

CAIA PARK COMMUNITY COUNCIL

A Voice for the Community

Clerk of the Council:
~~Michael Morris MCIPS~~
Andrea Evans



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

5th October 2025

TO: ALL COUNCILLORS

Dear Councillor,

An Ordinary meeting of the Council will be held at 6.30pm on **Thursday 9th October 2025**.

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
Email: clerk@caiapark.gov.uk

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND
E-mail the Clerk for details on how to gain remote access to the meeting

AGENDA

1. Apologies for absence.
2. Confirmation of the minutes of the Ordinary meeting held remotely on 11th September 2025 and the minutes of the Extraordinary meeting held on 29th September 2025 and update.
3. Declarations of Members' interests.
4. Motion - Meetings – Cllr B Cameron
Most Council meetings of late have not finished within the allotted 2.5 hour timeframe. With our last meeting finishing at 10:20 pm, this has got to be unacceptable. This is not fair on Councillors or the Clerk. We have a duty of care to uphold for all. I therefore would like to move that our meetings that start at 6:30pm finish no later than 9.00 pm. This should be more than enough time to conclude our business representing our constituents.
5. Motion - Public Access to Meetings - Cllr S Edwards
That Caia Park Community Council affirms that all meetings shall be open to the public in accordance with Standing Order 3(d) and the Local Government and

Elections (Wales) Act 2021, that no unnecessary prerequisites, such as prior email registration, shall be imposed for attendance, and clear joining instructions for remote meetings shall be published on the Council's website and noticeboard.

- 6. Motion - Recording of Meetings - Cllr S Edwards**
That Caia Park Community Council resumes the practice of recording its meetings, following the circulation of the September 2024 recording, and that the Council now determines the ongoing purpose and availability of such recordings.
That Caia Park Community Council determines the purpose and availability of meeting recordings, including whether they are for Councillor reference only or for wider public access.
- 7. Motion - Employment Tribunal Fallout - Cllr S Edwards**
That Caia Park Community Council considers recent public concerns regarding the implications of the Employment Tribunal judgment (Mr N James v The Venture, 1601001/2024) for the Council's reputation, and agrees what steps, if any, are required to maintain public confidence in the Council's governance.
- 8. Motion - Community Agent Correspondence - Cllr S Edwards**
That Caia Park Community Council receives and discusses my correspondence of 9th June 2025 regarding the redundancy of the Community Agent and resolves what further information or actions are required to ensure transparency, procedural fairness, and compliance with best practice in staffing matters.
- 9. Motion - Resident Complaint – Online Access - Cllr S Edwards**
That Caia Park Community Council considers the formal complaint received from a resident regarding barriers to online access to meetings.
- 10. Members' reports.**
- 11. To consider written applications for the office of Councillor and to Co-opt a candidate to fill an existing vacancy in the Whitegate Ward.**
- 12. Correspondence**
 - (i) Email from Offa Community Council – offer to sell a CCTV camera**
 - (ii) Email from Abenbury Community Council – Request for the return of the noticeboard at the top of Millbrook Road/Abenbury Road**
 - (iii) Email from WCBC – Charter for Wrexham Town and Community Councils**
 - (iv) Email from WCBC – Remembrance Service Invitation –Sunday 9th November**
 - (v) Email from Ysgol Cae'r Gwenyn – Community Council Governor**
 - (vi) Email from St. Annes School – Community Council Governor**
- 13. To consider a request from County Councillor Ron Prince that the Community Council funds the installation of a streetlight in the Sutton Drive garage site.**
- 14. Planning Applications (All documents can be accessed via [www.wrexham.gov.uk/ service/search-planning-applications](http://www.wrexham.gov.uk/service/search-planning-applications))**
 - (i) P/2025/0682 – 31 Caia Road, Wrexham, LL13 8DS – Variation of conditions 2, 11 and 12 of planning permission P/2023/0310 to amend site layout**

15. Requests for financial assistance:

- (i) Caia Park Partnership Older People's Lunch Club**
- (ii) Rainbow Foundation**
- (iii) CLPW CIC**

16. Financial statement for the period ending 30th September 2025.

17. Accounts for payment (attached).

To approve accounts for payment in October 2025

18. To exclude members of the press and public due to consideration of confidential information contained in the next item of business.

PART 2

19. To discuss staffing matters.

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 September 2025

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

Cllr B. Cameron (A/V)

Cllr C. Lloyd (A/V)

Cllr S. Edwards (A/V)

Cllr L. Mort (A/V)

Cllr L. Fellows (A/V)

* Cllr L. Platt

Cllr M. Harrison (A/V)

Cllr P. Williams (A)

Cllr J. Jolley (A/V)

* Absent

Key (A/V) = Audio and visual presence

(A) = Audio presence

Also present: 5 members of the public

46. APOLOGIES

There were apologies for absence from Cllr L. Platt.

47. MINUTES

RESOLVED: *That the minutes of the Ordinary Meeting held on 19th June 2025 and the minutes of the Extraordinary Meeting held on 31st July be accepted as a true and accurate record*

Update: None

48. DECLARATION OF MEMBER'S INTERESTS

Cllr P. Williams – agenda item 5 – personal interest

49. MEMBERS REPORTS

Cllr B. Cameron reported that AVOW had partnered with WYPP to manage Gwenfro Valley and the future was looking more positive. The Chairman thanked Cllr B. Cameron for his hard work in securing the future of the adventure playground.

The Chairman informed Members that Queens Park Football Club had experienced difficulties as the dug-out had been damaged and motor bikes were churning up the pitch. He proposed that the Council consider how it could support the Football Club.

Cllr S. Edwards reported that the issue he had been dealing with for a resident with regards to a taxi firm had been addressed.

Cllr C. Lloyd informed Members that a 1960's event had been held for the Dementia group and the elderly and there had also been a day trip to Llandudno. Both events had been a great success.

50. CO-OPTION OF CANDIDATE TO FILL AN EXISTING VACANCY

Smithfield Ward – 2 written applications for co-option had been received and these had been shared with Members. Cllr. P Williams withdrew from the meeting for this item. Following a discussion, a ballot was taken which resulted in Gareth Williams being co-opted as Community Councillor.

51. APPROVAL OF ANNUAL RETURN AND ACCOUNTS 2024-25

The Clerk reported that the internal audit had taken place and accordingly, the Annual Return had been endorsed by the Internal Auditor. The Annual Return was now presented for signature by the Chair and Clerk before it could be sent to the External Auditor. In addition, the annual accounts, variance analysis, level of reserves and risk assessment were also presented for approval.

RESOLVED:

- (i) That the Annual Return for 2024/25 be signed as a true reflection of the accounts submitted.*
- (ii) That the prepared annual accounts, risk assessment, variance analysis, reserves and supporting statements be accepted and adopted.*

52. TO RECEIVE THE INTERNAL AUDIT REPORT FOR FINANCIAL YEAR 2024-25 AND TO APPOINT INTERNAL AUDITORS FOR 2025-26

The Clerk presented the findings of the internal audit for Financial Year 2024-25 and asked Members to formally appoint internal auditors for Financial Year 2025/26.

RESOLVED:

- (i) That the Council accepts the findings of the Audit report.*
- (ii) That the Council appoint J.D.H. Business Services as internal auditors for 2025/26.*

53. APPROVAL OF THE FORMATION OF A STAFFING AND HR COMMITTEE AND TO SEEK NOMINATIONS OF 3 ELECTED MEMBERS AND THE MEMBERSHIP APPROVAL BY THE COUNCIL

The Terms of Reference had been previously circulated and the item was discussed.

RESOLVED:

- (i) To approve the formation of a Staffing and HR Committee.*
- (ii) To adopt the Terms of Reference.*
- (iii) That in addition to the Chairman and Vice-Chairman, 3 Members are appointed to the Committee, namely: Cllr P. Williams; Cllr L. Fellows; and Cllr S. Edwards.*

54. UPDATE ON THE PROPOSAL TO ADD ADULT GYM EQUIPMENT TO THE WHITEGATE PLAY AREAS

Cllr J. Jolley updated Members on funding options. Following a discussion Cllr Jolley agreed to come up with a definite proposal and costings after consulting with AVOW and WCBC.

55. PLANNING APPLICATIONS

- (i) P/2025/0573 - Car park, Tesco Stores Ltd, Crescent Road, Wrexham, LL13 8HF - Erection of a freestanding restaurant with drive thru facility, car parking, landscaping and associated works.*
- (ii) P/2025/0576 - Tesco Extra, Tesco Stores Ltd, Crescent Road, Wrexham, LL13 8HF - Erection of canopy for click and collect parking and 21 no. new bollards.*
- (iii) P/2025/0600 - Car park, Tesco Stores Ltd, Crescent Road, Wrexham, LL13 8HF - Advertisement consent for 2 no. fascia signs, 3 no. booth lettering and 1 no. 15" digital booth screen.*
- (iv) P/2025/0604 - Car park, Tesco Stores Ltd, Crescent Road, Wrexham, LL13 8HF - Advertisement consent for 2 free standing signs.*

(v) **P/2025/0605** - Car park, Tesco Stores Ltd, Crescent Road, Wrexham, LL13 8HF – Advertisement consent for various site signage including 4 no. freestanding signs, 2 no. directional signs, 1 no. banner unit and 22 no. dot signs.

RESOLVED: *That there were no objections to the applications, but concerns were raised about the poor state of the road from the roundabout into the site and that this should be improved.*

56. REQUESTS FOR FINANCIAL ASSISTANCE

RESOLVED: *That the Council, in accordance with its powers under S137 and S139 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:*

(i) Caia Park Partnership Older People's Lunch Club - £620

(ii) Caia Park Environmental Group

RESOLVED: *That a decision is deferred until the insurance costs are clarified*

57. FINANCIAL MONITORING

The Financial Statement for the period ending 31st August 2025 was submitted.

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

58. ACCOUNTS FOR PAYMENT

RESOLVED: *That the accounts for payment in August and September 2025 be paid:*

Accounts for payment August and September 2025

D.D	Enreach (Aug)	Advice Service	*	516.62	
		General Admin	*	172.20	688.82
D.D	Enreach (Sept)	Advice Service	*	516.62	
		General Admin	*	172.20	688.82
D.D.	O2 (Aug)	Advice Service	*		63.41
D.D.	O2 (Sept)	Advice Service	*		63.41
D.D.	Natwest Card (Zoom) (Aug)	General Admin	*		15.59
D.D.	Natwest Card (Zoom)(Sept)	General Admin	*		15.59
D.D	Avensure (Aug)	General Admin	*		329.30
D.D	Avensure (Sept)	General Admin	*		329.30
D.D	Siemens	Advice Service	*	61.76	
		General Admin	*	61.76	123.52
8184	J Clays (Sal July)	Advice Service			
8185	K Lucas (Sal July)	Advice Service			
8186	B Tudor (Sal July)	Advice Service			
8189	WCBC (Trade waste)	Prince Charles Rd			190.25
8190	Advice UK	Advice Service	*		3375.00
8191	WCBC (p/g repair)	Other Children	*		1063.72
8192	WCBC (ins/main p/g)	Children Services	*		9249.00
8193	Graphic Office Systems	Advice Service	*	31.41	
		General Admin	*	31.40	62.81
8194	CCP (Qtr 1)	Children Services			2381.25

8195	J Evans(stamps/post/card)	Advice Service	88.66	
		General Admin	<u>65.91</u>	154.57
8196	L Lewis (Sal August)	Advice Service		
8197	J Clays (Sal August)	Advice Service		
8198	K Lucas (Sal August)	Advice Service		
8199	St Annes RC School	S137 grant		200.00
8120	Graphic Office Systems	Advice Service	* 27.70	
		General Admin	* <u>27.69</u>	55.39

D.D	WCBC (Rates) (Aug)	Prince Charles Rd	724.00
D.D	Hafren Dyfrdwy (Aug)	Prince Charles Rd	40.52
D.D	WCBC (Rates) (Sept)	Prince Charles Rd	724.00
D.D	Hafren Dyfrdwy (Sept)	Prince Charles Rd	40.52

H.M. Revenue &	Tax NI (Aug)
Clwyd Pension Services	Pension
H.M. Revenue &	Tax NI (Sept)
Clwyd Pension Services	Pension

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

59. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: To exclude members of the press and public due to consideration of confidential information contained with the next item of business.

PART 2

60. STAFFING MATTERS

The Clerk and Chairman updated Members on employment and staffing matters and these were discussed.

RESOLVED: The Council agreed on the course of action to be taken

61. UPDATE ON FUNDING ISSUES

RESOLVED: To defer discussion of this item until further information is available.

Minutes of the Ordinary Meeting of Caia Park Community Council held remotely via Zoom on
29th September 2025

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

Cllr B. Cameron (A/V)

Cllr S. Edwards (A/V)

Cllr L. Fellows (A/V)

Cllr J. Jolley (A/V) (18.49pm)

Cllr C. Lloyd (A/V)

Cllr L. Mort (A/V)

Cllr L. Platt (A/V)

Cllr C. Ridgeway (A/V)

* Cllr G Williams

Cllr P. Williams (A)

* Absent

Key (A/V) = Audio and visual presence

(A) = Audio presence

61. APOLOGIES

There were apologies for absence from Cllr G. Williams.

62. DECLARATION OF MEMBER'S INTERESTS

None

63. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: *To exclude members of the press and public due to consideration of confidential information contained with the next item of business.*

PART 2

64. EMPLOYMENT ISSUES

The Clerk and Chairman updated Members on employment and staffing matters and these were discussed.

RESOLVED:

(i) *The Council agreed on the next course of action to be taken*

(ii) *The recommendation with regards to staff remuneration was agreed*

To Andrea Evans,
Clerk of Caia Park Community Council ,

I would like to apply to Caia Park Community Council to be considered have a position on the Whitegate Ward. I moved to Wrexham from Bootle Liverpool in 1968 with my family, and have lived in Caia Park ever since.

I've worked in Undercover, Fleet Markings & EP Packaging. I volunteered to do crafts with the Luncheon Club in Kingsley Circle Community Centre, then classes for the WEA Coleg Harlech. I did them in CaiaPark Partnership after Doreen Aitkin died, I also did 3 hrs a week in Brynteg learning Centre & Southsea Church.

My hobbies include the above. I also knit, sew & crochet for family members. I have also written on F/B Wrexham Town Matters, and have won the Golden Envelope Award.

I would like to represent the elderly residents and the community I live in, of which I'm very proud.

Thank you.

Kind regards,
Mrs Florence Hardman.

Hello

My name is Shauni Thomas. I am a proud resident of Caia Park and live in 12, Cefnre Wrexham, LL13 9PA.

I am also employed within the estate and have worked within the Caia Park Partnership since finishing University 5 years ago.

I have been apart of various groups such as the local conversation, Gwenfro Valley steering group and have organised plenty of family friendly events on the estate.

I have a degree in youth and community and a masters degree in criminology and criminal justice. Although I feel like my life story qualifies me for the role much more than a degree can. The majority of people who work or live within the estate understands that to truly understand the estate, you have to be apart of it.

31 years I have lived in Caia, even back when it was known as Queens Park. I have seen it all, the good, the bad and the losses we have felt as a community. I grew up watching my late nana Christine Thomas, fighting for the residents of the estate. She used to tell me 'we may not have alot but we have our community'. I never understood what she meant untill I grew older. We are one of the most deprived estates in Wales, but we have each other.

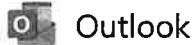
From a young age I have been involved within most aspects of the estate such as youth clubs, The Venture and I was lucky enough to be apart of Youth Forums in Communities First. I was shown that together we can make positive changes on our estate. I was lucky enough to be involved in community litter picks, painting on the estate and even designing some of our parks on the estate. I have seen the change a group of people can make when they come together. I was raised by this community and I was and am still proud of that.

It wasn't untill high school that I realised not everyone saw Caia the way I did. I began hearing negative opinions about the estate and the residents within it. It became a habit to use my own voice to stand up for our estate and show others just how proud we were of our community.

At 18 I became a mother, I was told I'd be on benefits all my life. I was told my life was over and I was just another teenage mum statistic. Little did anyone know, being raised in Caia instills a sense of determination in you. With the support of many residents of the estate and Sparkles Day Nursery, I was able to complete 5 years of university while raising 2 young children alone.

Since graduation I have worked on the estate and I'm empowering people daily to create positive change on our estate and I want to carry that on. I am passionate about Caia and the residents within it. Caia is home & the residents are my family.

Thank You
Shauni Thomas



Re: CCTV Camera

From Clerk <clerk@caiapark.gov.uk>
Date Thu 10/07/2025 06:16
To Clerk of Offa Community Council <clerk@offa-cc.gov.uk>

Dear Benn,

Thank you for your email with regards to CCTV.

This will be considered at our next Council meeting on Thursday 17th July and I will be able to update you afterwards.

Kind regards,

Andrea

From: Clerk of Offa Community Council <clerk@offa-cc.gov.uk>
Sent: 26 June 2025 09:58
To: Clerk <clerk@caiapark.gov.uk>
Cc: brian.cameron@wrexham.gov.uk <brian.cameron@wrexham.gov.uk>; debtheteacher@hotmail.com <debtheteacher@hotmail.com>
Subject: CCTV Camera

Good morning Andrea,

It was brought to our attention yesterday that Whitegate Road is experiencing a high level of anti-social behaviour, and we know the area is not covered by any sort of CCTV at present, so I wonder if Caia Park Community Council want to consider purchasing an unused CCTV camera belonging to us?

It was purchased circa two years ago for around £615 - but has never been out of the box and has been held by an Electrician since it was purchased. Taking into account both depreciation of the asset and the need for software updates, the price we can re-sell it to Caia Park for would be £492.00. Caia Park Community Council will need to liaise with the Electrician directly concerning the software updates and installation.



Re: Noticeboard Abenbury CC

From Clerk <clerk@caiapark.gov.uk>
Date Thu 10/07/2025 06:07
To Baxter Serena <abenburyclerk@gmail.com>

Hi Serena,

This will be considered at our next Council meeting on Thursday 17th July and I will be able to update you afterwards.

Kind regards,

Andrea

From: Baxter Serena <abenburyclerk@gmail.com>
Sent: 07 July 2025 12:00
To: Clerk <clerk@caiapark.gov.uk>
Subject: Re: Noticeboard Abenbury CC

Hi Andrea

I spoke to you a few weeks ago about the noticeboard that used to belong to Abenbury CC at the top of Millbrook road/ Abenbury Road. It was passed to Caia community Council for £1 after the boundary change that occurred, around the time that Mike was leaving and you were taking over. I did pass the keys over but it looks like it has never been used?

You were going to ask the councillors to see if we could possibly have it back, and move it to pentre maelor? Please can you let me know as the situation with our existing notice board is becoming quite urgent.

Thanks
Serena

S Baxter
Clerk to Abenbury Community Council
Telephone 07470 602612

Please note the Clerk's working week and availability is generally Monday and Tuesday. This may vary due to the demands of the service. If the Clerk is unavailable, please leave a message and they will get back to you as soon as possible.

Following the introduction of new General Data Protection Regulations (replacing the Data Protect Act from May 2018), this notice is to inform you that the information the Community Council holds about you will consist of information you have provided to us, which could include your name and address, together with your telephone number(s) and email address if you have provided them. This information will be used solely for the purpose of Abenbury Community Council communicating with you. The Council does not share this information with any other person or organisation and will hold it only for as long as it is needed. If you are content for this situation to continue, you do not need to do anything further at the moment. If you wish the Council to delete your personal data, please let me know.

Charter - message to all clerks

From Marie Russell <Marie.Russell@wrexham.gov.uk>

Date Fri 25/07/2025 18:07

To abenburycerk@gmail.com <abenburycerk@gmail.com>; clerk@actoncommunitycouncil.gov.uk <clerk@actoncommunitycouncil.gov.uk>; bangorondeecc@gmail.com <bangorondeecc@gmail.com>; broningtoncommunitycouncil@hotmail.co.uk <broningtoncommunitycouncil@hotmail.co.uk>; keithlea@hotmail.com <keithlea@hotmail.com>; Clerk <clerk@caiapark.gov.uk>; clerk@cefncommunitycouncil.gov.uk <clerk@cefncommunitycouncil.gov.uk>; enquiriesclerkcucc@gmail.com <enquiriesclerkcucc@gmail.com>; info@chirktowncouncil.org.uk <info@chirktowncouncil.org.uk>; clerk@coedpoeth.com <clerk@coedpoeth.com>; erbistockcouncilclerk@gmail.com <erbistockcouncilclerk@gmail.com>; esclushamcommunitycouncil@yahoo.com <esclushamcommunitycouncil@yahoo.com>; clerk@glyntraian.org.uk <clerk@glyntraian.org.uk>; clerk@gresfordcommunitycouncil.gov.uk <clerk@gresfordcommunitycouncil.gov.uk>; gwersylltcommunitycouncil@outlook.com <gwersylltcommunitycouncil@outlook.com>; hanmer.communitycouncil@outlook.com <hanmer.communitycouncil@outlook.com>; clerkforholtcc@outlook.com <clerkforholtcc@outlook.com>; clerk@isycodcommunitycouncil.gov.uk <clerk@isycodcommunitycouncil.gov.uk>; clerk.llangollenrural@gmail.com <clerk.llangollenrural@gmail.com>; cyngorglynceiriogcouncil@outlook.com <cyngorglynceiriogcouncil@outlook.com>

 1 attachment (338 KB)

DRAFT WTCCF Charter.V3 July 2025.pdf;

Message from Linda Roberts, Chief Officer Governance and Customer, WCBC

Dear Clerk,

Wrexham Council wants to create a Charter with our Town and Community Councils. This document describes how we'll work together to support and improve local communities. The Charter is a general summary of how things work with broad ideas, not small details.

I've attached a copy of the draft Charter. Please review and discuss it in your September or October council meeting. I'd appreciate any feedback, especially whether your council supports it, by 7 November 2025.

If you have any questions before providing your feedback please contact me on linda.roberts@wrexham.gov.uk


Kind regards,


Linda


Linda Roberts LLB (Hons)

Prif Swyddog Llywodraethu a Chwsmeriaid / Chief Officer Governance & Customer
Swyddog Monitro/Monitoring Officer

linda.roberts@wrexham.gov.uk

 01978 292202

 Cyngor Bwrdeistref Sirol Wrecsam, Neuadd y Dref, Wrecsam LL11 1AY

 Wrexham County Borough Council, Guildhall, Wrexham LL11 1AY

**Wrexham Town & Community
Councils**

Charter

DRAFT

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Introduction

The Town and Community Councils of Wrexham County Borough and the Wrexham County Borough Council have agreed to publish a Charter which sets out how we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

The Charter is designed to build an existing good practice and embrace the shared principles of openness, respect for each other's opinions, honesty and our common priority of putting citizens in the centre. This charter is based on equality of partnership and is not a top-down arrangement.

We the undersigned declare our commitment to the Wrexham Town and Community Councils Charter and embrace the spirit of this agreement.

Partners to the Charter

[Names to be listed individually here]

Recognition

We accept the legitimacy and benefits of partnership working whilst at the same time recognising and respecting each other's roles. We aim to work together as a partnership of equals rather than tiers based on mutual respect of each other's roles.

Wrexham County Borough Council

Acknowledges and recognises that Community and Town councils are the grass roots level of local government. In their role as democratically accountable bodies, Community and Town councils offer a means of engaging with local people, of decentralising the provision of certain services, and of revitalising local communities.

Recognise and respect the diversity of Community and Town councils and that their needs vary according to size, and the extent to which they participate varies.

Town and Community Councils

Recognise the strategic importance of the County Borough Council and the economy of scale and equitable distribution of certain services they are able to achieve.

Recognise that Community and Town councils come within the common umbrella of Wrexham County Borough.

Local Governance

To make sure we're working together as equal partners on big-picture goals, we will clearly explain what we expect from each other so things run smoothly. We will agree on how we work together and be clear about the role of councillors at all levels in the relationship and in community leadership.

Wrexham County Borough Council will:

Host liaison meetings with representatives of all town and community councils that wish to take part. A minimum of four meetings will take place in each municipal year.

Designate a committee services officer to be a liaison officer for the Wrexham Town and Community Council Forum.

Prepare and circulate the agenda for the Wrexham Town and Community Council Forum which will focus on strategic items not localised issues.

Ensure that arrangements are in place to share information with town and community councils on key strategic documents and on the work of key local partnerships.

Administer the holding of community and town council elections.

Town and Community Councils will through the Town/Community Council Clerk:

Contribute towards the agenda of Wrexham Town and Community Council Forum meetings and contribute proactively to the attendance and discussion.

Contact the designated committee services officer on the matters for the WTCCF and make them aware of any difficulties being encountered.

Invite councillors/officers (as appropriate) of Wrexham CBC to meetings and will provide a space on its meeting agenda for presentations.

Notify the need for elections in a timely manner.

Consultation

We appreciate the importance of meaningful consultation and set out a genuine commitment among all parties to consult on matters of mutual concern. We will agree clear, specific and time limited procedures and processes for consultation.

Wrexham County Borough Council will:

Where possible, aim to give town and community councils the opportunity to comment before making a decision that affects the local community. In furtherance of this, Wrexham CBC will make available on the Council's website a copy of its public reports to Executive Board, committees, etc. as soon as possible.

If agreed to be appropriate and upon sufficient notice being given officers of Wrexham CBC will attend meetings with town and community councils (or groups of councils) at a mutually agreed time to discuss matters of common interest.

Encourage scrutiny committees to liaise with community and town councils on relevant local issues.

Town and Community Councils will:

Respond to consultation opportunities in a timely manner, addressing the key issues in the consultation document. Will make full use of the papers available to them to inform local decision-making.

Give an opportunity for Wrexham CBC Councillors and officers to speak at town and community council meetings on matters of mutual interest.

Respond to requests to input views to scrutiny committees.

Information and Communication

We appreciate the need for timely, clear and relevant information and communication in fostering good relationships and better joint working for the benefit of local people.

Wrexham County Borough Council

Operates an electronic My Account self-serve system for logging enquiries and requests and to keep track of those enquiries and requests.

Agrees to provide information on creating an account with My Account.

Will ensure that published information on the Council's website is updated and provide electronic copies of documents for members of town and community councils when appropriate.

Will publish contact information for town and community councils on the Council's website.

Community and Town Councils will:

Communicate via the Community Council Clerk.

Utilise the My Account system for logging enquiries and requests relating to operational matters.

Ensure that all town and community councils have access to the appropriate documents.

Ensure that any changes in their contact information are notified to Wrexham CBC promptly in order that the information published on the Wrexham CBC website is up to date.

Joint working and engagement

The Charter defines 'Partnership' as working together towards a common set of goals, based on equality in terms of ownership, decision-making and recognition of each party's distinctive contribution. It is recognised that an equal and effective partnership brings benefits and responsibilities to all those involved. Local government at both tiers must work together to promote the economic, social and environmental well-being of our area. If doing things differently achieves a better service, we will seriously examine these methods.

Wrexham County Borough Council will:

Provide opportunities for clerks of town and community councils to meet to discuss common concerns and resolve issues.

Be clear about how devolved services can be discussed and agreed.

Give due consideration to devolving services that would provide better value for money and/or enhanced services.

Encourage accountability for all acquired activities.

Town and Community Councils will:

Encourage participation by clerks in opportunities to network and share common concerns.

Use the agreed procedures if there is a wish to progress devolved services.

Be clear about how any devolvement of services will provide better value for money and/or enhanced services.

Take responsibility for aspects of joint working that are signed up to.

Land Use Planning

Community and town councils know and understand their local area and must be able to comment effectively on planning matters. Wrexham County Borough Council is

able to take an overview of the needs of the whole local area and make decisions, taking local views into account.

Wrexham County Borough Council will:

Uphold its statutory duty to consult town and community on all planning applications in their communities via electronic means.

Ensure that information about planning committee meetings are available on the Council's website.

Refer planning applications for consideration by the planning committee where a town or community council has objected to the application and raised material planning matters relevant to the development in the consultation response.

Town and Community Councils will:

Submit appropriate responses to Wrexham CBC recognising the parameters imposed by planning law and agreed planning policy via electronic means and within the relevant timescales.

Ensure that councillors receive training on planning issues and have a sound understanding of how planning law works.

Maintain an objective and professional approach to planning matters at all times.

Practical Support

In order to be effective, elected members and officers must be well-trained and have the support they need to carry out their roles. Improved expertise leads to professionalism and more effective joint working.

Wrexham County Borough Council will:

Where practical provide information and share best practice at the Wrexham Town and Community Council Forum on matters of common interest.

Town and Community Councils will:

Encourage clerks and members to engage and participate in the Wrexham Town and Community Council Forum.

Ethics

We will provide an ethical service to local people, following the appropriate standards and Codes of Conduct. We will encourage links between town and community council clerks and Wrexham County Borough Council's Standards Committee.

Wrexham County Borough Council will:

Through the appointed Monitoring Officer, support town and community councils in the timely consideration and provision of advice in relation to the application of the Members' Code of Conduct.

Where possible offer collective induction training sessions to town and community councils on the Members Code of Conduct following local government elections.

Town and Community Councils

Town and community councillors shall not make vexatious complaints under the Code and will provide all such information if required by the Monitoring Officer to enable him/her to carry out his/her function effectively.

Will nominate a town and community councillor to represent them on Wrexham County Borough Council's Standards Committee if requested. In the event of more than one nominee being put forward the Standards Committee will undertake a selection process.

Sustainability

We will work in ways that are sustainable, reconciling the long-term needs with those of the present; and protecting and improving the quality of life of current generations without compromising the quality of life of future generations

Wrexham County Borough Council will:

Assist town and community councils with information on sustainable practices. Outline how the unitary authority is actively pursuing sustainable development.

Proactively assess the sustainability of current practices and processes.

Investigate projects which contribute to sustainability where beneficial to the community.

Community and Town Councils will:

Proactively assess the sustainability of current practices and processes.

Investigate projects which contribute to sustainability where beneficial to the community.

Local Elections

Fair and open elections are the bedrock of local democracy. We will ensure that elections are freely and fairly contested, and encourage local people to become involved in local democracy.

Wrexham County Borough Council will:

Involve town and community councils in the local election planning process.

Involve town and community councils in the awareness raising/publicity to encourage nominations for candidacy at local elections.

Help to publicise forthcoming local elections on behalf of town and community councils.

Brief town and community council clerks on the nomination process so that they are equipped to assist any potential candidates who come forward for local elections.

Provide help and assistance with the local election legal and administrative processes and procedures.

Town and Community Councils will:

Encourage participation in the local election process by members of the local community.

Ensure wide publicity of vacancies on community and town councils to maximise community representation.

Facilitate public participation at all relevant meetings of the council and its committees to encourage community involvement.

Monitoring and Review

This Charter will be supported by the Wrexham Town and Community Council Forum. The Charter will be fully reviewed every five years or more often if there is a need to do so. The Town and Community Council Forum will measure progress annually in achieving the measures set out in the Charter.

Wrexham County Borough Council will:

Arrange for the Charter to be reviewed every five years or as agreed.

Town and Community Councils will:

Actively contribute to the review of the Charter.

Actively contribute to the development and delivery of the Charter.



Bwrdeistref Sirol Wrecsam Wrexham County Borough

Parlwr y Maer, Neuadd y Dref, Wrecsam LL11 1AY
Mayor's Parlour, Guildhall, Wrexham LL11 1AY
Ffôn (01978) 292278/9/Telephone (01978) 292278/9
Ebost/Email: mayoralty@wrexham.gov.uk

4 Medi/September 2025

RE/Invite – CC

mayoralty@wrexham.gov.uk

At Glercod y Cyngorau Cymuned Acton, Caia Park, Offa a Rhosddu

Annwyl Glerc,

Gwasanaeth Goffa ar ddydd Sul, 9 Tachwedd 2025

Gwneir trefniadau ar gyfer y Gwasanaeth uchod a gynhelir wrth Gofeb y Ff.B.C., Bodhyfryd, Wrecsam, am 10.55 a.m. ac estynnir gwahoddiad cynnes i gynrychiolwyr o'ch Cyngor i gymryd rhan yn y Gwasanaeth. Buaswn yn ddiolchgar pe baech yn cysylltu â'm swyddfa cyn gynted ag y bo modd i gadarnhau faint o gynrychiolwyr fuasai'n hoffi mynychu ac os hoffech osod torch.

Anfonaf fanylion i chi yn nes i'r dyddiad, os byddwch yn nodi eich bod chi'n cymryd rhan yn y Gwasanaeth.

To the Clerks of the Community Councils of Acton, Caia Park, Offa and Rhosddu

Dear Clerk,

Remembrance Service on Sunday, 9 November 2025

Arrangements are being made for the above Service to be held at the RWF Memorial, Bodhyfryd, at 10.55 a.m., and a cordial invitation is extended to representatives of your Council to take part in the Service. I would be grateful if you could contact my office as soon as possible to confirm how many representatives would like to attend and whether your Council wishes to lay a wreath.

I will send you details of the arrangements nearer the date, if you advise me that you wish to take part in the Service.

Yn gywir / Yours sincerely,

B. Edwards

**Swyddog Digwyddiadau ac Ymgysylltu Dinesig
Civic Engagement and Events Officer**

Re: Enquiry - governing body

From Clerk <clerk@caiapark.gov.uk>

Date Thu 18/09/2025 08:08

To Mailbox (Ysgol Cae'r Gwenyn) <Mailbox@ysgolcaergwenyn.wrexham.sch.uk>

Dear Liz,

Thank you for your email. I will forward it onto our Councillors and this will be considered in the October council meeting. I will be in touch after 9th October with an update.

Kind regards,

Andrea

From: Mailbox (Ysgol Cae'r Gwenyn) <Mailbox@ysgolcaergwenyn.wrexham.sch.uk>

Sent: 16 September 2025 14:24

To: Clerk <clerk@caiapark.gov.uk>

Subject: Enquiry - governing body

Dear Andrea,

I hope this email finds you well. My name is Elizabeth Jones and I am currently the Acting Headteacher at Ysgol Cae'r Gwenyn in Caia Park, Wrexham. Our school has just completed the consultation process to register us as a Special Primary School for children aged 3-7. Following our consultation we are looking to develop our Governing Body to possibly include a link person from the community council. Would you please either call to discuss this or pass this information on to your councillors / colleagues.

Warm Regards,
Liz.



Liz Jones

Acting Headteacher

Ysgol Cae'r Gwenyn

Ffordd y Tywysog Siarl / Prince Charles Road

Wrexham / Wrexham

LL13 8TH

01978 356177

Re: St. Annes Additional Community Governor Vacancy

From Clerk <clerk@caiapark.gov.uk>

Date Fri 26/09/2025 14:03

To Maxine1 Jones <Maxine1.Jones@wrexham.gov.uk>

Hello,

Thank you for your email.

This will be discussed at the next Council meeting on 9th October 2025 and I will then be able to update you.

Kind regards,

Andrea

From: Maxine1 Jones <Maxine1.Jones@wrexham.gov.uk>

Sent: 24 September 2025 12:41

To: Clerk <clerk@caiapark.gov.uk>

Subject: St. Annes Additional Community Governor Vacancy

Good Afternoon,

Hazel Norbury has resigned as the Additional Community Governor at St. Annes School. Hazel was approved at your meeting on the 20th February 2025.

There is now a vacancy for the Additional Community Governor, could you please advise if anyone would be interested in filling this vacancy or if any of the Community Councillors would have a candidate they would be willing to nominate to this vacancy.


I will ask the school if they have a candidate they could nominate if you do not have a candidate to fill the vacancy.

Kind Regards


Maxine Jones

Governor Support Advisor


Swyddog Ymgynghorol Llywodraethwyr

 01978 295515

 Education & Early Intervention, Crown Buildings, 31 Chester Street, Wrexham LL13 8BG

 Addysg ac Ymyrraeth Gynnar, Adeiladau'r Goron, 31 Stryt Caer, Wrecsam LL13 8BG

 wrexham.gov.uk | wrecsam.gov.uk

 twitter.com/wrexhamcbc | twitter.com/cbswrecsam

Fw: No street lighting in the Sutton Drive garage site

From Ron Prince <Ron.Prince@wrexham.gov.uk>

Date Thu 10/07/2025 10:55

To Clerk <clerk@caiapark.gov.uk>

Dear Andrea,

I'm putting in a request for funding from the Caia Park Community Council, for street lighting to be installed in the Sutton Drive garage site, which is off Sutton Drive.

The reason for this request:-

I've been contacted by a resident from Sutton Drive who rents a garage from WCBC . There is no street lighting in the garage site area. It's absolutely pitch black at night and early morning. The resident informed me that there have been occasions when collecting his car from the garage site for work that he's noticed people hanging around the garage area. As you can imagine this is quite unnerving when the place is pitch dark.

It would be a lot safer if there was better lighting in the area.

If you require any further information please let me know.

Best regards
Ronnie Prince

CLlr Ronnie Prince
Cartrefle Ward
WCBC



wreccsam.gov.uk | wrexham.gov.uk



twitter.com/cbswreccsam | twitter.com/wrexhamcbc



facebook.com/cyngorwreccsam | facebook.com/wrexhamcouncil

From: Paul Rogers <Paul.Rogers@wrexham.gov.uk>

Sent: Thursday, June 26, 2025 1:26:14 PM

To: Ron Prince <Ron.Prince@wrexham.gov.uk>

Cc: Kerry Williams <Kerry.Williams@wrexham.gov.uk>; Jason Jones <Jason.Jones@wrexham.gov.uk>; Claire Parry <Claire.Parry@wrexham.gov.uk>

Subject: RE: No street lighting in the Sutton Drive garage site

Dear Councillor Prince,

There are possibly two options here:

- 1) We install a new 6m column in the garage area concerned and arrange for a new mains supply connection into the column (subject to a mains supply being in the vicinity). If we have a mains supply close to the proposed column location then the estimated total cost would be:
Labour / Plant / Materials and New Mains Supply Connection Costs - £2,250.00 + vat (subject to no unforeseen issues arising when on site).
- 2) Should there be no mains service in the garage area we could look at replacing unit 3 in the adjacent garage area for an 8m street lighting column with a double headed bracket. Estimated costs would be:
Labour / Plant / Materials & Mains Service Transfer Costs - £2,350.00 + vat (subject to no unforeseen issues arising when on site).

Please note that the garage area concerned does not appear as adopted highway so we would require permission to install a new street lighting column from the department responsible for the garage area, before we could undertake any work.

If you need any further information, please contact me.

Regards,
Paul

From: Ron Prince <Ron.Prince@wrexham.gov.uk>

Sent: 26 June 2025 12:48

To: Paul Rogers <Paul.Rogers@wrexham.gov.uk>

Cc: Kerry Williams <Kerry.Williams@wrexham.gov.uk>; Jason Jones <Jason.Jones@wrexham.gov.uk>; Claire Parry <Claire.Parry@wrexham.gov.uk>

Subject: Re: No street lighting in the Sutton Drive garage site

Hi Paul,

How much money would be required from the community council to pay for a new column installation? (The complete cost for the job?)

Best regards
Ronnie Prince

Cllr Ronnie Prince
Cartrefle Ward
WCBC



wreccsam.gov.uk | wrexham.gov.uk



twitter.com/cbswreccsam | twitter.com/wrexhamcbc



facebook.com/cyngorwreccsam | facebook.com/wrexhamcouncil

From: Paul Rogers <Paul.Rogers@wrexham.gov.uk>

Sent: Tuesday, June 10, 2025 12:59:26 PM

To: Ron Prince <Ron.Prince@wrexham.gov.uk>

Cc: Kerry Williams <Kerry.Williams@wrexham.gov.uk>; Jason Jones <Jason.Jones@wrexham.gov.uk>; Claire Parry <Claire.Parry@wrexham.gov.uk>

Subject: RE: No street lighting in the Sutton Drive garage site

Caia Park Community Council

Eich Cyf/Your Ref	P/2025/0682
Ein Cyf/Our ref	05/09/2025
Dyddiad/Date	Sharon Holman
Gofynner am/Ask for	01978 298779
Rhif Cyswllt/Contact No	
E-bost/E-mail	sharon.holman@wrexham.gov.uk

Dear Clerk,

TOWN AND COUNTRY PLANNING ACT 1990

**PROPOSAL: AMRYWIO AMODAU 2, 11 A 12 CANIATÂD CYNLLUNIO P/2023/0310 I
DIWYGIO CYNLLUN Y SAFLE
/ VARIATION OF CONDITIONS 2, 11 AND 12 OF PLANNING PERMISSION P/2023/0310
TO AMEND SITE LAYOUT
LOCATION: 31 CAIA ROAD, WREXHAM, LL13 8DS**

I have received an application for the proposal described above. The relevant documents as submitted by the applicant/agent can be viewed on our website
www.wrexham.gov.uk/service/search-planning-applications

I would be pleased to receive any comments which you may wish to make. The case officer Sharon Holman (telephone number 01978 298779, email sharon.holman@wrexham.gov.uk) would be pleased to try and provide further information if you require it. Please do not hesitate to get in touch.

Any comments can be made online or by email to planning_comments@wrexham.gov.uk. 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 sincerely,



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



rainbowfndn.org.uk

charity number 1199932

Caia Park Community Council

1st July 2025

Request for Funding Support – Sustaining Vital Services in Your Community

Dear Andrea,

The Rainbow Foundation is a local charity operating across Wrexham, which is proud to be recognised as a Centre of Excellence for Ageing in Wales. We are proud to have had your support in the past, but now we are asking for your financial support to sustain vital services in your community.

Current Challenges

In 2025, we have had to absorb a £50,000 increase in staffing costs due to national insurance and real living wage changes. We are proud of our commitment to being a responsible employer—but the financial pressure is significant.

From the end of July 2025, we do not have the financial resources to fund our free bereavement support, social prescribing outreach, and frailty and dementia ambassador service, due to a shortfall in funding of £80,000.

Whilst we are looking for grants to cover these costs, without additional local support, we will be forced to reduce or limit the free services we offer your community.

We understand your council may be aware of the *Shared Prosperity Fund* support we received last year. Please note this was restricted to carrying out works at our centres (including a new catering kitchen, and 2 accessible bathrooms with hoists and changing places) and our *Active Futures* programme, reducing frailty and falls—it cannot be used for staffing or service delivery in the current year.

Our Ask – £1,000 to Support Essential Services in Your Area

We are respectfully requesting a **£1,000 contribution** to sustain our non-contracted services that directly benefit your residents, to directly support:

- **Bereavement and Future Care Planning** – free counselling and guidance for those navigating grief or end-of-life decisions

t. 01948 830730
e. info@rainbowfndn.org.uk

Rainbow Centre
Penley, Wrexham, LL13 0GB

Registered charity no. 1199932

- **Dementia and Frailty Ambassador** – early intervention, home visits, and family training to support living well with dementia
- **Social Prescribing Outreach** – empowering vulnerable individuals to live independently and access support networks

These services align closely with community council aims to support health, wellbeing, and social inclusion. They reduce demand on statutory services, delay entry into residential care, and enhance local resilience.

In your area alone – LL13:

We have supported 175 people through a range of future care planning, bereavement, dementia, falls and social prescribing outreach services.

Whilst our wider services have supported many more local residents.

A Shared Commitment

We are proud to have had your support in the past. Your renewed support will help us ensure that ageing in Wrexham is not defined by frailty or isolation, but by dignity, connection, and care—right here, close to home.

We would be pleased to attend a future meeting to share more about our work and answer any questions.

Warm regards,

Caroline Tudor-James
Chief Executive Officer
The Rainbow Foundation

SUPPLEMENTARY INFORMATION

Background

The Rainbow Foundation is a local charity which is proud to be recognised as a *Centre of Excellence for Ageing in Wales*, supporting over 3,000 people annually across Wrexham. From our *Ageing Well* community hubs in Penley and Marchwiell, to our services embedded in every GP surgery across the county, and through targeted outreach in your local area—including one-to-one support and access to our *Active Futures* classes, which are reducing frailty, to our community transport - we deliver services that promote independence, reduce loneliness, and improve physical and mental wellbeing.

While some of our work is funded through local authority, NHS contracts, and grants, many of our impactful and much needed services—those that transform lives—rely on charitable donation.

In 2025, many charities are facing significant financial and operational challenges due to a combination of factors including the ongoing cost of living crisis, donations at an all time low, and rising costs. Charities are anticipating a "big squeeze" in the year ahead (National Council for Voluntary Organisations).

A Growing Challenge for Older People

Ageing in Wrexham is increasingly marked by complex social and health challenges.

- **43% of over-65s are in poor health**, living an average of 20 years in ill health before entering residential care
- **1 in 5 older people are lonely**—a health risk comparable to smoking 15 cigarettes a day
- **35% of over-65s are unable to manage at least one basic self-care activity**
- **Dementia is on the rise**
- **1 in 5 adults are prescribed antidepressants**, yet older people's mental health needs often go unrecognised

As people grow older, they often face the cumulative impact of loss—of loved ones, physical ability, and independence. Dementia adds another layer of trauma, with many families feeling they lose a person twice—first to the illness, and then again in death. Meanwhile, stigma around death means few plan ahead, leading to greater distress and crisis intervention.

Our services directly address these complex challenges. We empower older people to maintain independence, make informed decisions about their future, and stay connected to their communities.

The Impact of these services in 2023–24

Across Wrexham:

- Bereavement and Future Care Planning support for 76 people, through one-to-one sessions and monthly bereavement support groups
- Dementia and falls prevention training delivered to 374 individuals
- Outreach social prescribing, visiting people in their homes, supported for 92 individuals, with:
 - 100% reporting improved wellbeing
 - A 28% fall in GP usage
 - £121,000 generated in welfare benefits to support with care needs and poverty

***Please refer to the case studies attached which evidence these specific areas of work, and our wider Impact Report for the Rainbow Foundation, which can be found at: therainbowfoundation.org.uk/wp-content/uploads/2024/07/2023-2024-IMPACT-Report.pdf**

CAIA PARK COMMUNITY COUNCIL

APPLICATION FORM FOR FINANCIAL ASSISTANCE (Local Government Act 1972 Sections 137 & 145)

Name of group/organisation

CLPW CIC

Details of main contact**Title**

Mrs

First Name

Raquel

Surname

Fernandes

Position held

Secretary

Tel No

07444902260

Address for correspondence

17 Vyrnwy Way
Wrexham
LL13 9LD

What does your organisation do?

CLPW represents 8 different countries that speak Portuguese: Portugal, Angola, Mozambique, Guinea, Cape Verde, Brazil, Timor and San Tome and Prince.

CLPW aims:

To promote educational, social and cultural integration of Portuguese speaking descendants;

To create bonds between the Portuguese speaking community and the social, cultural and economic environment of the Wrexham Council Borough and North Wales.

To promote communication links, between the Portuguese Speaking Community, the Welsh and English communities.

To eradicate racist actions or remarks, within all the members of CLPW as well as from the local community towards the members of the CLPW and vice-versa.

To help the members of the CLPW to overcome language barriers.

To work alongside with local authorities, such as local police and other organisations to eradicate hate crimes.

To refer members of the Portuguese Speaking Community to services in various areas such as legal, social, health and education.

To raise awareness in all the members of the CLPW, of civil rights and obligations of citizens living in the UK.

To strengthen the bonds of friendship between the members of the Community, with special attention to those more vulnerable.

To strengthen the cultural bonds of members with their respective countries or and/or any other countries of the community.

To promote traditional cuisine, culture and arts as well as tourism of the countries members of the CLPW.

CLPW conducts its activities within the local area of the Wrexham County Borough, but also extends its reach when working with other organizations sharing similar

aims and works in partnership with the Embassies of the Countries represented by the CLPW, and Official Organizations in the United Kingdom, envisioning the better relationship between all Countries.

CLPW is a partner with the North East Wales Multicultural Hub and their partners (NE Wales community cohesion, Palop United, Anglo Polish Society North East Wales and Wrexham branch, Pallaam arts, Race Council Cymru, Wrexham African Community, North Wales Chinese association).

How many people are involved with your group

Committee members **60** **Volunteers** **10** **staff** **0**

Is the group affiliated to another organisation (if so please state)

no

Is the group a charitable body or registered charity? **No**

What does your organisation want to do with the grant from the

CLPW aims to use the £500 grant to host a **Community Christmas Gathering** at Caia Park. This event will be open to all residents, with a focus on sharing traditional Portuguese diaspora cuisine and traditions.

The primary goal is to strengthen the ties between the Portuguese-speaking community and the wider Wrexham residents, including Caia Park residents. By creating an event for celebration and sharing, we hope to promote social and cultural integration and connect different communities.

The event will be a public event, where Caia Park residents are welcome to attend and where people can enjoy traditional food and drinks, participate in craft activities to make Christmas decorations, and socialise in a friendly and welcoming environment.

Please give a breakdown of costs

	£
Traditional Christmas Food & Drinks: This will cover the cost of ingredients for traditional Portuguese-speaking dishes and desserts, as well as soft drinks. It also includes paper plates, cups, cutlery, and napkins.	£250
Materials for Christmas Decorations: The event will feature an interactive activity where both children and adults can create their own decorations, promoting creativity and interaction among attendees.	£75
Venue Hire: To secure a suitable and comfortable space for all participants.	£100
Marketing, Printing & Translations: This will cover the costs of publicising the event, including printing flyers in Portuguese, English, and Welsh to ensure the information	£75

reaches all communities.	
Total	£500
Total amount requested from the Community Council	£500

How many people from Caia Park will benefit from this project? 70

Have you applied to other organisations for funding

No

If so have you been successful (amount)

N/A

As well as completing this application form a copy of the group's accounts for the previous year must be submitted. In the case of new organisations a projected income and expenditure statement will be accepted with a recent bank statement.

Name of person making the application

Raquel Fernandes

Signature

RF

Date

04/09/2025

**If you have difficulty completing this form please contact The Clerk of the Council at the Community Council Offices, Prince Charles Road, Wrexham LL13 8TH to whom the completed form should be returned.
(Information from this form will be shared with Community Councillors to enable them to consider your application)**

GUIDANCE NOTES AND CONDITONS FOR GRANT APPLICATIONS.

The Community Council has a limited annual grants budget and has a responsibility to ensure that grants are spent appropriately and that the use the grant is put to has some direct benefit to the community of Caia Park.

Grants cannot be paid to an individual and do not cover personal sponsorship. They are primarily awarded to support community organisations or initiatives. Grants will not normally exceed the maximum of £500 set by the Council and are limited to one application per organisation in any one financial year.

Occasionally, the Community Council receives applications from National charities. These are considered towards the end of the financial year and any award will be dependent on funds being available at that time. Each application will be considered on its merits and in the case of National charities and those based outside of the County Borough awards will be limited to £50. Locally based charities benefiting residents of Caia Park would generally be limited to £100 unless exceptional circumstances apply.

Grant applications are usually considered on a quarterly basis (April/July/Oct/Jan)

The Community Council will require copies of receipts where practicable for purchases made from the grant for audit purposes. In some instances, the

Community Council may purchase specified goods rather than provide a cash donation.

If the grant is for a one-off event, a report outlining the numbers from the community attending the event is required together with an income and expenditure sheet immediately following the event. The Community Council reserve the right to recover any surpluses unless otherwise agreed.

Any award of a grant should be acknowledged immediately following receipt either by letter or email (clerk@caiapark.gov.uk)

The Community Council may attach conditions to any grant as it sees fit to ensure monitoring and accountability. These will be detailed in the letter accompanying the grant if successful.

The award of a grant does not imply that subsequent applications in future years will be considered favourably.

CAIA PARK COMMUNITY COUNCIL

Financial Statement for the Period Ended 30th September 2025

Budget to 31-Mar-25	Actual to 31-Mar-25	BUDGET HEADING	Budget 2025-2026	Actual to 30-Sep-25
		INCOME		
271,932	271,932	Precept	291,528	194,352
2,500	3,667	Interest on Investments	2,700	994
1,000	1,000	Rent/letting fees: Prince Charles Rd	1,000	0
-	1,449	Sundry Income	0	1,100
7,360	7,959	Community Advice Service	7,728	0
12,000	11,462	Community Agent	12,000	0
0	0	Play grant via WCBC	0	0
0	0	Grant - Low Carbon Pilot	0	0
0	2,413	Grant - Access to Work	0	0
0	0	Reserves	0	0
294,792	299,882	TOTAL INCOME	314,956	196,446
		EXPENDITURE		
5,000	17,061	S.137 Donations	5,000	200
1,364	1,000	S.137 Donations older People	1,364	500
44,973	43,363	General Administration	46,200	21,040
122,634	109,773	Community Advice service	128,438	43,378
21,558	18,243	Prince Charles Road	23,825	6,710
1,000	2,000	Amenities & Environment	1,000	0
		Children's Services:		
9,158	9,158	CPP outreach SLA	9,525	4,763
14,737	15,089	Play areas	15,693	7,708
3,000	269	Repairs play areas	2,500	939
18,869	11,880	School crossing	18,533	0
17,666	17,666	Gwenfro Valley SLA	18,373	0
17,981	17,981	Venture SLA	18,700	0
0	0	Footway Lighting	0	0
0	0	Traffic Calming	0	0
9,681	9,635	External Grants Comm Agent	12,000	4,780
0	300	Misc.	0	0
0	0	Elections	0	0
0	118	Chairs Purse	300	0
0	0	Mental Health Project	0	0
0	364	Councillor Allowances	52	0
0	40	Councillor Training	0	0
0	3,330	Low Carbon Pilot	0	0
287,621	277,270	TOTAL EXPENDITURE	301,503	90,017

22,612

13,453

2024/25			2025/26	
Estimate to 31-Mar-25	Actual to 31-Mar-25		Estimate to 31-Mar-26	Actual to 30-Sep-25
336,955	336,955	Balance at 1 April 2025	359,567	359,567
<u>294,792</u>	<u>299,882</u>	Total Income	<u>314,956</u>	<u>196,446</u>
631,747	636,837		674,523	556,013
287,621	277,270	Total Expenditure	301,503	90,017
<u>344,126</u>	<u>359,567</u>	Balance at 31 March 2026	<u>373,020</u>	<u>465,996</u>

Accounts for payment October 2025

D.D	Enreach	Advice Service	*	516.83	
		General Admin	*	<u>172.28</u>	689.10
D.D.	O2 (Sept)	Advice Service	*		62.93
D.D.	Natwest Card (Zoom)	General Admin	*		15.59
D.D	Avensure	General Admin	*		329.30
8202	L Lewis (Sal)	Advice Service			
8203	J Evans (Sal)	General Admin			
8207	JDH Business Services	General Admin	*		710.40
8208	Redstick Solutions	Advice Services	*		186.00
8209	CPP	Children Services			2381.25
8210	J Evans (postage)	Advice Services			26.25
8211	J Evans (Sal)	General Admin			

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	724.00
D.D	Hafren Dyfrdwy	Prince Charles Rd	40.52

H.M. Revenue & Customs	Tax NI (Oct)
Clwyd Pension Services	Pension contributions (Oct)

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

*Figs include VAT which is reclaimable