

CAIA PARK COMMUNITY COUNCIL

A Voice for the Community

Clerk of the Council:
Michael Morris MCIPS



Community Council Offices
Prince Charles Road
Wrexham, LL13 8TH
Tel: 01978 354825
Email: clerk@caiapark.gov.uk

4th February 2024

TO: ALL COUNCILLORS

Dear Councillor,

An Ordinary meeting of the Council will be held at 7.00pm on **Thursday 8th February 2024**.

The meeting will be held remotely via ZOOM for the transaction of the following business.

Yours sincerely

A Evans
Andrea Evans
Clerk of the Council

AGENDA

1. **Apologies for absence.**
2. **Confirmation of minutes of the Ordinary meeting held remotely on 11th January 2024 and update.**
3. **Declarations of Members' interests.**
4. **Police Matters, Police UK stats (Latest update December 2023) and response to CCTV request.**
5. **Members' reports.**
6. **Correspondence**
(i) Buckingham Palace Garden Parties – One Voice Wales
7. **To set up a working group to plan an event to be held during Mental Health Awareness week in May 2024.**
8. **To consider the recommendations of the Independent Remuneration Panel for Wales.**

9. To consider management of Community Council play areas.
10. Planning Applications (All documents can be accessed via www.wrexham.gov.uk/plans - search Caia Park).
 - (i) P/2023/0896 – Builders Yard, Rivulet Road, Wrexham – Change of use of building from Class A2 (Office) to Class D1 (Physiotherapy Practice).
11. Financial statements for the period ending 31st January 2024.
12. Accounts for payment (attached)
To approve accounts for payment in February 2024.

PRESS & PUBLIC

If any interested party wishes to attend the remote meeting, please email clerk@caiapark.gov.uk and an invitation to the Zoom meeting will be sent to you in advance of the meeting. (Please note this does not infer any right to speak or take part in the meeting without prior permission)

Minutes of the Ordinary Meeting of Caia Park Community Council held remotely via Zoom on
11th January 2024

Cllr M. King (Chair) (A/V)

Cllr B. Cameron (A/V)	* Cllr L. Mort
Cllr S. Edwards (A/V)	Cllr D. Murray (A/V)
* Cllr A. K. Gregory	Cllr P. Owen (A/V)
* Cllr L. Haggarty	Cllr L. Platt (A/V) (from item 3)
* Cllr C. Harper	Cllr D. Richardson (A/V)
Cllr M. Harrison (A/V)	Cllr A. Wright (A/V)
Cllr J. Jolley (A/V) (from item 4)	
* Absent	

Key (A/V) = Audio and visual presence
(A) = Audio presence

124. APOLOGIES

Apologies were received from Cllr A. Gregory, Cllr L. Haggerty, and Cllr C. Harper.

125. MINUTES

RESOLVED: *That the minutes of the Ordinary Meeting held on 14th December 2023 be accepted as a true and accurate record*

Updates:

126. DELTA ACADEMY AND THE HAPPY HEDGEHOG (PM 118, 24)

Cllr. B Cameron informed members that he had written to Lesley Griffiths MS, following her meeting with the business owners in December 2023.

RESOLVED: *That the Clerk would write to Lesley Griffiths MS to ask for an update*

127. DECLARATION OF MEMBER'S INTERESTS

All Personal and Prejudicial relating to Item 8 - To consider budget detail for 2024/25 and agree precept levy:

Cllr. S Edwards - (Children's services element of budget) as employee at The Venture (SLA provider)

Cllr. D Richardson - (Children's services element of budget) as employee at Caia Park Partnership (SLA provider)

Cllr. M King - (Children's services element of budget) as employee at The Venture, Trustee of Caia Park Partnership (SLA provider)

Cllr. L Platt - (Children's services element of budget) as employee at The Venture (SLA provider)

Cllr. A Wright - (Children's services element of budget) as a Trustee of Caia Park Partnership (SLA provider)

128. POLICE MATTERS

The Clerk had provided the most up-to-date crime statistics held on the Police UK website which were for October 2023, (these were the figures provided last month as the website had not been updated). The Clerk had emailed the local police sergeant regarding possible CCTV

coverage on Whitegate Road and the Queensway, and was awaiting a reply. The Chairman informed Members that he had not yet had the opportunity to write to the Police Commissioner and the Chief Constable, but that he would do so.

129. MEMBERS REPORTS

Cllr. L Platt: informed Members that the Venture was working on a project in St. Giles Crescent to reclaim play streets. The project would be set up before March and would provide play sessions.

Cllr. S Edwards: informed Members that he had spoken to Betsi Calwaladr regarding the possibility of local health team statistics being provided to Community Councils and was awaiting a reply.

Cllr. M King: told Members that several constituents had expressed concerns to him about the outcome of the trial of Paul Williams (former Councillor).

130. CORRESPONDENCE

(i) **Current WCBC provision of CCTV** – On 21st December 2023 the Council received an email from WCBC requesting a payment of £12,000 annually from April 2024 for CCTV provision. Members discussed the request, and were concerned that this had been made without any prior consultation and after a budget workshop had been held to recommend the budget for 2024/25.

RESOLVED: *that the Clerk asks the other Community Councils close to Wrexham City Centre if they had received the same request and what their response had been*

131. MENTAL HEALTH AWARENESS WEEK MAY 15TH TO MAY 21ST 2024

Members discussed whether to hold an event during the week.

RESOLVED:

(i) *That Cllr. M King would discuss this with the coordinator of the Mental Health Project hosted by the Venture, and Cllr. D Richardson would discuss it with the MIND coordinator at the Caia Park Partnership.*

(ii) *That this was considered further at the next Council meeting and a decision made whether to set up a working group.*

132. BUDGET 2024/2025 AND PRECEPT LEVY

A budget workshop had been held on 12th December 2023 for Members to consider the budget for 2024/25. The Clerk presented the budget report including the latest proposed figures.

During the workshop Members were advised that:

- Energy costs were likely to continue increasing in 2024/25.
- The pay award for 2024/25 was estimated at 6%.
- There was no provision for additional expenditure to satisfy the face-to-face and remote attendance at meetings (hybrid meetings), although this could be funded from capital reserves depending on the type of equipment purchased.
- No amount had been built into the budget for Members' Allowances, which could be as much as £3,120.
- The cost of Advice Service provision to Offa CC had been increased by 6%.
- Children's Services SLA were estimated to increase by 4% and the School Crossing SLA by 7%.

- The employer's pension contributions for 2024/25 would be funded from the pension fund surplus.
- The tax base use in the budget proposal was 3999

Following a discussion, Members **RESOLVED:**

- To inform Wrexham CBC that the precept requirement for 2024-25 was £68 per Band D equivalent property yielding £271,932 based on a 3999 property tax base.
- The budget for 2024/25 would be £294,792 and the precept levy £271,932.
- That existing service level agreements would continue for the financial year 2024/25.
- To investigate the current contract costs of IT Support/Telephone provision to ensure that the Council receive the best service and value for money and achieve savings.

133. PLANNING APPLICATIONS

(i) P/2023/0863 – Tesco Stores Ltd, Crescent Road, Wrexham - Works to trees protected by tree preservation order WCBC284

RESOLVED: To seek clarification from WCBC that only necessary work will be done to ensure that the tree is not lost and ask what the end result will be.

134. REQUESTS FOR FINANCIAL ASSISTANCE

The following application was considered:

RESOLVED: That the Council, in accordance with its powers under S137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:

- Wales Air Ambulance - £500

135. FINANCIAL MONITORING

The Financial Statement for the period ending 31st December was submitted.

RESOLVED: That the financial statements for the period be received and adopted

136. ACCOUNTS FOR PAYMENT

RESOLVED: That the accounts for payment in January be paid:

Accounts for payment January 2024

D.D. O2	Advice Service	*	38.64	
	Comm Agent	*	19.32	57.96
D.D. SSE (Elect)	Prince Charles Rd	*		330.42
D.D. Natwest Card (Zoom)	General Admin	*		15.59
D.D. Avensure	General Admin	*		299.56
D.D. SSE (Gas)	Prince Charles Rd	*		350.62
7899	Graphic Office Systems		29.23	
	General Admin		29.23	58.46
7900	ACS Technology			50.00
7901	Hallam Heating	*		385.54

7902	Benefits & Work Publish	Advice Service	*		97.00
7903	Redstick Solutions	Advice Service	*		648.00
7904	J. Carter	Sal adj (Dec)			
7905	J Clays	Sal adj (Dec)			
7906	A. Davies	Sal adj (Dec)			
7907	K. Lucas	Sal adj (Dec)			
7908	B. Tudor	Sal (Dec)			
7909	B. Tudor	Sal (Dec)			
7911	Enreach	Advice Service	*	2070.09	
		General Admin	*	690.03	2760.12
7912	WCBC	Childrens Services	*		679.70
7913	WYPP	Childrens Services			8237.00

D.D	WCBC (Rates)	Prince Charles Rd		637.00
D.D	Hafren Dyfrdwy	Prince Charles Rd		38.29

H.M. Rev & Customs Tax NI (December)
Clwyd Pension Services Pension (December)

Accounts above the line have already been paid either by direct debit or in the case of cheques, because they were deemed to be urgent or have been previously agreed.

(Any accounts received after the publication of agenda will be reported at the meeting)

*Figs include VAT which is reclaimable

CAIA PARK COMMUNITY COUNCIL

POLICE CRIME STATISTICS 2023/24

Category	Cartrefle												Smithfield												Queensway											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	April	May	June	July	Aug	Sept	Oct	Nov	Dec	April	May	June	July	Aug	Sept	Oct	Nov	Dec									
Violence and Sexual Offences	8	14	11	9	7	9	14	25	12	26	25	31	18	27	21	28	30	26	14	19	34	17	25	8	20	24	14									
Anti-social behaviour	7	7	2	8	8	5	6	7	1	18	22	21	17	10	14	16	12	13	7	3	8	16	7	9	1	7	10									
Drugs	6	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	8	8	4	4	1	1	1	1	1									
Criminal damage and arson	5	7	2	4	4	3	1	5	6	14	14	12	11	8	6	7	8	14	4	7	5	10	7	3	7	9	6									
Public Order	3	3	3	2	3	3	1	2	2	15	8	13	11	7	3	7	6	7	3	2	4	5	1	4	4	4	4									
Shoplifting	3	5	1	1	1	4	1	2	1	14	23	25	22	24	21	18	31	13	2	2	4	2	4	2	2	2	1									
Other theft	3	5	1	1	1	4	1	2	1	6	9	8	5	7	4	9	5	1	1	1	2	2	4	1	2	2	3									
Bicycle theft	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	1	1	1	1	1	1	1	1	1	1									
Possession of Weapon	1	1	1	1	1	2	1	1	4	1	1	1	1	1	1	2	2	2	1	1	1	1	1	1	2	2	1									
Burglary	1	1	1	1	1	2	1	1	4	4	2	2	2	1	2	3	6	2	2	2	1	1	1	1	1	1	1									
Vehicle crime	1	1	1	1	1	1	1	1	1	3	2	1	1	1	1	3	2	2	1	1	1	1	1	1	1	1	1									
Robbery	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	1	1	1	1	1	1	1	1	1	1									
Theft from a person	1	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
Other crime	1	1	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
Total for month	31	38	19	27	26	25	30	41	26	103	109	113	87	89	74	91	106	82	37	37	60	56	46	28	37	50	42									

Category	Whitegate												Wynnstay											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	April	May	June	July	Aug	Sept	Oct	Nov	Dec						
Violence and Sexual Offences	24	22	15	18	23	34	15	10	23	12	14	24	10	14	11	15	11	12						
Anti-social behaviour	2	8	14	17	15	6	5	9	1	4	6	2	3	3	3	5	4	3						
Drugs	2	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	4						
Criminal damage and arson	6	15	3	3	4	3	5	5	2	4	6	4	2	2	5	6	5	1						
Public Order	1	1	2	4	4	3	1	2	3	2	2	2	2	2	4	2	2	4						
Shoplifting	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5						
Other theft	2	3	2	2	3	4	1	3	3	3	1	3	1	1	1	1	1	1						
Bicycle theft	1	1	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1						
Possession of Weapon	3	3	3	3	3	3	3	3	3	1	2	2	1	1	1	1	1	2						
Burglary	3	1	3	3	3	3	3	3	3	1	2	2	1	1	1	1	1	2						
Vehicle crime	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
Robbery	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
Theft from a person	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
Other crime	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1						
Total for month	43	55	41	49	52	53	27	36	34	27	34	37	19	24	23	32	24	24						

Clerk

From: Rhian Hughes (72568) Local Policing <Rhian.Hughes@northwales.police.uk>
Sent: 12 January 2024 19:17
To: Clerk
Cc: Claire McGrady (71623) Local Policing
Subject: RE: Caia CCTV Request

Andrea,

Apologies for the lack of response previously. I have been making enquiries in regard to the below as it was initially my understanding that Caia council had not purchased any cameras for the ward.

I have however since had contact from Gerwyn Davies who has advised that there were three deployable cameras purchased with the first Safer Streets round of funding. These were purchased prior to me being appointed as the Neighbourhood Policing Sgt in Wrexham, as such I was not aware of them and was not advised of them.

One camera was sited and vandalised beyond repair unfortunately, I have copied in Insp McGrady to advise, as she is the lead for Safer Streets initiative and would have been involved in the purchase.

Gerwyn has advised that another is overlooking the tunnel in Queensway ward as originally proposed and the third is available to be moved .

The cameras were purchased when we were under the COVID lockdown restrictions, so at the time we were unaware that a number of streetlights in the Caia area were not suitable to house the CCTV (being too low etc), so these checks need to be made that any possible location is suitable and safe for the cameras to go.

Please can you provide me with multiple locations where you are wishing for a camera to be sited as I will progress with getting the location reviewed for its suitability to house a camera.

Regards

Rhian



Sgt 2568 Rhian Hughes
Neighbourhood Policing Sgt
Wrexham City Police Station

01978 834 086
07811237387

From: Clerk <clerk@caiapark.gov.uk>
Sent: Wednesday, January 10, 2024 2:11 PM
To: Rhian Hughes (72568) Local Policing <Rhian.Hughes@northwales.police.uk>
Subject: Fw: Caia CCTV Request

Correspondence
Emailed to Cllrs

Clerk

From: Wendi Patience <wpatience@onevoicewales.wales>
Sent: 30 January 2024 11:03
To: Wendi Patience
Cc: Wendi Patience
Subject: Buckingham Palace Garden Parties Respond by 16 February - Garddwest Palas Buckingham Ymateb gan 16 Chwefror
Attachments: Buckingham Palace Nomination Form 2024.doc; Buckingham Palace Nomination Form 2024 Cym.doc

Dear member

I am writing to inform you that The King will give two Garden Parties at Buckingham Palace this year on Wednesday 8th May and Tuesday 21st May. (The successful Councillor will be allocated one of these dates so they must be available for both)

The Palace wants to reward Councillors who have gone above and beyond for their communities **to please let me have your nominations urgently but no later than Friday 16 February – we only received this correspondence yesterday, so the timeline is very short.**

All nominations will be placed in a draw and only the councils who have been successful will be notified.

All nominated guests must be British, Commonwealth or European Union citizens with pre settled or settled status, although their spouse, partner or companion may be of other nationalities. All guests, nominated or accompanying, must be resident in the United Kingdom.

There will be no parking facilities offered this year with the exception of disability badge (Blue Badge) holders who may apply for parking. Regrettably no exceptions will be allowed. Requests for disabled access should be entered on the nomination forms as in previous years. An additional form will be included with the nominee's invitation requesting details of their disability badge, upon receipt of which a parking label will be sent to the guest.

This is a once in a lifetime experience so if either you or your guest have ever previously attended a Garden Party at the Palace, please do not put the name forward. The palace will reject any name/s they already have on record.

Annwyl Aelod

Ysgrifennaf i roi gwybod ichi y bydd Y Brenin yn cynnal dwy Arddwest ym Mhalas Buckingham eleni ar ddydd Mercher 8fed Mai a dydd Mawrth 21ain Mai. (Bydd y Cynghorydd llwyddiannus yn cael mynd ar un o'r dyddiadau hyn felly mae'n rhaid iddynt fod ar gael ar gyfer y ddau)

Mae'r Palas eisiau gwobrwyo Cynghorwyr sydd wedi mynd y filltir ychwanegol ar ran eu cymunedau felly **mae angen eich enwebiadau ar frys ond heb fod yn hwyrach na dydd Gwener 16eg Chwefror - dim ond ddoe y cawsom yr ohebiaeth hon, felly mae'r amser sydd ar gael yn fyr iawn.**

Rhoddir yr holl enwebiadau mewn het a dim ond y cynghorau sydd wedi bod yn llwyddiannus fydd yn cael gwybod.

- The name given **must** be in exactly the same format as the identification that they will be asked to bring with them on the day e.g. passport, driving licence. If the name given does not match the identification, they will be refused access to the event.

It is most important that all details given are correct as inaccuracies have, in the past, caused distress and embarrassment. **Please check your form carefully before returning**

Councillors Details	
Name of Council:	
Have you or your guest ever been to a Buckingham Palace Garden Party? If yes you are not eligible to enter this draw	
Title (e.g., Mr, Mrs, Miss) Cllr	
Decorations/Post Nominals (e.g., CB, MBE, QPM)	
Full name (no initials) as per your identification	
Full address (including postcode)	
Phone Number:	
Email address:	
Please confirm that you give permission for the Palace to process your data	
Will disabled access be required? YES / NO please delete as appropriate	
Guest Details	
Title (e.g., Mr, Mrs, Miss)	
Decorations/Post Nominals (e.g., CB, MBE, QPM)	
Full name (no initials) as per your identification	
Full address (including postcode)	
Please confirm that you give permission for the Palace to process your data	
Please tell us the relationship, if any, of the accompanying guest to the Councillor? (e.g. husband, wife, daughter or no relationship):	
Will disabled access be required? YES / NO please delete as appropriate	

If you have any queries, please do not hesitate to contact Wendi Patience at One Voice Wales on wpatience@onevoicewales.wales or 01269 595400.

Llais Cynghorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales

CAIA PARK COMMUNITY COUNCIL

INDEPENDENT REMUNERATION PANEL FOR WALES REPORT 2023-24

The Independent Remuneration Panel produces an annual report which sets out allowances for members of Principal Authorities, Fire Authorities, National Parks and Community Councils. Whilst the Panel sets the level of allowances, it is up to individual members whether they choose to accept them or not.

The allowances are paid for by the Community Council and if members choose not to accept them, they are required to inform the Clerk in writing.

Community and Town Council Groupings

Group number	Size of electorate
Group 1	In excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1000

In addition, a second factor is used for determining which group the council will be placed in. Where income or expenditure exceeds £200,000 a year, it will be moved up to the next group.

Caia Park Community Council is therefore in Group 2 (Group 3 uplifted to Group 2 because of income/expenditure)

The following are the determinations of the Panel. All payments are required to be published annually on the Council's website.

Determination 4: MANDATORY

Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.

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

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise.

Contribution towards costs of Care and Personal Assistance

The purpose of this is to enable people who have personal support needs and/or caring responsibilities to carry out their duties effectively as a member of an authority.

Determination 43: MANDATORY

All relevant authorities **must provide** a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

Determination 45: OPTIONAL

The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 11 of the report.

Determination 46: OPTIONAL

Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motorcycles.
- 20p per mile for bicycles

Determination 47: OPTIONAL

If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight

Determination 48: OPTIONAL

Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £57.20 for each period not exceeding 4 hours.
- Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours.

Determination 49: OPTIONAL

Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Determination 50: OPTIONAL

Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £156 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: OPTIONAL

Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £156 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 52:

The application of the remuneration framework by relevant group is contained in table 11 of the report.

Determination 53:

Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Taxation Guidance

The Panel has received the following guidance from HMRC, regarding the treatment of tax on councillor allowances:

Section 316A of the Income Tax (Earnings and Pensions) Act 2003 states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. **The exemption only applies to the £156 payment made under the Determination of the Independent Remuneration Panel.** It does not exempt any additional household expenses that a Councillor may seek to claim.

The following two conditions must apply to the exemption:

1. The first provision is that there must be a formal arrangement between the individual councillor and Community and Town Council.
2. Secondly, each individual councillor must declare they work from home regularly under these arrangements. This arrangement should be set out and a template letter is attached for your use.

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

The Panel has also received confirmation from HMRC that an exemption may also be applied (from 5/4/2023) to the flat rate consumables payment. **Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.**

It is necessary to be mindful of any changes of circumstances, for example, when a Councillor ceases working from home, or is otherwise no longer eligible, which would mean these payments no longer fall within the exemptions.

Example letter template to be sent to councillors from Community and Town Council:

Dear Councillor

In carrying out your duties as a Community and Town councillor, the Independent Remuneration Panel for Wales (IRP) recognises that there will be a requirement for you to work from home on a regular basis. In these circumstances, the Community and Town Council will provide a standard contribution to the costs incurred of £156 per annum (or £3 per week). This arrangement falls within the HMRC definition of "homeworking" arrangements and therefore will be exempt from PAYE.

The IRP has determined that Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively Councils must enable members to claim full reimbursement for the cost of their office consumables. Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.

CAIA PARK COMMUNITY COUNCIL
ANDREA EVANS - CLERK
COMMUNITY COUNCIL OFFICES
PRINCE CHARLES ROAD
WREXHAM
LL13 8TH

Your Ref/Eich Cyf
Our Ref/Ein Cyf
Date/Dyddiad
Ask for/Gofynner am
Direct Dial/Rhif Union
E-mail/E-bost

P/2023 /0896
17/01/2024
Sarah Brett
01978 298753
sarah.brett@wrexham.gov.uk

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

**NEWID DEFNYDD ADEILAD O DDOSBARTH A2 (SWYDDFA) I DDOSBARTH D1
(PRACTIS FFISIO THERAPI) / CHANGE OF USE OF BUILDING FROM CLASS A2
(OFFICE) TO CLASS D1 (PHYSIOTHERAPY PRACTICE)
BUILDERS YARK RIVULET ROAD WREXHAM**

I have received a planning application for development in your Community. Full details as submitted, including any additional information and / or reports submitted, are available to view on our website: www.wrexham.gov.uk/plans

I would be pleased to receive any comments that your Council may wish to make. The case officer Sarah Brett (telephone number 01978 298753) would be pleased to try and provide further information should you require it. Please do not hesitate to get in touch.

Any comments must be received within 21 days of the date of this letter unless you have agreed an extension of time. Initial comments are also helpful if an extension of time is required.

Yours faithfully,



David Fitzsimon
Prif Swyddog Yr Economi a Chynllunio
Chief Officer Economy and Planning

CAIA PARK COMMUNITY COUNCIL

Financial Statement for the Period Ended 31st January 2024

Estimate to 31-Mar-23	Actual to 31-Mar-23	BUDGET HEADING	Budget 2023-2024	Actual to 31 Jan 24
		INCOME		
238,980	238,980	Precept	250,866	250,866
50	1126	Interest on Investments	450	2,525
1,000	1,000	Rent/letting fees: Prince Charles Rd	1,000	500
15	14	Sundry Income	25	350
6,429	6,429	Community Advice Service	6,943	3,472
9,400	12,000	Community Agent	12,000	11,129
0	0	Play grant via WCBC	0	0
0	0	Grant - Low Carbon Pilot	0	10,000
0	0	Reserves	796	0
255,874	259,549	TOTAL INCOME	272,080	278,842
		EXPENDITURE		
5,000	2,205	S.137 Donations	5,000	1,595
1,364	1000	S.137 Donations older People	1,364	1,000
37,075	37,934	General Administration	37,435	32,231
97,465	110,690	Community Advice service	117,499	75,354
17,180	18,979	Prince Charles Road	19,263	15,989
4,000	1,299	Amenities & Environment	3,000	0
		Children's Services:		
8,490	8,490	CPP outreach SLA	8,806	8,806
14,700	14,540	Play areas	14,320	14,170
3,500	3,053	Repairs play areas	3,640	1,976
15,000	10,992	School crossing	17,635	8,998
16,333	15,921	Gwenfro Valley SLA	16,986	16,474
16,630	16,624	Venture SLA	17,289	0
0	0	Footway Lighting	0	0
0	0	Traffic Calming	0	0
10,500	9,408	External Grants Comm Agent	9,843	7,242
0	0	Misc.	0	4,890
0	5064	Elections	0	149
0	0	Chairs Purse	0	116
8,637	4113	Mental Health Project	0	0
255,874	260,312	TOTAL EXPENDITURE	272,080	188,989

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2022/23		2023/24	
Estimate to 31-Mar-23	Actual to 31-Mar-23	Estimate to 31-Mar-24	Actual to 31st Jan 24
303,135	301,135	300,372	300,372
<u>255,874</u>	<u>259,549</u>	<u>271,284</u>	<u>278,842</u>
559,009	560,684	571,656	579,214
255,874	260,312	272,080	188,989
<u>303,135</u>	<u>300,372</u>	<u>299,576</u>	<u>390,224</u>

Actual balance in bank 31/03/23	£ 315,205 (includes capital receipt)
Less total creditors & payments in adv at 31/03/23	21,078
Plus total debtor at 31/03/23	6,245
	<u>300,372</u>

Accounts for payment February 2024

D.D	Enreach	Advice Service	*	520.57	
		General Admin	*	173.52	694.09
D.D.	O2	Advice Service	*	38.64	
		Comm Agent	*	19.32	57.96
D.D.	Natwest Card (Zoom)	General Admin	*		15.59
D.D	Avensure	General Admin	*		299.56
D.D.	SSE (Gas)	Prince Charles Rd	*		731.87
7915	Specsavers Eyecare	Advice Service			85.00
7916	Information Commissioner	General Admin			40.00
7917	Bates Office Services	Prince Charles Rd	*		60.80
7918	WCBC	Childrens Services	*		8502.00
7919	WCBC	Prince Charles Rd			173.00
7920	J Evans (JCfootrest/stamps/flowers PJ)	Advice Service	*	63.44	
		Advice Service		12.13	
		General Admin		12.12	
		Chairs Purse		16.00	103.69
7921	J. Carter	Sal adj (Jan)			
7922	B. Tudor	Sal adj (Jan)			
7924	WCBC (Sch crossing qtr 1 & 2)	Childrens Services			8998.50
7925	CPP	Childrens Services			2201.50
7926	Wales Air Ambulance	S137 Donation			500.00
7928	BestHost	General Admin			10.50
7929	J Evans (reimburse JCMouse/headset)	Advice Service	*	268.76	
		Advice Service	*	34.99	
		General Admin	*	10.99	314.74

Accounts above the line have already been paid either by direct debit or in the case of cheques, because they were deemed to be urgent or have been previously agreed)

D.D	WCBC (Rates)	Prince Charles Rd		637.00
D.D	Hafren Dyfrdwy	Prince Charles Road		38.29
	H.M. Revenue & Customs	Tax NI (January)		
	Clwyd Pension Services	Pension contributions (January)		

(Any accounts received after the publication of agenda will be reported at the meeting)

*Figs include VAT which is reclaimable