

## Buckley Town Council

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Town Clerk and Financial Officer:  
Martin B. Wright CPFA AFA MAAT  
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## Cyngor Tref Bwcle

Swyddfa'r Cyngor, Bwcle, Sir y Fflint. CH7 2JB  
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Our Ref/Ein Cyf

MBW/LG/TJR

Your Ref/Eich Cyf

Date/Dyddiad

22<sup>nd</sup> February 2017

**To: All Councillors**

Dear Councillor,

I enclose Agenda papers for the Meeting of the Town Council and the Meetings of the Standing Committees to be held in the Council Chamber, Buckley, on Tuesday next 28<sup>th</sup> February 2017 commencing at 7pm. Meetings of the Standing Committees will be held in the order below:-

Finance and Economic Development

Highways and Leisure

General Purposes

Planning

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Wright', is written over a horizontal line.

**Town Clerk and Financial Officer**

Enc

# **AGENDA**

## **1. APOLOGIES**

To receive apologies for absence.

## **2. DECLARATIONS OF INTEREST**

To receive and note any Declarations of Interest made by Members relating to the content of this Council Meeting Agenda.

## **3. PUBLIC QUESTION TIME**

To receive written questions from the public, if any, and for the Mayor and/or relevant Chair to respond to those questions. Please note the questions and answers will be delivered without debate.

## **4. MINUTES**

To approve and to sign as a correct record the Minutes of an Adjourned Meeting of the Town Council held on 24<sup>th</sup> January 2017 (6114 – 6116) and the Minutes of the Resumed Meeting of the Town Council held also on 24<sup>th</sup> January 2017 (6130).

## **5. MAYORAL AND COUNCIL ANNOUNCEMENTS**

To receive any announcements.

## **6. MINUTES OF COMMITTEES**

To approve the Minutes of meetings of the undermentioned Standing Committees of the Council held on 24<sup>th</sup> January 2017.

	<b><u>Committee</u></b>	<b><u>Page Nos.</u></b>
(i)	Highways and Leisure	6117 - 6119
(ii)	General Purposes	6120 – 6123
(iii)	Planning	6124 – 6126
(iv)	Finance and Economic Development	6127 – 6129

**FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE**  
**28<sup>th</sup> FEBRUARY 2017**

**AGENDA**

**1. APOLOGIES**

To receive and approve apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

**3. MINUTES**

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24<sup>th</sup> January 2017.

**4. ACCOUNTS FOR PAYMENT**

The Committee is requested to approve for payment the accounts of the Council for the month of February 2017 (copy enclosed).

**5. BANK RECONCILIATIONS**

Enclosed with this Agenda item is a copy of the Bank Reconciliation for the two Bank Accounts and one High Interest Deposit Account administered by this Town Council for the period ended 31<sup>st</sup> January 2017.

The Committee is requested to receive, note and approve the Bank Reconciliation for the period ended 31<sup>st</sup> January 2017.

**6. ANNUAL ASSESSMENT OF INTERNAL AUDIT**

Members will recall that at the February 2016 meeting of this Committee the Annual Assessment of Internal Audit was conducted. Members are reminded that the Assessment was broken down into certain parameters of expected standards. These were:-

1. The scope of the Internal Audit.
2. The independence of the Internal Auditor.
3. The competence of the Internal Auditor.
4. The relationship between the Internal Auditor and the Council/Clerk.
5. Audit Planning and Reporting.

At the February 2016 meeting the above were demonstrated as being adequately and efficiently provided (minute 16028 refers). Nothing has changed in the Internal Auditor's Terms of Reference or Performance Requirements and the Interim Internal Audit for 2016/17 was presented to this Committee at its January 2017 meeting. At that meeting the tests applied were detailed, the conclusions drawn and no recommendations made (minute 16491 refers).

The Committee is therefore requested to receive and note the above report and to confirm its approval of the adequacy of the Internal Audit service provided.

7. **BUCKLEY TOWN COUNCIL INTERNAL FINANCIAL CONTROLS  
(ADDENDUM 1)**

The Clerk, each year, reviews the Council's Internal Financial Controls Document. As a result of this year's review, the Clerk is recommending that no amendments are required at this time.

**The Committee is requested to receive, note and approve the above report and note that the Internal Financial Controls Document will be enclosed as Addendum 1 with the Revised Standing Orders when issued after the May 2017 local elections.**

8. **BUCKLEY TOWN COUNCIL ANNUAL TREASURY MANAGEMENT  
AND INVESTMENT STRATEGY (ADDENDUM 2)**

The Clerk, each year, reviews the Council's Annual Treasury Management and Investment Strategy Document. The review this year requires essentially only the amendment to the years covered by the Strategy. The years affected have therefore been changed throughout the Document. Members' attention is drawn to page 2 of the Strategy (Treasury Management Arrangements) where in the paragraph below the listed interest rate received, the authorised overdrafts are now charged at 0.86% as compared to 0.5% in previous years. Members' attention is also drawn to page 2 of the Strategy (Listings of Investments Undertaken) where the interest received on the High Interest Deposit account in 2017/18 will be 1% as compared to 1.05% the previous year. Finally, Members are requested to note page 3 of the Strategy (Review of Arrangements) where Lloyds Bank has been retained as the Council's Bank as it is the only high street Bank now having a presence in the town (copy of recommended Revised Annual Treasury Management and Investment Strategy enclosed).

**The Committee is requested to receive, note and approve the above report, the amendments to the Annual Treasury Management and Investment Strategy Document and note that the Treasury Management and Investment Strategy Document will be enclosed as Addendum 2 with the Revised Standing Orders when issued following the May 2017 local elections.**

9. **BUCKLEY TOWN COUNCIL RISK ASSESSMENT DOCUMENT  
(ADDENDUM 3)**

The Clerk, each year, reviews the Council's Risk Assessment Document. As a result of this year's review, the Clerk has amended the document to include a number of revisions and additions to the document. The revisions/additions are as follows:-

- (a) Page 1 – Financial Risks – Poor management of funds.  
As Bank Charges are now levied against the Town Council, the Potential Consequences of Risk has been amended to remove “Bank Charges incurred” and replace it with “Potential additional charges to normal monthly charges incurred”. The amendment is shown in red on the enclosed Revised Risk Assessment Document.
- (b) Page 3 – Financial Risks – Levels of Reserves held.  
This is an addition to the Risk Assessment and is intended to safeguard the Reserves held by the Town Council. The complete entry is shown in red on the enclosed Revised Risk Assessment Document.
- (c) Page 4 – Employment Risks – Requirements under Employment Law and Inland Revenue Regulations not being met.  
The Controls to Manage Risk have been amended to remove the wording “Regular Returns to the Inland Revenue” and replace them with “Information forwarded to

HMRC in real time by Payroll provider – Independent Bureau”. The reference under Identified Risk has also been amended to remove the wording “Inland Revenue” and replace it with “HMRC”. The amendments are shown in red on the enclosed Revised Risk Assessment Document.

- (d) Page 5 – Administration Risks – Identified Risk – Lack of Member Accountability through none maintenance of a Register of Members’ Interests, Gifts and Hospitality. The Controls to Manage Risk element of this section has had the wording “Register of Members’ Interests maintained by Principal Authority (Flintshire County Council) original signed Declarations of Interest forwarded to FCC which returns copies duly countersigned. From 1<sup>st</sup> January 2015 the Declaration of Interest forms completed at meetings will be placed on the Council’s Website on a monthly basis” removed. In its place the wording now reads “Members advised to declare interests on each Council and Committee Agenda. Members’ Interests recorded on minutes of Council and Committee meetings showing whether interest is personal and/or prejudicial. Forms completed by Members declaring interests and minutes placed on the Council’s Website include completed forms, on a monthly basis”. The amendments are shown in red on the enclosed Revised Risk Assessment Document.
- (e) Page 5 – Administration Risks – Identified Risk – Lack of Member Accountability through breaches of Standing Orders and Code of Conduct. The Controls to Manage Risk has been amended by removing the requirement for “... any other Member(s) who become reasonably aware that the breach of confidentiality has occurred must report the matter to the Public Services Ombudsman for Wales ...”. The replacement wording reads “Any breach of the Code of Conduct requires any other Member(s) who becomes reasonably aware that the breach of confidentiality has occurred, to notify the County Council’s Monitoring Officer – Code of Conduct – Part 2 General Provisions – para. 6(1)(c). The amendments are shown in red on the enclosed Revised Risk Assessment Document.

**The Committee is requested to receive, note and approve the above report and the amendments to the Risk Assessment Document which will be enclosed as Addendum 3 with the Revised Standing Orders when issued following the May 2017 local elections.**

#### **10. TELEPHONE SYSTEM IN COUNCIL OFFICES**

The telephone system in the Council Offices was installed a number of years ago. The system was purchased and is covered by an annual maintenance charge, with monthly telephone calls being separately charged. It also relies on a broadband connection supplied by a third party.

Enclosed with this report is a spreadsheet showing the costs for 2016/17 of the current telephone system. The system is now out of date and obsolete therefore there are limited facilities for replacing the telephone handsets when they no longer work.

In negotiation with the current supplier of the system, a rental arrangement has been discussed whereby the costs will reflect not the telephone calls, service charge and broadband connection but a monthly rental figure. The total cost of the monthly rental figure is shown on the right hand table of the enclosed spreadsheet. Members will note that the annual rental excluding the one off installation charges would be approximately £145.00 per annum dearer than the current system. The one off costs to install a new system would be £517.20 (all figures include VAT). It is anticipated that the savings achieved through the increased use of email correspondence to Members and outside organisations will cover the increase in the annual rental cost. The one off installation costs could be absorbed by savings from other Budget Heads.

**The Committee is requested to receive and note the above report and enclosed spreadsheet analysis and to approve the Clerk's recommendation to install a new telephone system under the rental agreement.**

**11. CORONATION GARDENS**

The maintenance of Coronation Gardens is undertaken by Wright Landscapes. Their quotation for the 2017/18 year is the same as 2016/17. The Clerk has, therefore, confirmed Wright Landscapes continued contract.

**The Committee is requested to receive and note the above report and to approve the actions of the Clerk.**

**HIGHWAYS AND LEISURE COMMITTEE**

**28<sup>th</sup> FEBRUARY 2017**

**AGENDA**

**1. APOLOGIES**

To receive and approve apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

**3. MINUTES**

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24<sup>th</sup> January 2017.

**4. CSW ACTIVITIES AND SIGNS**

The Community Speed Watch initiative has now been running for six months. Members will recall that the Council approved the purchase of speed recording cameras to be used by Members of the Community Speed Watch. Councillor A Woolley is the Area Co-ordinator for the initiative and will provide a verbal report at this meeting. Councillor Woolley also requests consideration of whether or not it might be useful to position a number of "This is a Community Speed Watch Area" signs in appropriate locations in the town.

The Committee is requested to receive and note the above report, to receive the presentation from Councillor A Woolley and consider a request for signage as detailed above to be deployed.

**GENERAL PURPOSES COMMITTEE**  
**28<sup>th</sup> FEBRUARY 2017**

**AGENDA**

**1. APOLOGIES**

To receive and approve apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

**3. MINUTES**

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24<sup>th</sup> January 2017.

**4. BUCKLEY PCSO UPDATE**

No update information has been received from North Wales Police, therefore, the period covered ie 15<sup>th</sup> January to 14<sup>th</sup> February 2017 will be include in the information provided at the March 2017 meeting.

The Committee is requested to receive and note the above information.

**5. TOWN CENTRE MANAGER'S MONTHLY REPORT**

Enclosed with this Agenda item is the monthly report presented by the Town Centre Manager with regard to the vitality of the town centre and its retail/commercial outlets.

The Committee is requested to receive and note the enclosed report.

**6. CONSULTANTS' REPORT ON A STRATEGY FOR THE REGENERATION OF BUCKLEY TOWN CENTRE – REMOVAL OF PEDESTRIANISED AREA, BRUNSWICK ROAD**

In consultation with the Chairs of the Committees, at the monthly Briefing Meeting, although this item was scheduled for discussion, it was decided that as there is no detailed information in relation to feasibility and costs, the matter should be deferred until the new Council following the May local elections.

The Committee is requested to receive and note the above report.

**7. BUDGENS**

Following being advised of the impending closure of Budgens, Buckley Store, the Clerk wrote to Booker Retailer Partners GB Limited on 11<sup>th</sup> January 2017 seeking a meeting with representatives of the above Company to discuss the closure with a view to attempting to find alternative solutions to the closure. A response was received dated 20<sup>th</sup> January 2017, which outlined the reasons for the impending proposed closure, these included continuing large losses and the need for a replacement refrigeration plant which would cost towards a £¼m. The letter also points out that the Council had approved the opening of an Aldi Store which is diagonally opposite the Budgens Store (copies of correspondence enclosed).



**The Committee is requested to receive and note the above report and enclosed correspondence.**

**8. TOWN AND COMMUNITY COUNCILS SURVEY**

Every few years the Welsh Assembly Government conducts a survey of Town and Community Councils, in conjunction with One Voice Wales. On this occasion the survey relates to Service and Asset Management.

Enclosed with this Agenda item is the draft completed survey as compiled by the Clerk.

**The Committee is requested to receive the draft completed Community and Town Councils Survey 2017 and to approve it being forwarded to the Welsh Assembly Government. The Committee's particular attention is drawn to question 40 of the survey when considering whether or not to approve it being forwarded.**

**PLANNING COMMITTEE**

**28<sup>th</sup> FEBRUARY 2017**

**AGENDA**

**1. APOLOGIES**

To receive and approve apologies for absence.

**2. DECLARATIONS OF INTEREST**

To receive and approve Declarations of Interest from Members in relation to any Agenda item on this Committee.

**3. MINUTES**

Authority is requested for the Chair to sign the Minutes of the previous meeting of the Committee held on 24<sup>th</sup> January 2017.

**4. WORDING TO BE INCLUDED WITH THE NOTIFICATION LETTER OF OBSERVATIONS MADE BY THIS COMMITTEE TO FLINTSHIRE COUNTY COUNCIL**

As per minute 14488 of the October 2012 meeting of this Committee, the following wording will be placed at the head of the notification letter sent to Flintshire County Council in respect of planning application observations made by this meeting.

“The Town Council would wish you to formally note that the participation of those Town Councillors, who are also Members of Flintshire County Council, in both the debate and subsequent vote, at the Town Council Planning Committee, was on the basis that the views expressed by them were preliminary views taking account of the information presently made available to this Town Council. The County Councillors therefore reserved their final views on the application until they were in full possession of all relevant arguments for and against”.

The Committee is requested to receive, note and acknowledge that the above wording will be placed in the correspondence with Flintshire County Council, in relation to the notification of observations from this meeting.

**5. PLANNING APPLICATIONS**

(a) The Committee is requested to consider applications for planning consent which are listed below (copies enclosed).

<b><u>Plan No.</u></b>	<b><u>Location and Applicant</u></b>	<b><u>Proposed Development</u></b>
056358	Spar Convenience Store and Post Office, 11 Brunswick Road New Wave Installations Cardtronics UK Ltd	Retention of ATM
056359	Spar Convenience Store and Post Office, 11 Brunswick Road New Wave Installations Cardtronics UK Ltd	Display of signage around ATM

056486      Aberllanerch Bungalow, Bryn Road,      Erection of replacement dwelling  
Alltami  
Flintshire County Council

Full details are available for perusal in the office and will be deposited in the Council Chamber from 6.30pm on the day of the Meeting.

**(b) The following applications were dealt with in consultation with local Ward Members in view of the time limit for observations.**

<u>Plan No.</u>	<u>Location, Applicant and Proposed Development</u>	<u>Observations</u>
056333	Drury Primary School, Beech Road, Drury Mr M Biltcliffe Erection of a single storey timber framed 'Eco' cabin inclusive of all other associated works including drainage and general external works to link the proposed paths etc to existing	No observations
056384	5 Brunswick Road Ms Jacqui Sheldon Buckley Travel Installation of a new white aluminium double glazed shop front and door	No observations

## **6. PLANNING APPLICATION DECISIONS**

Enclosed with this Agenda item is the monthly update of planning decisions that have been notified to this Council by Flintshire County Council.

**The Committee is requested to receive and note the spreadsheet.**