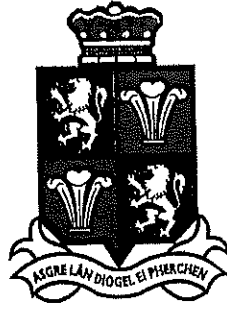


**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

Town Hall
Earl Road
Mold
Flintshire
CH7 1AB

Telephone: 01352 758532
Fax: 01352 755804



www.moldtowncouncil.org.uk

Neuadd y Dref
Ffordd yr Iarll
Yr Wyddgrug
Sir y Fflint
CH7 1AB

Ffôn: 01352 758532
Ffacs: 01352 755804

Members of Mold Town Council

21st March 2025

Members of the Council

Dear Councillor

You are hereby summoned to attend the meeting of Mold Town Council to be held at **6.00pm on Wednesday 26th March, 2025** in St David's Church Hall, St David's Lane, Mold CH7 1LH. Also available by Video Conferencing as a hybrid meeting see link below.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Janez'.

Town Clerk and Finance Officer

AGENDA

PUBLIC PARTICIPATION

Mold Town Council is committed to community engagement and therefore warmly welcomes members of the public to attend this meeting. Mold Town Council Standing Orders allow for 15 minutes to be allocated under the 'Public Participation' item on the agenda with up to 5 minutes allocated per subject.

Those wishing to address the meeting under Public Participation must:

- Have notified the Town Clerk of their interest to speak by 4.30pm the day before the Town Council Meeting.
- Direct all comments/ questions to the chairman of the meeting.

Members of the public should note that the council will only discuss and is only allowed to take decisions on topics that are publicised on the agenda. In the event of no issues being raised, the Town Council meeting to commence at 6pm.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To **receive** any known declarations of interest in items on the agenda.

3. PADESWOOD SPUR PIPELINE PROPOSED DEVELOPMENT – 15 Minutes

To **receive** a short update on the proposal for the Padeswood Carbon Dioxide Pipeline from WSP.

4. SMART WATER KIT INITIATIVE – 15 Minutes

Guest: PCSO Tiffany Davis

5. CONCERNS RAISED AT CDR COMMITTEE MEETING – 15 Minutes

Guest: Katie Wilby - Chief Officer, Streetscene and Transportation

6. MAYOR'S ANNOUNCEMENTS

To **receive** the Mayor's Announcements

7. MINUTES

7.1 To **receive** and approve as a correct record the Minutes of the Town Council Meeting held on 26th February 2025 (attached).

7.2 To **receive** and approve as a correct record the Minutes of the Cemetery Committee Meeting held on the 5th March 2025 (attached).

7.3 To **receive** and approve as a correct record the Minutes of the Planning Committee Meeting held on 10th March 2025 (attached).

7.4 To **receive** and approve as a correct record the Minutes of the Finance Committee Meeting held on the 11th March 2025 (attached).

7.5 To **receive** and approve as a correct record the Minutes of the Policy and Audit Committee Meeting held on the 18th March 2025 (attached).

8. MOLD TOWN COUNCIL ACTION LIST

To **note** the attached Action List.

9. CORRESPONDENCE

To **note** the following correspondence received and **consider** where necessary on actions needed:

- (i) Play Area Match Funding, received from Gwella.

- (ii) One Voice Wales Conference.

10. OFFICERS REPORT

To **receive** a report from the Events and Community Engagement Officer (attached).

To **receive** a report from the Town Clerk and Finance Officer (attached).

11. ONE VOICE WALES MEMBERSHIP

To **consider** the attached cost for OVW Membership 2025-26.

12. MOLD CITTASLOW WORKING GROUP

To **receive** a verbal update on the Mold Cittaslow Working Group from Councillor Catherine Claydon.

MOTION: Councillor Catherine Claydon to replace Andrea Mearns as Cittaslow Director for the UK.

13. RECOMMENDATION FROM FINANCE COMMITTEE

To **consider** the attached recommendation from the Finance Committee.

14. EARMARKED RESERVE TRANSFERS AT FINANCIAL YEAR END

To **consider** the attached Ear Marked Reserve Transfers to take place at Financial Year End (2024-25)

15. MOLD TOWN COUNCIL COMMUNITY GRANT REPORTS

To **note** the attached reports received from organisations supported by Mold Town Council through the Community Grant Scheme.

16. RECOMMENDATION FROM POLICY AND AUDIT COMMITTEE

To **consider** the following documents (attached) recommended by the Policy & Audit Committee:

- (a) Risk Management Strategy for Mold Town Council
- (b) Operation Risk Assessment for Mold Town Council

To **discuss** the attached report from the Town Clerk regarding Core Opening Hours for New Town Council Office.

17. MOLD TOWN COUNCIL ASSET REGISTER 2024-25

To **agree** the attached Asset Register for 2024-25.

To **consider** the below recommendation from the Policy and Audit Committee:

The Policy and Audit Committee noted that the Asset Register includes several low-value items, some worth only a few pounds. The Policy and Audit Committee recommends to the Town Council that, moving forward, items valued at less than £100 should be omitted from the Asset Register.

18. INTERIM AUDIT

To **note** the attached Interim Audit for 2024-25.

(i) To **consider** the updated Financial Regulations with the recommended additions from the Internal Auditor (document attached and additions highlighted).

(ii) To **consider** the attached Budget Timetable for adoption.

19. APRIL TOWN COUNCIL MEETING

To **consider** the attached request from the Town Clerk.

20. FEE/ HIRE INCREASE

To **note** the following:

(i) Mold Cemetery Fees will be increasing from the 1st April 2025 based on a 5% increase (fees attached).

(ii) Hire costs for the Bailey Hill Centre will increase from the 1st April to £15ph with a minimum hire of 2 hours.

21. NOTIFICATION OF PLANNING DECISIONS

To **note** the attached report.

22. ACCOUNTS/ PAYMENTS

To **approve** the attached schedules showing all accounts – Month 11, noting that payments are made in accordance with the powers of local councils.

NOTE:

Members of the press and public may attend this meeting (but not speak unless by prior arrangement with the Town Clerk and Finance Officer).

ZOOM INSTRUCTIONS

Join Zoom Meeting

<https://us02web.zoom.us/j/87683631159?pwd=EKrFY8ZYhhkFttaudz944D0mZwutGU.1>

Meeting ID: 876 8363 1159
Passcode: 405387

Agenda Item: 4

Jo Lane

From: Tiffany Davis (93652) Local Policing ~~Tiffany.Davis@northwales.police.uk~~
Sent: 14 February 2025 15:41
To: Jo Lane
Subject: We Don't Buy Crime - Smart Water initiative

Follow Up Flag: Follow up
Flag Status: Completed

Good Afternoon Helen,

I hope you are well.

I sent an email to you a while ago to let you know about the 'We Don't Buy Crime' initiative and how our team are looking to work with local community councils. I just wanted to re-circulate the below information in case this initiative is of interest to Mold Town Council at the moment;

I am a PCSO with North Wales Police and I currently cover the Flintshire South district as part of a crime prevention initiative called '**We Don't Buy Crime**'.

We focus on the prevention of acquisitive crime; where an offender derives material gain from the crime - such as burglary, robbery, theft, vehicle crime etc.

You may have heard of 'We Don't Buy Crime' as the initiative has previously been utilised in two other force areas in the UK with great success in reducing crime rates. We are now rolling the initiative out across North Wales to provide an extra layer of protection for our communities.

As part of this initiative, myself and the team are looking to work alongside community councils like yourselves to help protect your local residents and prevent them from becoming victims of acquisitive crime in their own homes.

An effective way to protect valuable items of property (whether they be of financial or sentimental value) is to mark them with a forensic marking liquid called '**Smart Water**'. This is a translucent liquid which can be applied to all sorts of items (phones, laptops, jewellery, bikes, tools, sports equipment, outdoor furniture...the list goes on). You only need to apply a small dab of the liquid to an item. It dries like a clear glue, but under a UV light the mark will glow bright green. The liquid in every bottle of Smart Water is made of slightly different elements, making each bottle unique. When a bottle is registered to a person with that unique code, anything they mark with that liquid is traceable back to them.

Police officers and PCSO's across North Wales are now issued with UV torches, which means we are able to routinely scan items we believe to be stolen and see whether they have been marked with Smart Water. If we find a mark, we can then test the Smart Water to identify the rightful owner of that item.

Smart Water also assists us in linking a criminal to their specific crime – which means that criminals are fearful of Smart Water, as they are well aware of it's evidential value and the increased risk of conviction if they are caught in possession of a stolen item marked with Smart Water.

My reason for emailing you about this initiative is due to a unique opportunity whereby Deter Tech (the manufacturers of Smart Water) will offer a significant discount to local community councils and groups who are willing to purchase a minimum of 100 Smart Water kits for their local residents.

The RRP for an individual Smart Water kit is £59.50. The discount on offer from Deter Tech for a bulk order of 100+ kits reduces the price of an individual kit to approximately £10. So, if a council is willing to purchase 100 kits then the total cost would be approximately £1000 (with tax added this may increase to £1200, however some councils may

be able to claim this tax back). This is a great price for a kit, especially since one bottle of Smart Water is enough to mark 80-100 items of property!

We are asking community councils to play a key role in facilitating this by initially purchasing the Smart Water kits at the discounted rate for interested households in their local area - It would then be up to each individual council whether they decided to fund this scheme for their community by absorbing the cost themselves (effectively gifting the kits to their community), or arrange to reclaim the funds back from each household for their Smart Water kit.

The We Don't Buy Crime team would then assist in the distribution of the Smart Water kits to your residents and provide a crime prevention advice pack to go alongside each Smart Water kit. We would also register each Smart Water kit for your residents and show them how to use it.

At locations where 80% of households are using Smart Water, there would be the opportunity for you to purchase metal street signage which can be placed on lamp posts in that area and would warn that property in the area is marked with Smart Water. This is a great deterrent to any would-be criminals passing through.

We are currently rolling this initiative out in Nannerch and it has been very well received by the local residents there.

If this initiative is something you would be interested in hearing more about then please let me know. I would be more than happy to come out and meet with your council members as a group to provide more information about this fantastic opportunity.

I look forward to hearing from you.

Kind Regards,

Tiff



PCSO Tiffany Davis C3652

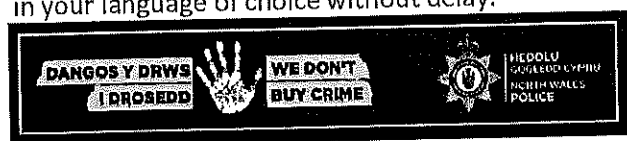
Dangos Y Drws | Drosedd | We Don't Buy Crime (Flintshire South)
Heddlu Gogledd Cymru | North Wales Police



Yn gwneud Gogledd Cymru'r lle mwyaf diogel i fyw, gweithio ac ymweld yn y DU
Making North Wales the safest place to live, work and visit in the UK

Rydym yn croesawu gohebiaeth yn y Gymraeg a'r Saesneg – byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

We welcome correspondence in Welsh and English – we will respond equally to both and will reply in your language of choice without delay.



We Don't Buy Crime | North Wales Police

Request from the CDR Committee

1. Purpose of Report

To request Council's consideration to invite Katie Wilby Head of Streetscene Flintshire County Council to February's meeting of Council.

2. Background

- a) The town centre is currently looking 'unkept' dirty and overgrown in many areas around the town and it has been proposed at the CDR Meeting held on 15th January that an ad hoc contractor is sought to carry out tidying / cleaning in areas around the town and this to be funded by Mold Town Council, CDR budget up to £5,000

At the CDR the Events & Community Engagement Officer was asked to prepare a list of areas that members would like to be considered in this ad-hoc cleaning. This will then go back to April's CDR meeting for discussion. Initial areas of concern included the Bus Station, Gateway Signs, Visitor Information panels, MTC Grit bins, the side of Age Cymru (where there is pigeon guano) and Aldi's piazza, on Chester Street.

When looking at areas that need cleaning in Mold, areas such as the Town Hall car park and Griffiths Square car park were brought up due to the number of bins and overflowing rubbish that is being blown around the car park and area. These areas present a health risk re vermin, there are other areas under FCC remit such as the Bus Station that need to be addressed.

- b) Streetscene support for supplying bins for community events, it is becoming increasingly difficult to request bins for community events such as the Carnival and Christmas Light Switch on due to a number of different departments involved. Historically the request used to be sent to Andy Lightfoot who would arrange and no problems would arise.

3. Proposal

Members agree to the Clerk inviting Katie Wilby Head of Streetscene Flintshire County Council to February's meeting of Council.

4. Financial Implications

The Clerk confirmed that there was currently CDR EMR which could be used to fund and members of the CDR Committee agreed a budget of £5,000 be proposed.



MOLD TOWN COUNCIL / CYNGOR TREF YR WYDDGRUG

Mayor engagements since 27th February - 26th March 2025

Date	Event
28-Feb	Visit to new business opening Truly Scumptious & Picky Penelope's
01-Mar	Visit to new business opening The Little Café - official opening
01-Mar	St David's Day celebrations & presentation of best window competition (11.30)
01-Mar	Mayor of Holywell Cllr. Linda Corbett Charity Dinner
05-Mar	Visit to Omeda Crafts
20-Mar	the opening of the NEWCIS shop and carers centre
21-Mar	Visit to new business opening Lazy Jacks
21-Mar	Chair of FCC Cllr. Dennis Hutchinson Charity Dinner Dance
22-Mar	Opening of Craft Shack new store
23-Mar	Coffee morning Daniel Owen Centre - Sunday Gathering
23-Mar	25th anniversary of the Salvation Army

Deputy Mayor engagements since 27th February - 26th March 2025

Date	Event
-------------	--------------

MOLD TOWN COUNCIL

Minutes of the Mold Town Council Meeting held at St David's Church Hall at 6pm on Wednesday 26th February 2025 (also, by Video conferencing).

PRESENT:

Councillors: Cllrs. Brian Lloyd (Mayor and Chairman), Paul Beacher (Deputy Mayor), Robin Guest, Sarah Taylor, Catherine Frances Claydon, Haydn Jones, Pete Dando, Teresa Carberry, Chris Bithell and Megan Lloyd Hughes.

Via Zoom: Cllrs. Joanne Edwards.

Officers: Jo Lane, Town Clerk & Finance Officer; Jane Evans, Events & Community Engagement Officer and Leila Jones, Support Officer.

PUBLIC PARTICIPATION: Member of the Public present.

GUEST SPEAKERS: Paul Reeves, Flood and Coastal Erosion Risk Manager, Flintshire County Council; Andrew Farrow, Head of Planning, Flintshire County Council; Mike Wellington, Flood Risk and Drainage Director, Waterco; Laura Smith, Associate, Waterco.

A member of the public was present at the meeting.

163. APOLOGIES FOR ABSENCE:

Councillors Tina Claydon and Geoff Collett.

164. DECLARATIONS OF INTEREST

There were no declarations of interest.

165. MOLD FLOODING AND FLOOD RISK – WELSH GOVERNMENT FUNDED PROGRAMME BUSINESS CASE UPDATE

Members were given a presentation on the flooding issues in Mold. Five (5) Areas of Interest in Mold and the complex issues with the drains, pipes, culverts and river were explained with the onscreen presentation.

Our water systems are looked after by Dwr Cymru/Welsh Water for drains/pipes, Flintshire County Council Highways for culverts and Natural Resources Wales for the waterways/river.

The Town Clerk will circulate the PDF presentation to Members. Members were asked to present their comments and questions directly to Waterco.

Guest Speakers left the meeting at 18:56pm.

166. MAYOR'S ANNOUNCEMENTS

Mayor's appointments since the last meeting were **noted**.

The Mayor thanked Jane Evans for organising the Awards Ceremony.

The Mayor also thanked Councillors Sarah Taylor and Pete Dando for Emceeding the Awards Ceremony.

167. MINUTES

RESOLVED: that;

164.1 The Minutes of the Policy and Audit Committee Meeting held on 21st January 2025 be received and **approved** as a correct record;

164.2 The Minutes of the Town Council Meeting held on 29th January 2025 be received and **approved** as a correct record;

164.3 The Minutes of the Planning Committee Meeting held on 10th February 2025 be received and **approved** as a correct record;

164.4 The Minutes of the Extra Ordinary Town Council Meeting held on 17th February 2025 be received and **approved** as a correct record;

168. MOLD TOWN COUNCIL ACTION LIST

The ongoing Action List was **noted**.

169. CORRESPONDENCE

- (i) It was **resolved** to invite PCSO Tiffany Davis to the next Town Council meeting to speak with members about the 'We Don't Buy Crime' initiative and the Smart Water kits.
- (ii) It was **resolved** to support the Fit, Fed & Read Community Programme with a financial contribution of £1000.

170. OFFICER REPORTS

- (a) Members **noted** the previously circulated Events and Community Engagement Officer report and verbal update was received.

It was **resolved** to postpone the 2025 Medieval Day until 2026 and put together a small committee to work on the 2026 Medieval Day event.

It was **resolved** to write a follow up letter to Flintshire County Council Trading Standards and the North Wales Police as regards the continuing issue with the Vape Shop.

- (b) Members **noted** the previously circulated Town Clerk report and verbal update was received.

Members thanked the Town Clerk for coordinating the office move.

171. REQUEST FROM COUNCILLOR TERESA CARBERRY

MOTION: Permission for the use of Officer time to collate all the organisations within Mold working to alleviate food poverty.

It was **resolved** that officer time could be used to collate this information, once the Town Council Office move was completed.

172. DRAFT UPDATED POLICIES

- (a) Financial Regulations
- (b) Internal Financial Controls
- (c) Financial Risk Assessment
- (d) Annual Investment Strategy
- (e) Standing Orders

It **resolved** all draft policies are adopted by the Council.

MOTION: All Members to read and sign the newly adopted Mold Town Council Financial Regulation and Standing Orders Documents to confirm that they have read and understood its contents.

It was **resolved** that all Members will be required to sign both documents.

173. FINANCE AND GOVERNANCE TOOLKIT FOR COMMUNITY AND TOWN COUNCILS

It was **resolved** to establish a working group of Town Councillors and Town Clerk to work through the Finance and Governance Toolkit.

Cllrs Pete Dando, Sarah Taylor and Teresa Carberry volunteered to sit on the Working Group with the Town Clerk – this was **agreed**.

174. 2022-2023 AND 2023-224 AUDIT

The 2022-2023 and 2023-2024 Auditor General' reports and audit opinion were **noted**.

Members thanked the Town Clerk for her work on the most recent audit.

175. FURNITURE IN TOWN HALL

MOTION: To donate the wooden arm chairs and small tables to Outside Lives from the Council Chamber.

It was **resolved** to donate the items to Outside Lives.

MOTION: To go back to the Antiques Dealer for a better offer.

The Motion was **not carried** as three (3) For and six (6) Against.

MOTION: To invite residents to rehome chairs from the Council Chambers.

It was **resolved** to move forward with the above motion.

176. FLINTSHIRE COUNTY COUNCIL – LEASE OBLIGATIONS FOR TOWN HALL REPAIRS POST MOVE OUT

Members **noted** the previously circulated information from Flintshire County Council.

The Town Clerk advised that Paul Brockley, Senior Valuer Flintshire County Council will visit the Town Hall 13th March 2025, 2pm to undertake a review.

177. NOTIFICATION OF PLANNING DECISIONS

Members **noted** the previously circulated report.

178. ACCOUNTS / PAYMENTS

Members considered the schedules previously circulated.

Month 10 – Community Bank account CB1 £45,193.55 (excl. VAT)

Month 10 – Events Bank account £1,222.60

Month 10 – Prepaid Mastercard £267.71

Month 10 – Mayors Charity Account £8.00 (bank interest)

Month 10 – Petty Cash £0.00

Month 10 – Business Money Manager Account £95,000 (internal transfers)

It was **resolved** that the schedules of payments be approved.

179. EXCLUSION OF PUBLIC AND PRESS

It was **resolved** to exclude public and press for discussion on confidential matters.

Member of the Public exited the meeting at 19:53pm.

180. TELEPHONE AND INTERNET PROVIDER

The updated quote comparison was presented to the Members for review and a discussion was held.

It was **resolved** to accept the quote from FHJ Computer Support.

181. ELECTRICITY PROVIDER FOR NEW TOWN COUNCIL OFFICES

It was **resolved** to accept EON as the electricity provider.

It was **resolved** the Town Clerk to set up a Direct Debit with EON.

182. EVENTS RACKING FOR NEW PREMISES

It was **resolved** to accept the quote from Racking Solutions.

183. FRONTAGE SIGNS FOR NEW OFFICES

It was **resolved** to accept the quote from Northwest Signs.

184. FIRE ALARM SYSTEM

It was **resolved** to accept the quote from Full Circle Security Systems Limited.

185. INTRUDER ALARM SYSTEM

It was **resolved** to accept the quote from Full Circle Security Systems Limited.

It was **agreed** for Town Clerk to enquire if Full Circle Security will provide monitoring of the system.

Meeting ended 8:20pm

Mayor's signature: Date:

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

MOLD TOWN COUNCIL		DATE: 26.02.2025	
MEMBER None	ITEM	MINUTE NO. REFERS	

WORD/MINUTES/MTC/MIN/ LGJ

MOLD TOWN COUNCIL

Minutes of the Meeting of Cemetery Committee held on 5th March 2025 in Town Hall, Earl Road, Mold and via Zoom.

PRESENT: Councillors Brian Lloyd (Mayor), Joanne Edwards (Chair), Haydn Jones, Chris Bithell and Pete Dando.

VIA ZOOM: Councillors Teresa Carberry.

Officers: Jo Lane, Town Clerk and Finance Officer and Matt Williams-Cooke, Cemetery Superintendent

31. APOLOGIES

Apologies were **received** from Councillor Paul Beacher (Deputy Mayor).

Councillor Teresa Carberry sent apologies and advised she would be late joining the meeting due to a prior engagement.

32. DECLARATIONS OF INTEREST

None.

33. MINUTES

It was **resolved** that the minutes from the previous meeting held on 4th December 2024 were approved.

34. CEMETERY SUPERINTENDENT REPORT

The Cemetery Superintendent written report was **noted**. The Cemetery Superintendent gave an overview of the current priorities for the Cemetery.

The Cemetery Superintendent advised that the current maintenance works taking place on the pathways will be finished on Friday 7th March.

Committee Members thanked Matt for his communication with the community and visitors regarding Cemetery updates utilising the Mold Town Council's Facebook page. Specifically, regarding the removal of seasonal items from graves.

35. FLOODING CONCERNS/ BLOCKED DRAINS

The committee discussed an email received from a resident raising concerns about fallen leaves from cemetery trees blocking nearby drains. While the committee acknowledges these concerns, all necessary tree maintenance has recently been carried out in accordance with Mold Town Council and Flintshire County Council policies.

It was **resolved** that the Town Clerk would respond to the resident, advising that Flintshire County Council is currently working on a flood alleviation project, which is expected to have a positive impact in Mold.

36. MOLD CEMETERY FEES FOR 2025/26

It was **resolved** to implement the Cemetery Fee increase starting the 1st April 2025.

37. UPDATES MOLD CEMETERY PAPERWORK

(i) Cemetery Regulations – Feb 2025 – Draft

The committee discussed the updated Cemetery Regulations and requested that a diagram regarding the regulations outlining floral, memorial tributes be demonstrated.

It was **resolved** to accept the updated Cemetery Regulations with the addition of the above diagram.

(ii) Notice of Internment Feb 2025 – Draft

The committee discussed the updated Internment Form.

It was **resolved** to accept the updated internment form.

It was **resolved** that the updated Cemetery Regulations and Interment Form will come into effect on 1st April 2025. From this date, all interment requests at Mold Cemetery will only be processed if the official Mold Town Council Interment Form has been fully completed and submitted at least seven working days prior to the burial. Mold Town Council will no longer accept interment forms from other businesses.

To ensure a smooth transition, the Town Clerk and Cemetery Superintendent will visit local Funeral Directors to inform them of these changes before 1st April. Additionally, emails will be sent to Funeral Directors outside of Mold to provide advance notice of the new requirements.

Information of the changes will be updated on the Town Council website before the 1st April.

18.26pm Councillor Teresa Carberry joined the meeting via Zoom.

A discussion regarding the expansion of the Cemetery took place and it was **agreed** that this item will be added to the agenda for further discussion at the next Cemetery Committee Meeting.

38. CEMETERY BUDGET

The Cemetery Budget was **noted**.

39. EXCLUSION OF PUBLIC AND PRESS

It was **resolved** to exclude the press and public for the next agenda item.

40. DIGITALISING BURIAL RECORDS

The two quotes provided were **considered** and discussed.

It was **resolved** to accept the quote received from Scripti and to move forward with this project following the office move.

Meeting ended at 19.01pm

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

CEMETERY COMMITTEE	DATE: 05.03.25
---------------------------	-----------------------

MEMBER	ITEM	MINUTE NO. REFERS

WORD/MINUTES/CEMETERY/CEMETERY

Chairman's signature: Date:

Agenda Item: 1.5.

MOLD TOWN COUNCIL

Minutes of the Planning Committee Meeting held by Video Conferencing on 10th March 2025.

PRESENT: Councillors Brian Lloyd (Mayor), Paul Beacher (Deputy Mayor), Sarah Taylor (Chair), Teresa Carberry and Joanne Edwards

Officer: Jo Lane, Town Clerk and Finance Officer

APOLOGIES: Councillor Pete Dando

ABSENT: Councillor Catherine Frances Claydon.

52. APOLOGIES

Apologies **received** from Councillor Pete Dando.

53. DECLARATIONS OF INTEREST

None

54. MINUTES

It was **resolved** that the minutes of the Planning Committee Meeting held on the 10th February 2025 are agreed as a correct record.

55. PLANNING APPLICATIONS

To consider the following applications and any received before the meeting:

(a) PLANNING APPLICATION CONSULTATION - NMA/000115/25

PROPOSAL: Application for Non-Material Amendment following grant of planning permission FUL/000936/24

LOCATION: 30 - 32, MOLD KEBAB HOUSE, Wrexham Street, Mold, CH7 1ES

TARGET DETERMINATION DATE: 07 Mar 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69234>

Decision has already been made on the Flintshire County Council Planning Portal. Mold Town Council Planning Committee had no comments.

(b) PLANNING APPLICATION CONSULTATION - LDP/000138/25

PROPOSAL: Lawful Development Certificate for proposed single-storey extension to rear to form open-plan kitchen/diner

LOCATION: Y Berllan, 64, Ruthin Road, Mold, CH7 1QH

TARGET DETERMINATION DATE: 08 Apr 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69254>

No comments.

(c) **PLANNING APPLICATION CONSULTATION - FUL/000162/25**

PROPOSAL: Erection of 120 ground based solar panels.

LOCATION: Media Point, Mold Business Park, Wrexham Road, Mold, CH7 1XY

TARGET DETERMINATION DATE: 17 Apr 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69287>

An extensive consultation is currently taking place with regards to this application. Will help the business become more environmentally friendly. Majority of panels will be ground level with a few being placed on the roof.

No objections from Planning Committee.

(d) **PLANNING APPLICATION CONSULTATION - ADV/000150/25**

PROPOSAL: Siting of 8 no. proposed sales flags and 2 no. proposed V-stack signs

LOCATION: Land to the north of Gwernaffield Road, Mold, Flintshire

TARGET DETERMINATION DATE: 21 Apr 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69271>

Concerns were raised with regards to the number of flags needed and the potential for distraction for roads users. After discussion no objections were made.

(e) **PLANNING APPLICATION CONSULTATION - FUL/000191/25**

PROPOSAL: Side extension

LOCATION: 13, Pen Y Bryn, Mold, CH7 1TL

TARGET DETERMINATION DATE: 23 Apr 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69317>

No comments.

(f) **PLANNING APPLICATION CONSULTATION - DET/000165/25**

PROPOSAL: Application for Approval of Details Reserved by Condition No. 3, Planning Ref: FUL/000982/24.

LOCATION: Etonfield, Gwernaffield Road, Mold, CH7 1RQ

TARGET DETERMINATION DATE: 23 Apr 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69293>

No comments.

(g) PLANNING APPLICATION CONSULTATION - DET/000180/25

PROPOSAL: Application for Approval of Details Reserved by Condition No. 5 & 6, following planning permission 061994

LOCATION: Land to the north of Gwernaffield Road, Mold, Flintshire

TARGET DETERMINATION DATE: 25 Apr 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69305>

No comments.

(h) PLANNING APPLICATION CONSULTATION - DET/000182/25

PROPOSAL: Application for Approval of Details Reserved by Conditions No. 11, 12, 16 & 18 following planning permission 061994

LOCATION: Land to the north of Gwernaffield Road, Mold, Flintshire

TARGET DETERMINATION DATE: 25 Apr 2025

<https://planning.agileapplications.co.uk/flintshire/application-details/69305>

No comments.

(i) PLANNING APPLICATION CONSULTATION - DET/000179/25

PROPOSAL: Application for Approval of Details Reserved by Condition No. 3 following planning permission 061994

LOCATION: Land to the north of Gwernaffield Road, Mold, Flintshire

TARGET DETERMINATION DATE: 28 Apr 2024

<https://planning.agileapplications.co.uk/flintshire/application-details/69306>

No comments.

56. CORRESPONDENCE RECEIVED

Correspondence received on the following applications, which can be viewed on the portal - <https://planning.agileapplications.co.uk/flintshire>

- (i) Correspondence Case – FUL/000162/25 agenda item 4 (c)
- (ii) Correspondence Case – ADV/000150/25 agenda item 4(d)

(iii) Correspondence Case – FUL/000191/25 agenda item 4(e)

All correspondence is related to the agenda items already discussed. No additional comments were made by the Planning Committee.

Meeting closed at 18.10pm

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

PLANNING COMMITTEE	DATE: 10.03.2025
--------------------	------------------

MEMBER	ITEM	MINUTE NO. REFERS

Chair's signature: Date:

WORD/MINUTES/PLANNING JL

Agenda Item: 7.4

MOLD TOWN COUNCIL

Minutes of the Meeting of Finance Committee held on the 11th March 2025 in the Council Chambers, Town Hall, Earl Road and via Zoom.

PRESENT: Councillors Brian Lloyd (Mayor) and Paul Beacher (Deputy Mayor),

VIA ZOOM: Councillors Robin Guest (Chair), Chris Bithell and Teresa Carberry

Officers: Jo Lane, Town Clerk and Finance Officer

26. APOLOGIES

Apologies were **noted** from Councillors Haydn Jones and Tina Claydon.

27. DECLARATIONS OF INTEREST

Councillor Brian Lloyd declared an interest in item 4 (b).

28. MINUTES

It was **resolved** that the minutes from the previous meeting held on 10th December 2024 were approved.

29. COMMUNITY GRANT APPLICATIONS

The Community Grant budget available was: £458.00

A total of six Community Grant applications were considered and it was **resolved** that:

- (a) Outside Lives – Unsuccessful
- (b) Community Clubhouse and Garden Ltd – Application withdrawn.
- (c) Mold Alexandra FC – Unsuccessful
- (d) Alun School - £200
- (e) Ysgol Bryn Gwallia - £258
- (f) The Cottage Nursing Home - Unsuccessful

30. REQUEST RECEIVED FOR FINANCIAL SUPPORT

The request for financial support from SSAFA – the Armed Forces Charity was considered by the committee. While the committee acknowledges and greatly respects the vital work carried out by the charity, it was noted that, as a national charity, SSAFA has access to other funding opportunities. Therefore, it was **resolved** that the request for financial support would not be approved.

31. FINANCE REPORT

The Town Clerk highlighted items in the Financial report. The committee discussed the upcoming cost for the by-elections and the budget currently available to cover these costs including Ear Marked Reserves.

It was **resolved** to recommend to the Town Council that £8,000 from the unspent budget for 101 Salaries should be transferred to EMR 313-Election Provision at the end of the financial year in preparation for the 2027 Elections.

The committee requested that the Town Clerk request an estimated cost for the full election from Flintshire County Council.

The Town Clerk advised that an unexpected invoice had been received with regards to Christmas Lighting for £2,202.00. This invoice is currently being discussed with the provider. Once finalised the Town Clerk recommended that 315 EMR-Xmas Lights should be used to cover this cost once the invoice amount had been agreed. The committee **resolved** to recommend this to the Town Council.

It was **resolved** to accept the Financial Report submitted by the Town Clerk and Finance Officer. (Appendix a).

32. 2024/25 BUDGET

The budget was **noted** by the Finance Committee.

33. EAR MARKED RESERVES

The current Ear Marked Reserves were **noted**.

34. VAT RETURN MONTHS 8-10

The submitted VAT return report for Months 8-10 was **noted**.

35. NEW OFFICES COSTING

The Finance Committee **noted** the current expenditure with regards to the new Town Council offices and relocation costs.

Meeting ended at 18.51pm

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

FINANCE COMMITTEE	DATE: 11.03.25
--------------------------	-----------------------

MEMBER	ITEM	MINUTE NO. REFERS
Councillor Brian Lloyd	4(b)	29 (b)

Chairman's signature: Date:

Appendix a.

Report for Mold Town Council Finance Committee

Date of Meeting: 11th March 2025

Accounts 2024/2025 - Finance Review by the Town Clerk and Financial Officer

Finance Committee Members are asked to consider this report in compliance with good financial management and practice expected within the Town and Community Council public sector. I have put together the current financial position resulting from the Town Council's operational outcomes so far this year and a commentary of facts, figures, explanations and current financial considerations that Members are undertaking.

Purpose of Report

1. To consider the position relating to the income and expenditure of the Town Council as at 28th February 2025.

Background

2. This year's estimates for income and expenditure were approved in January 2024 when the precept for the year was also agreed.
3. The Internal Auditor recommends the regular review of income and expenditure and the attached schedules are intended to satisfy that recommendation.
4. The figures shown in the Detailed Balance Sheet up until the end of Month 11 (February 2025) gives a clear overview of the council's current Financial situation (Appendix 1). A detailed income and expenditure report by budget heading are also attached (appendix 2)
5. The estimate budget agreed for the year is £409,351 (in January 2024) and the Council's expenditure up to 28th February is £350,473.

Comments on the Accounts

6. Overview of Cost Centre – 101 Admin

1091 VAT Interest – I have set up a new cost code for VAT Interest received. This is a new addition to the budget. This is a new development that HMRC have started to give interest on VAT funds held. Following our last VAT return (Month 7 to 9) our VAT reclaim amount was £2,129.88, however, the amount received was £2,130.32 – 44p difference. Although not a huge amount, I felt it was best to set up a separate code to record should this information need to be accessed in the future.

4000 Salaries – The cost for salaries budgeted for this financial year included a third full time staff member. After consideration from the Town Council, two part-time members of staff were employed and joined the Council on the 11th November 2024.

This accounts for the underspend in this budget code. However, the 4009 Temporary staff expenditure of £5,557 does need to be transferred into the salary cost code.

4001 National Insurance – Similar to salaries there is a significant underspend in the budget code due to original budget created was to accommodate a third full time member of staff.

There is a significant rise in the draft budget for the next financial year to cover the increase of National Insurance Contributions for Employers which will raise from 13.8% to 15% and incorporates the reduction in the National Insurance Threshold from £9,100.00 to £5,000.

4002 Pension – Employer – The Town Council started the financial year in credit with the Clwyd Pension Scheme to the sum of £14,300. The surplus has accrued since Mold Town Council initially joined the scheme at 100% funding. Pension fund contributions are based on a combination of assets and liabilities, which fluctuate over time.

- Assets refer to the employer's individual share of all investments held within the Clwyd Pension Fund.
- Liabilities represent the specific costs associated with retirement and death benefits payable to employees.

These elements are dynamic and do not remain static. Since joining the fund, Mold Town Council's funding level has increased, leading to the generation of a surplus. The extent of these fluctuations varies between employers, influenced by factors such as employee ages and length of service.

At the last financial report in December 2024 the Council was £499.60 in credit. This credit has now been used.

4006 Staff Advertising – While advertising for the two new Support Officers, I made use of a variety of free ways to advertise the job advert. Therefore, no funds were used for this purpose. This budget is likely to remain unspent by the end of the Financial Year.

4101 National Non-Domestic Rates – This cost is already accounted for under Cost Centre 103 – Town Hall. Therefore £1500 will remain unspent at the end of the financial year.

4105 Telephone and Internet – In my last Financial report I highlighted that due to entering a short-term contract and the increase of active new email addresses for members of staff, there is to be an overspend in this budget line. The overspend is currently £1,917. This cost code covers the costs for telephone and internet as well as the cost of Citrix and email addresses/ inboxes. The overspend in this cost code is likely to be £2,400.

4107 Stationery – There is an overspend in this cost code of £259, the increase in costs is due to new members of staff (more items needed) and filling and preparing for the move to new premises.

4108 Subscriptions – As reported previously there is an overspend of £493. In the draft budget for 2025-26 this budget has been increased to £4,000 to cover the costs of all expected subscriptions, which include SLCC, One Voice Wales, Flintshire Tourism, Events and Cittaslow.

4111 Audit Fees – We are still awaiting invoices from Audit Wales to cover two years' Audits. This cost code for costs associated with our internal auditor and end of year closed down by Rialtas. If invoiced by Audit Wales before the end of the Financial year – this will likely mean this cost code will go over budget.

4116 Election Costs – The estimated cost of the by-election is £9,000. As the election is scheduled for April, this expense will likely be incurred in the 2025/26 financial year.

For 2024/25, £2,000 has been budgeted for election costs and will be transferred to EMR 313 – Election Provision at the year's end, bringing the total available in reserves to £8,000. An additional £2,000 has been allocated in next year's budget.

However, the by-election will significantly deplete the Town Council's election reserves, leaving little to cover future election costs.

4121 Community Awards – The Town Council has hosted two Community Awards Ceremonies within one financial year—last year's event took place in April, and this year's event was held in February. As a result, there will be an overspend in this budget line.

The cost of last year's ceremony was £1,175.49, with a total budget allocation of £1,500. Based on last year's expenses, I estimate an overspend of approximately £850 for this financial year.

4169 Other Costs – This budget code has been used regularly over previous years for items/ services that do not fit within other budget codes. However, a budget is never set. This year the budget code has been used for room hire for Town Council Meetings and Storage costs as there is not a specific budget code for either expenditure. A recommend budget of £1500 has been included for 2025/26 to incorporate a request from the Youth and Children's Committee of a small budget of £100 to cover the cost of refreshments for meetings.

So far, this Financial Year the following spend has taken place for this budget line:

- Room Hire for Town Council Meetings - £352.00 (additional £120 will be spent prior to year-end).
- Doc Storage - £1,320 (additional £330 expected before year end).
- Mayors Book - £56.06
- Gas Lane Storage - £1,170
- Mayors Consort Chain adjustment - £5.00
- Cost relating to office move - £955 (although displayed in this cost code, funds are paid from 316 EMR-MTC Future purchase Rent).

7. Overview of Cost Centre 102 S137

4122 CDR Project costs – There is an overspend of £221 in this budget line. These costs include:

- Flowers for Roundtable - £185.05
- Replacement Pads for Defibs - £180.00

- Replacement Pads and batteries -£1,005.00
- 2 Benches for Kendrick's Field - £3850.48

8. Overview of Cost Centre 103 Town Hall

4102 Service Maintenance Charge – Flintshire County Council usually invoice for the Service Maintenance of the Town Hall after the end of the financial year.

4124 Repairs and Maintenance - £1,500 is still available within the budget should any work need completing before moving from the Town Hall.

9. Overview of Cost Centre 104 Cemetery

All budgets for the current financial year are on track and monitored by the Cemetery Committee.

10. Overview of Cost Centre 105 Events

Currently all income and expenditure for events is paid directly from 324 EMR Events, this will continue in the new financial year therefore a budget each individual event is not required.

11. Overview of Cost Centre 106 Open Spaces

4124 Repairs and Maintenance – Spend to date includes:

- Hanging basket refills - £2,544.00
- Plants for Gateways Signs – 107.88
- Hanging Baskets watering - £6,000
- Rock salt for bins - £53.50

Anticipated underspend is £5,285

12. Overview of Cost Centre 107 Grants

4169 Other costs - At the start of the financial year, £200 was budgeted to provide a donation to the British Legion. However, the Town Council received a request from Parkfields for financial support of £7,000, which was approved. As a result, there is an overspend of £7,000 in this budget line.

13. Over view of Cost Centre 108 Capital Spending

4902 Play Area Improvements – the overall spend for the improvement of Lon Cae Del play area was £16,000. Therefore, Mold Town Council 50% match funding was £8,000. This will leave an underspend of £2,000.

14. Overview of Cost Centre 109 Service/ Property Provision

4136 Xmas Lighting & Tree – Estimated spend for this financial year is:
Christmas Lights - £15,250
Christmas Tree - £1,795

An extra invoice has been received for Christmas Lighting for £2,202.00 which I was not expecting. I am currently speaking with the company with regards to this.

Recommendation: Overspend to be taken from EMR.

15. Overview of Cost Centre 110 Bailey Hill

All budgets for the current financial year are on track

HSBC Bank Accounts

16. With support from Councillors Pete Dando and Paul Beacher, I am still trying to remove a previous clerk from the Bank Account and become the Primary User of the account. 5 attempts in total have now been made. On Friday 28th February Cllrs Dando, Beacher and I went to the bank to ask for help. Our ID's have been checked and signatures updated. They are unable to except hard copy of the completed mandate so a sixth attempt to complete on line has been done. We are currently awaiting the response.

Recommendation: That the Financial Report and accounts be received and noted.

Agenda Item: 7.5

MOLD TOWN COUNCIL

Minutes of the meeting of Policy and Audit Committee held at Mold Town Hall and via Video Conferencing on Tuesday 18th March, 2025.

PRESENT:

Councillors: Cllrs Brian Lloyd (Mayor) and Paul Beacher (Deputy Mayor)

Via Zoom: Cllrs Teresa Carberry and Sarah Taylor

Officers: Jo Lane, Town Clerk and Finance Officer

26. APOLOGIES

It was **resolved** that Councillor Sarah Taylor Chair the meeting in the absence of Councillor Pete Dando.

Apologies were received from Councillors Pete Dando (Chair) and Tina Claydon

27. DECLARATIONS OF INTEREST

None.

28. MINUTES

It was **resolved** that the minutes of the Policy and Audit Committee Meeting held on the 21st January 2025 are approved as a correct record.

29. RISK MANAGEMENT STRATEGY

(i) The Town Clerk explained that the new Financial Regulations refer to the Town Council's Risk Management Strategy. As this is not currently in place, the Clerk using model guidance from SLCCC has created a Risk Management Strategy for the Town Council.

Councillor Taylor thanked the Clerk for her work.

It was **resolved** that the Policy and Audit Committee recommend to the Full Town Council the adoption of the new Risk Management Strategy for the Town Council.

(ii) It was **resolved** that the Policy and Audit Committee recommend to the Full Town Council the adoption of the new Operation Risk Assessment for the Town Council.

30. INTERIM AUDIT

The Interim Audit report was **noted**.

The committee discussed the recommendations received from the Internal Auditor.

It was **resolved** that:

(a) The newly adopted Financial Regulations be adapted to include the recommendation from the internal auditor to re-instate 4.2 and 4.8 from the previous Financial Regulations. The adapted Financial Regulations to be presented to the Town Council are the March meeting for agreement.

(b) The Town Clerk to create a budget timetable to be presented to the Town Council for formal adoption at the March Town Council Meeting.

18.12pm: Cllr. Teresa Carberry joined the meeting via Zoom and apologised for her late arrival, explaining that this was due to her attendance at a Flintshire County Council meeting.

31. ASSET REGISTER

The Town Clerk presented the newly updated Asset Register, highlighting the improved layout. The previous register, inherited from a former Clerk, made it challenging to track additions and disposals throughout the financial year. Due to the relocation of the Town Council offices from the Town Hall to No. 10 Daniel Owen Precinct, numerous items have been disposed of this year, either because they were donated due to space limitations or discarded due to being non-functional. Additionally, some assets previously omitted from the register have now been identified and included. A complete inventory has been conducted, and the Asset Register is now fully up to date, with headings revised from room-specific listings to item categories.

The committee noted that the Asset Register includes several low-value items, some worth only a few pounds. A discussion took place regarding the implementation of a minimum value threshold for items to be recorded on the Asset Register.

It was **resolved** to recommend to the Town Council that, moving forward, items valued at less than £100 should be omitted from the Asset Register.

32. DIGITAL HEALTH REPORT

The committee discussed the Digital Health Report and identified several areas requiring improvement. It was noted that there are similarities between the Digital Health Report and the Finance and Governance Toolkit for Community and Town Councils.

The committee **resolved** to recommend to the Town Council that the Digital

Health Report be reviewed alongside the Finance and Governance Toolkit by the newly established working group.

33. CORE OPENING HOURS FOR THE NEW TOWN COUNCIL OFFICES

The committee considered the report submitted by the Town Clerk, engaging in a detailed discussion where various viewpoints were shared. Given the nature of the decision and the differing opinions, it was **resolved** to refer the matter to the full Town Council for further discussion and a final decision.

The meeting closed at 18.35pm

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S
CODE OF CONDUCT**

POLICY & AUDIT COMMITTEE	DATE: 18.03.25
-------------------------------------	-----------------------

MEMBER	ITEM	MINUTE NO. REFERS
None		

WORD/MINUTES/COMMITTEE/POLICYAUDIT

Chairman's signature: Date: