

Minutes of the Ordinary Meeting of Caia Park Community Council held on  
8<sup>th</sup> March 2018 at the Community Council Offices, Prince Charles Road, Wrexham

Cllr M. King (Chair)  
Cllr B. Cameron (Vice Chair)

*Cllr T. Calverley	Cllr J. Johnson
Cllr L. C. Crawford	Cllr S. Jones
Cllr M. J. Downward	*Cllr C. Lloyd
*Cllr B. Halley	Cllr L. M. Platt
*Cllr C. Harper	Cllr C. Powell
Cllr A. J. Jeorrett	Cllr Paul Williams
*Absent	

**150. APOLOGIES**

Apologies for absence were received from Cllr T. Calverley, B. Halley C. Harper, and C. Lloyd. The Clerk reminded Members that the Council had authorised extended leave of absence for Cllr C. Lloyd during her stay in hospital. Cllr C. Lloyd had been in contact to say that her condition was improving although at present she is still unable to attend meetings. It was ***Resolved: To extend the authorised leave of absence for Cllr. C. Lloyd.***

**151. POLICE MATTERS**

There were no representatives from the Police present at the meeting. The Clerk advised that he circulated the crime statistics for February by email to Members and had hard copies available for use at the meeting.

It was reported that the Inspector had responded to the points raised at the last meeting and had offered training on the interpretation of the crime statistics as well as a presentation on “County Lines”. He also provided the single point of contact for Councillors and Members advised that this had worked well. The weekly rotas for the PCSOs were to be re-introduced imminently.

It was agreed that the Clerk should liaise with the Inspector to arrange training and dates identified were either 28<sup>th</sup> March or 4<sup>th</sup> April (morning)

Members expressed concern that there seemed to be some confusion over the monitoring of the CCTV cameras with PCSOs unsure about procedures and viewing footage. The Clerk advised that he had been contacted some weeks ago regarding the download speed and had authorised the supplier of the cameras to check the equipment but the PCSO had not to date been back in touch. It was felt this is something that should be raised with the Inspector given the large amount of capital investment by the Council for something which does not seem to be effectively used.

**152. MEMBERS DECLARATIONS OF INTEREST**

None declared

### **153. CONFIRMATION OF MINUTES**

**RESOLVED:** *That the minutes of the Ordinary meeting held on 8<sup>th</sup> February 2018 be received and adopted as a true record.*

#### **Matters arising:**

### **154. RELOCATION OF SECURITY CAMERA (PM 140, 122, 104, 86, 70, 50)**

The Clerk reported that a quotation had now been received for the higher lamp column although there may be difficulties accessing the site with large vehicles. It was not clear from the response whether Wrexham CBC would allow the camera to be located on the column and clarity over this was being sought. It was **Resolved:** *To consider this matter again in April.*

### **155. TREES AND LIGHTING FOOTPATH QUEENSWAY SPORTS CENTRE ACROSS DUNKS (PM 141, 123, 105, 92)**

The Clerk reported that he had, again, progressed the installation of the led lights with Wrexham CBC but to date the work had not commenced.

### **156. PLAY AREA TO REAR OF BENJAMIN ROAD (PM 142, 124, 106, 92)**

Nothing further to report on this matter. Cllr Cameron advised that the refurbishment of the play area of Newquay Drive was progressing.

### **157. MEMBERS REPORTS**

**Cllr. B. Cameron** – Attended Gwenfro CP School meeting of the Governing Body

**M. King** – Attended the Independent Review Panel to consider the future role of Community and Town Councils. He advised that this was well attended and participants were invited to put forward their views. It was generally felt that the legislation applicable to Community Councils needs to be reviewed and be more permissive given the changes taking place and increased functions being handed down from Unitary Authorities. It was also important to recognize the role of the Public Service Board and the responsibility that larger Town and Community Councils have in terms of their contribution to the PSB Plan.

### **158. CORRESPONDENCE**

- (i) **Opus International** – Requesting historic information about flooding issues on River Gwenfro. As the organisation was in liaison with Wrexham CBC Flood officer the information held by Wrexham Council would be the same as that known by the Community Council. **Resolved:** *To reply accordingly.*
- (ii) **Planning Aid – Notification of training event on pre-application procedures** - Noted
- (iii) **National Assembly for Wales – link to consultation on draft Autism (Wales) Bill** - Noted
- (iv) **JDH Business Services – Internal Audit Plan 2017/18.** The Clerk advised that JDH are the appointed Internal Auditors of the Council and this document sets out the

parameters of the internal audit for year 2017/18. **Resolved:** *To note and accept the contents of the document.*

**159. RESERVES POLICY**

The Clerk presented a draft Reserves Policy for consideration. The report outlined the various types of reserves currently held and detailed when the reserves were reviewed (on completion of the annual accounts and at budget setting meetings). The draft policy had been drawn from other Councils and information held by National Association of Local Councils and the Society of Local Council Clerks. It was noted that there was no set amount recommended for General Reserves but common practice was for the amount to range between 30% and 100% of the annual expenditure. At the end of March 2018, it was likely that the General Reserves held would be in the region of 32%. Other reserves held were Earmarked Reserves for amenity/environment projects, street lighting and traffic calming. There was also the capital receipt from the sale of the former offices although the use of this is restricted to capital expenditure only.

Members considered the report in detail and **Resolved:** *To accept and adopt the report as presented.*

**160. INFORMATION COMMISSIONER & GENERAL DATA PROTECTION REGULATION (GDPR)**

The Clerk advised that whilst the Council were registered with the Information Commissioner under the Data Protection Act, changes are to be introduced in May which places a greater duty of care and responsibility on organisations to protect third party data which they may hold. The advice given is that Councils should consider appointing a Data Protection Officer who would need to be impartial and it is unlikely that the Clerk would have such impartiality. There would also be a need to introduce policies and working practices to underpin such responsibilities.

A communication had been received from JDH Business Services who were offering to undertake this role and advice the Council on correct procedures and practices to ensure compliance for an annual fee which varied depending on the size of the Council.

Following discussion, it was **Resolved:** *To appoint JDH Business Services to undertake the role of Data Protection Officer for an initial period of 2 years.*

**161. FINAL REPORT INDEPENDENT REMUNERATIONS PANEL**

The Clerk advised that the final report from the Independent Remunerations Panel was now available. It had determined that Councils with an income or expenditure in excess of £200k **must** make available the sum of £150 for each of their members and must make available the sum of £500 each to a minimum of 1 and a maximum of five members in recognition of specific responsibilities. (Determinations 44 & 46). Additionally, there are permissive powers relating to travel costs, overnight stays and compensation for financial loss. All Councils, regardless of size, must provide for the reimbursement of necessary care costs for the care of dependent children or adults.

The Clerk advised that in the case of determinations 44 and 46 the sums would be subject to HMRC tax and national insurance requirements and members would have to be registered as employees to be paid via the payroll system.

Several members expressed their concern and felt that the payments should be discretionary. The Clerk advised that they did not have to accept the payment but needed to opt out in writing to the Clerk of the Council. It was **Resolved:**

*That members note determinations 44 & 46 and be given the opportunity to opt out of receiving the payment at the next meeting.*

*That the Council agree to make payments as outlined in Determinations 48 (travel) 49 (subsistence expenses, 50 (financial loss) and 51 (care)*

### **162. APPLICATION FOR FINANCIAL ASSISTANCE**

An application had been received from AVOW to support their Shopmobility scheme. Members were reminded that the grants budget for 2018-19 had been reduced to £10k and that a number of applications from this financial year were being held in abeyance until the start of the new financial year. It was **Resolved:**

i. *To defer consideration of this application until April 2018*

ii. *That grant applications are considered on a quarterly basis (unless in cases of extreme urgency) to ensure that the grants budget is distributed equitably throughout the year.*

### **163. FINANCIAL MONITORING**

The financial statement for period ending 28<sup>th</sup> February 2018 was submitted.

**Resolved:** *That the financial statement for the period be received and adopted.*

### **164. ACCOUNTS FOR PAYMENT**

The following accounts were authorised for payment:

7167	British Gas	St Peter's Hall	*	564.99
7168	BESTHOST	General Admin		10.50
D.D.	SSE (Elect)	Prince Charles Road	*	152.14
D.D.	SSE (Gas)	Prince Charles Road	*	885.86
D.D.	SSE (Elect)	St Peter's Hall	*	76.60
D.D.	Pace Telecom	General Admin	* 66.89	
		CAS	* <u>112.49</u>	179.38
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D.D.	Plus Net	CAS	*	12.00
D.D.	Dee Valley Water	St Peters Hall		9.10
7169	Bates Office Services	General Admin	* 38.98	
		CAS	* <u>35.00</u>	73.98
7170	WCBC (Pente Gwyn)	Amenity/Environ		1612.15
7170	WCBC MUGA Lights	Amenity/Environ	*	828.00
7171	Graphic Office Systems	CAS	* 176.27	
		General Admin	* <u>58.76</u>	235.03
7172	Paul Hewitt Design Ltd	Community Agent	*	354.00
7173	Petty cash stamps	General Admin	20.00	
		CAS	<u>60.00</u>	80.00
D.D.	Dee Valley Water	Prince Charles Road		42.24
	K. Walker (sal adj/travel)	CAS		
	A. Humphreys (sal adj Mar)	St Peter's Hall		
	M. Morris (Sal adj)	General Admin		
	L. Mills (Sal adj)	General Adin		
	P. Jones (Sal adj)	Prince Charles Rd		

P. Rondel (Sal adj)	St Peter's Hall
D. Sheridan (Sal adj)	CAS
J. Carter (Sal adj)	CAS
J. Clays (Sal)	CAS
K. Cramer (Sal adj)	Community Agent
H.M. Revenue & Customs	Tax NI (Mar)
Clwyd Pension Fund	Pensions (Mar)

\*Figs include VAT which is reclaimable