saltney Town Council and Broughton and Bretton Community Council.

Previous experience as an Alyn and Deeside District Councillor, before becoming a Flintshire County Councillor in 1997 - 2008. I have been a Community Councillor for nearly 37 years on Broughton and 2 years at Saltney.

I am married with two grown up children and have lived in Broughton since 1971.

In the past I was very involved with Pre-School playgroup, Chairman of Broughton, then moving on to become Chairman of East Clwyd Pre-School Playgroup Association, before returning to paid employment when my youngest child started school.

My employment was in the Post Office, working in Chester, Tarporley and lastly in Saughall.

During this time I was also Clerk and then Chairman of Broughton Primary School for 25/26 years. I also served as a Governor at St David's High School in Saltney. Currently I am Secretary to our Twinning Association with our twin town in the South of France, we have been twinned for 33 years, although we haven't as yet celebrated our 30th Anniversary due to COVID and other issues.

I feel that my with my previous and current experiences I would be a good candidate for the Standards Committee. I have down to earth common sense values that I feel are required , dealing with issues that may arise.

My service on Community Council includes Chairing the Finance Committee and having been Chairman of Council on 4 occasions, representing residents of our Community.

Thank you for the opportunity to apply for this position.

Cllr Ros Griffiths

Application to be elected onto the External Standards Committee

With a steadfast commitment to Flintshire spanning over three decades, I bring a wealth of experience and an unwavering dedication to the community. For the past 20 years, I have served as a teacher and Head of Department in the local Comprehensive school, witnessing firsthand the evolving needs and dynamics of our town. My role as a teacher has not only allowed me to contribute to the academic development of generations but has also deepened my understanding of the challenges and aspirations of the residents of Flint.

As a devoted family person, raising two children alongside my wife in this community, I am personally invested in its well-being and growth. Currently serving as a Town Councillor in Flint Town Council for the second consecutive year, I have actively participated in local governance, gaining insights into the intricacies of decision-making and community representation.

My multifaceted engagement in Flint positions me uniquely to contribute meaningfully to the External Standards Committee of Flintshire County Council. My experiences as a teacher, town councillor, and long-term resident have cultivated an understanding of our community's fabric. I am dedicated to upholding ethical standards, fostering transparency, and ensuring accountability within our local governance. If elected, I am committed to using my knowledge and passion to strengthen the foundations of governance in Flintshire, making a positive impact on the lives of its residents.

Cllr Russell Davies



From: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Sent: 23 February 2024 10:43
To: Tracy Gilmartin <tgilmartin@onevoicewales.wales>
Subject: FW: D-DAY 80 FLAG OF PEACE - COMMUNITY & TOWN COUNCILS

Dear Clerk, please find an email we have been asked to circulate to all Councils regarding the D-Day 80 Flag of Peace.

Dear Clerk to the Council,

RE: D-DAY 80 FLAG OF PEACE - COMMUNITY & TOWN COUNCILS

I hope you are well, and thank you for your valuable assistance in circulating important information to the Community, Town and City Councils over the last fourteen months, regarding the preparation and opportunities for them to take part in the 80th Anniversary of the D-Day landing on 6th June this year.

However, and most importantly, we have been asked by many local Councils if a souvenir Flag is being produced for the occasion, providing them with another simple, meaningful and extremely cost effective way for them to take part, so we have listened, and have developed the attached D-Day 80 Flag of Peace for them to consider purchasing and flying from **9am** on 6th June, leaving it up for one week should they wish to. The Flags come in various sizes with the largest being 5' x 3' at a cost of £28.80 including VAT, post and packaging, with the smallest being a 3' x 2' at a cost of £22.80 including VAT, post and packaging.

The Flags can be purchased direct from Tracy Turner at NewtonNewton Flags Limited - email: tracy@newtonnewtonflags.com, the official suppliers of Flags for D-Day 80 - 6th June 2024, who will be delighted to assist your members in providing them with costs and the individual sizes, so with this in mind, we would be grateful if at your earliest convenience please, you would kindly circulate the attached to all your members, providing them with the opportunity of taking part in these Commemorations with a D-Day 80 Flag of Peace, as well as encouraging others within their communities such as Churches and Schools etc, to participate with one.

As I am sure you are aware, June 6th is a week day, so Schools will still be open, so this Flag provides them with a unique opportunity for **young people** to become involved in this important Commemoration that day, with the Flags being raised at **9am**, which in turn could become part of their early morning Assembly programme too, so we do hope that you will kindly assist us as requested, and again, thank you for your previous and valuable support.

My warmest regards to you as always,

Bruno Peek
Bruno Peek CVO OBE OPR
Pageantmaster
D-Day 80
6th June 2024
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