



Luke O'Connor House Resource Centre  
21 Barter Court  
Hightown  
Wrexham  
LL13 8QT

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29<sup>th</sup> February 2024

Dear Councillor,

You are hereby summoned to attend the **Meeting of Offa Community Council** on **Thursday 7<sup>th</sup> March 2024 at 7pm**, to be held at Luke O Connor House Resource Centre and remotely on Zoom.

L S Jakeman - Locum Clerk

**Distribution:**

**Councillors:** Christine Griffiths, Alun Jenkins, Alex Jones, Angela Jones, David Jones, Barbara Lloyd, Jonh Ramm, Andrew Ranger, Graham Rogers, Sarah Roberts, Jim Steele, Linda Subbacci, Steven Vale, Phillip Wynn, Graham Wynn, John Williams and Keith Williams.

**AGENDA**

Zoom Link: <https://us02web.zoom.us/j/84931166194?pwd=MU1CZmQwRVk4OWFWTIEzaFMxbTNzUT09>

Meeting ID: 849 3116 6194 Passcode: 956725

1. **To receive any Declarations of Interest.**

2. **Apologies.**

To consider a recommendation that Councillor John Williams' absence be formally approved.

3. **Minutes**

- a. To approve the minutes of the meeting held on 15<sup>th</sup> February 2024.
- b. To note the draft minutes of the Staffing Committee meeting held on 12<sup>th</sup> February 2024.
- c. To note the draft minutes of the Events Committee meeting held on 19<sup>th</sup> February 2024.

#### 4. **Co-Option**

To consider an application from Katie Wilkinson to fill the casual vacancy on the Community Council.

(Notes:

- The casual vacancy has been advertised and the closing date for applications was 27<sup>th</sup> February 2024. Only one application was received.
- Should the Council decide to approve the application, the applicant can immediately become a member of the Council and take a full and active role in the remainder of the meeting.)

#### 5. **Suspension of Council Meeting.**

It is recommended that the Council RESOLVES to suspend and Standing Orders suspended to receive:

- a. An update from a member of the local policing team regarding policing matters.
- b. A presentation From Cllr Mark Pritchard (WCBC) regarding CCTV provision.

And, once these have been concluded, that the the Council RESOLVES to resume with the meeting and that Standing Orders be reinstated.

#### 6. **Schedule of Payments.** To consider a recommendation approve a schedule of payments (copy attached).

#### 7. **Bank Reconciliations.**

To nominate a councillor to verify the bank reconciliation as at 29 February 2024 against the bank statements prior to the next meeting.

#### 8. **Terms of Reference**

- a. To consider a recommendation to approve Terms of Reference for the Events Committee (draft attached).
- b. To consider a recommendation to approve Terms of Reference for the Planning Committee (draft attached).

#### 9. **Little Vanwog Woodland Area**

To receive a report from WoodsWork CIC (copy attached).

#### 10. **Open Access Youth Provision**

To receive the 3<sup>rd</sup> quarter report from Caia Park Partnership Ltd in respect of Open access youth provision (copy attached).

#### 11. **Budget Setting**

To consider approving a budget for FY24/25 (copy attached).

## 12. Public Bodies

It is considered in terms of Schedule 12, A Local Government Act 1972, that the following item(s) will be likely to disclose exempt information relating to the establishment and contractual matters and it is therefore **RECOMMENDED** that: **pursuant to the the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.**

## 13. Staffing

## 14. Contracts



MINUTES OF THE FULL COUNCIL MEETING HELD 15<sup>th</sup> FEBRUARY 2024

**Present:**

Councillors:

Christine Griffiths  
Alun Jenkins  
Alex Jones  
Angela Jones  
David Jones  
John Ramm  
Andrew Ranger  
Sarah Roberts  
Graham Rogers  
Jim Steele  
Linda Subacchi (Chair)  
Steven Vale  
Keith Williams  
Graham Wynn  
Phillip Wynn

**Also in attendance:**

Lee Jakeman – Locum Clerk

**Absent:**

Nil

267. **Apologies**

Apologies were noted from Councillors: Barbara Lloyd and John Williams.

268. **Declarations of interest.**

NIL

269. **Minutes**

- a. **RESOLVED: to approve the minutes of the meeting held on 1<sup>st</sup> February 2024 (which were duly signed by the Chair).**

**270. Schedule of Payments.**

Members **RESOLVED**: to approve a schedule of payments totalling £16,677.24.

Payee	Description	Net	VAT	Gross
LGRC	Locum Lee Jakeman 102:05 hrs Jan 2024 + travel	£ 5,659.01	£ 1,131.80	£ 6,790.81
LGRC	Locum RFO Katie Jeffreys 27:25 hrs Jan 2024	£ 1,318.90	£ 263.78	£ 1,582.68
Rhos Community Council	Santa Float Xmas 2023	£ 200.00		£ 200.00
Viking	5 reams of photo copy paper	£ 26.91	£ 5.38	£ 32.29
Woodwork CIC	SLA Every Quarter	£ 1,122.00		£ 1,122.00
Wrexham CBC	Parciau Running Costs April to Dec 2023 - recharge	£ 3,992.28		£ 3,992.28
Offa Wages Staffing	Salaries for February 2024	£ 2,175.57		£ 2,175.57
HMRC/LGPS	PAYE / LGPS contributions Feb 2024	£ 781.61		£ 781.61
	Sub Total	£ 15,276.28	£ 1,400.96	£ 16,677.24

**271. Bank Reconciliations.**

Members noted that a bank reconciliation has been undertaken as of 31<sup>st</sup> October 2024 by Councilor Sarah Roberts (to verify the bank reconciliation against the bank statements). Members noted that Councillor Sarah Roberts had also undertaken a bank reconciliation against the bank statements for the end of each month for November 2023, December 2023 and January 2024.

**272. Internal Auditor.**

**RESOLVED:**

**To reappoint the current internal auditor (JDH Business Services) for the Fiscal Year 23/24 based on a quote of £495+VAT.**

**273. Hall Booking Fees.**

Members received a report and considered several recommendations. and **RESOLVED:**

- a. To approve revised standard fees in line with Tables E and F of Enclosure 2 (of the report issued with the agenda) with effect from 1 April 2024:

*TABLE E Standard Fees (commercial activity)*

VENUE	PARCIAU HALL	PARCIAU HALL & KITCHEN	PARCIAU MEETING ROOM	PARCIAU MEETING ROOM/KITCHEN	PARCIAU CHILDREN'S PARTIES	MAESGWYN HALL
PER HOUR	15.00	17.50	10.00	15.00		15.00
4 HOURS	54.00	65.00	30.00	55.00	60.00	50.00

VENUE	MAESGWYN HALL & KITCHEN	MAESGWYN MEETING ROOM	MAESGWYN MEETING ROOM/KITCHEN	MAESGWYN CHILDRENS PARTIES	LOCH HALL	LOCH HALL & KITCHEN
PER HOUR	17.50	10.00	12.50		10.00	15.00
4 HOURS	65.00	30.00	40.00	60.00	30.00	50.00

*TABLE F Standard Fees (Not for Profit/ Community groups)*

VENUE	PARCIAU HALL	PARCIAU HALL & KITCHEN	PARCIAU MEETING ROOM	PARCIAU MEETING ROOM/KITCHEN	PARCIAU CHILDREN'S PARTIES	MAESGWYN HALL
PER HOUR	15.00	17.50	10.00	15.00		15.00
4 HOURS	54.00	65.00	30.00	55.00	60.00	50.00

VENUE	MAESGWYN HALL & KITCHEN	MAESGWYN MEETING ROOM	MAESGWYN MEETING ROOM/KITCHEN	MAESGWYN CHILDREN'S PARTIES	LOCH HALL	LOCH HALL & KITCHEN
PER HOUR	17.50	10.00	12.50		10.00	15.00
4 HOURS	65.00	30.00	40.00	60.00	30.00	50.00

**AND**

- b. To retain the current levels of non-standard fees and review those separately, with a planned implementation date of 1 September 2024.

**274. Events Committee.**

**RESOLVED:**

- a. To confirm membership of the Events Committee as Councillors: Christine Griffiths, Alun Jenkins, Alex Jones, Barbara Lloyd, Sarah Roberts and Linda Subacchi.**
- b. That the delivery of the Council's main events (e.g. Carnival and Christmas Lights) could be undertaken through a contractor, and, that the Events Committee be granted delegated responsibility for the awarding of any such contract(s).**
- c. That the Clerk produce a revised set of Terms of Reference for the Events Committee.**

**275. Grant Applications (to the Council).**

**RESOLVED:**

**To adopt a formal application (the draft attached to the agenda) to consider requests for grant funding.**

**276. Council Meetings.**

**RESOLVED that:**

- a. Regularly scheduled meetings of the Management, Finance and General-Purpose Committee be temporarily suspended (until a permanent Clerk is in post).**
- b. That the Planning Committee meets once a month (3<sup>rd</sup> Thursday of each month ), until a permanent Clerk is in post).**
- c. That the Planning Committee membership be amended from being the entire Council to a membership of between 5 to 8 councillors.**  
**AND**
- d. That the membership of the planning committee comprises Councillors: Alun Jenkins, David Jones, Linda Subacchi, Steven Vale, Keith Williams, and Phil Wynn.**  
**AND**
- e. That the Clerk produces Terms of Reference for the Planning Committee**

**277. Public Bodies – Exclusion of the Press and Public**

**RESOLVED** that: pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

**278. Contracts**

**a. Telephone Contract.** Members received a report and **RESOLVED** that:

**The Council delegates to the Clerk the authority to award a contract on behalf of the Council modifying its existing contract for telephone and internet services with BT, in line with the quote provided.**

**b. Fire Regulations.** Members received a report and resolved that:

**i. The Clerk be given delegated authority to appoint an appropriate contractor to upgrade the fire alarm systems at Luke O'Connor House, Maesgwyn Community Centre and Parciau Community Centre.**

**AND**

**ii. To finance the works with the use of up to £15k of Earmarked Reserves (Community Centre).**

**c. CCTV within Bryn Y Cabanau Park.** Members considered a report regarding the potential provision of CCTV within Bryn Y Cabanau Park and **RESOLVED** that:

**Having received indicative costs for the provision of CCTV within Bryn Y Cabanau Park the Council is not currently in a position to commit funds for additional CCTV.**

**279. Staffing**

Members received a confidential report regarding the recruitment process for the permanent clerk and **RESOLVED**:

**To approve recommendations B and C in the confidential report.**

**280. CCTV**

Members were appraised of correspondence from the Information Commissioner's Office providing advice and guidance around CCTV provision. **RESOLVED**:

**To approve the draft CCTV Guidance tabled at the meeting.**

(Meeting closed 8.53pm)





MINUTES OF THE STAFFING COMMITTEE HELD ON 12<sup>th</sup> FEBRUARY 2024

**Present:**

Councillors:

R Alun Jenkins

Barbara Lloyd

Sarah Roberts

Linda Subacchi

**Also in attendance:**

Lee Jakeman Locum Clerk

Katie Jeffries LGRC Consultant

262. **Apologies.**

Apologies were noted from: Councillor Alex Jones, (Chairman)

263. **Declarations of Interest.**

Nil

264. **Previous Minutes**

**RESOLVED** to approve the minutes of the meeting held on 15<sup>th</sup> January 2024.

265. **Exclusion of the Press and Public**

**RESOLVED** that: the pursuant to the the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

266. **Staffing**

Members considered a draft report from the Locum Clerk and discussed at length the recruitment process for the Clerk position;

**RESOLVED:** to forward a confidential report to the next meeting of the Full Council that provides a summary of the discussions; any delegated decisions made and any recommendations that require approval by the Council

Meeting closed: 12.30pm

**Offa Community Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
307 Sage Payroll	01/02/2024		Lloyds Bank Treasurer	C00145331	Payroll Licence	Sage Global Services Ltd	S	18.16	3.63	21.79
325 IT Software Licence	02/02/2024		Lloyds Bank Treasurer		Office 365 licence	Derwen Computers	S	4.90	0.98	5.88
334 IT Software Licence	02/02/2024		Lloyds Bank Treasurer		Office 365 licence	Derwen Computers	S	20.60	4.12	24.72
323 Clerk's Salary	05/02/2024		Lloyds Bank Treasurer		Salary	LGRC Associates Limited	S	5,659.01	1,131.80	6,790.81
348 Clerk's Salary	06/02/2024		Lloyds Bank Treasurer		Salary	LGRC Associates Limited	S	490.22	98.05	588.27
332 Employer On-Costs	06/02/2024		Lloyds Bank Treasurer		HMRC	HMRC	X	54.50		54.50
333 Employer On-Costs	06/02/2024		Lloyds Bank Treasurer		HMRC	HMRC	X	51.02		51.02
332 Community Agent on-costs	06/02/2024		Lloyds Bank Treasurer		HMRC	HMRC	X	12.45		12.45
333 Community Agent on-costs	06/02/2024		Lloyds Bank Treasurer		HMRC	HMRC	X	12.45		12.45
313 Christmas Lights	06/02/2024		Lloyds Bank Treasurer	12581	Christmas Market & Winter Fe	SR Electrical & Security	S	166.00	33.20	199.20
315 ILCA Course	06/02/2024		Lloyds Bank Treasurer	QL204655-1	Helen McCarthy ILCA SLCC	Helen McCarthy	S	120.00	24.00	144.00
326 Clerk's Salary	07/02/2024		Lloyds Bank Treasurer		Salary	LGRC Associates Limited	S	1,318.90	263.78	1,582.68
340 Advice Service	08/02/2024		Lloyds Bank Treasurer		Advice service	Caia Park Partnership Ltd	X	3,471.50		3,471.50
347 Clerk's Salary	12/02/2024		Lloyds Bank Treasurer		Karen Benfield	Karen Benfield	X	463.87		463.87
328 Office Equipment/Stationary	12/02/2024		Lloyds Bank Treasurer		Stationary	Viking Office UK Limited	S	26.91	5.38	32.29
335 Employer On-Costs	14/02/2024		Lloyds Bank Treasurer		Clwyd Pension	Clwyd Pension	X	123.62		123.62
336 Employer On-Costs	14/02/2024		Lloyds Bank Treasurer		Clwyd Pension	Clwyd Pension	X	124.12		124.12
344 Centre Cleaning	15/02/2024		Lloyds Bank Treasurer		Maesgwyn CLEANING	AJ Domestic	X	306.00		306.00
345 Centre Cleaning	15/02/2024		Lloyds Bank Treasurer		BELLEVUE CLEANING	AJ Domestic	X	306.00		306.00
342 Employer On-Costs	20/02/2024		Lloyds Bank Treasurer		HMRC	HMRC	X	68.30		68.30
343 Employer On-Costs	20/02/2024		Lloyds Bank Treasurer		Clwyd Pension	Clwyd Pension	X	697.71		697.71
342 Community Agent on-costs	20/02/2024		Lloyds Bank Treasurer		HMRC	HMRC	X	15.60		15.60
346 School Crossings	23/02/2024		Lloyds Bank Treasurer		Wrexham CBC School Crossing	Wrexham County Borough Cr	X	1,499.75		1,499.75
330 Cleaner Salary	25/02/2024		Lloyds Bank Treasurer		Salary	Gaynor Williams	X	294.84		294.84
331 Community Agent Wages	25/02/2024		Lloyds Bank Treasurer		Salary	AnnMarie Ruscoe	X	786.24		786.24
329 Assistant Clerk	25/02/2024		Lloyds Bank Treasurer		Salary	Helen McCarthy	X	1,094.49		1,094.49
324 Electricity	28/02/2024		Lloyds Bank Treasurer		Maesgwyn CC - Electric	EDF Energy	L	276.19	13.81	290.00
349 CCTV	29/02/2024		Lloyds Bank Treasurer	7060914392-1001	CCTV System LOCH	Vodafone Limited	S	31.25	6.25	37.50
<b>Total</b>								<b>17,514.60</b>	<b>1,585.00</b>	<b>19,099.60</b>



MINUTES OF THE EVENTS COMMITTEE MEETING HELD 19<sup>th</sup> FEBRUARY 2024 (11am)

**Present:**

Councillors:

Christine Griffiths  
 Alun Jenkins  
 Alex Jones  
 Barbara Lloyd  
 Sarah Roberts  
 Linda Subacchi

**Also in attendance:**

Lee Jakeman – Locum Clerk

**Absent:**

Nil

285. **Election of Chair**

**RESOLVED: To appoint Councillor Linda Sabacchi as Chair of the Events Committee.**

286. **Apologies**

Nil

287. **Declarations of interest.**

Nil

288. **2024 Events**

**288.1. Carnival. RESOLVED:**

**288.1.1. To confirm the date of the Carnival as 13/14<sup>th</sup> July 2024.**

**288.1.2. To delegate to the Clerk (in consultation with the Carnival Working Group) the appointment of a suitable contractor responsible for delivering the event on behalf of Offa Community Council.** (subject to terms and conditions being agreed in line with the draft heads of terms considered at the meeting and, noting that in light of the short timescale that financial regulations would need to be waived regarding a formal tender/ 3 quote process).

**288.2. Christmas Lights. RESOLVED:**

**288.2.1. To confirm the date of the Christmas Light event as 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Dec 2024.**

**288.2.2. To defer the matter of the detail of the event and any awarding of a contract to until a later meeting of the Events Committee.**

**289. Working Groups**

**289.1. Offa Carnival Working Group. RESOLVED:**

**289.1.1. To form a working group ' Offa Carnival Working Group' comprising all members of the Events Committee.**

**289.1.2. To approve the draft terms of reference for the Offa Carninval Working Group (tabled at the meeting).**

**289.2. Offa Christmas Lights Working Group. RESOLVED:**

**289.2.1. To form a working group ' Offa Christmas Lights Working Group' comprising all members of the Events Committee.**

**289.2.2. To approve the draft terms of reference for the Offa Carninval Working Group (tabled at the meeting).**

(Meeting Closed 11:39am)

## Offa Community Council

### Events Committee

#### Terms of Reference

- The Committee shall comprise up to 8 councillors who shall be appointed by a resolution of the full council.
- The quorum for the Committee shall be 3 members.
- The Committee can delegate all or any of its functions to an appropriate officer of the Council.
- The Committee shall undertake the following roles and functions:
  1. To appoint a chair (and deputy chair if it chooses) for the Committee.
  2. To confirm the Community Council led events.
  3. To confirm the format and dates for all agreed events and provide.
  4. To co-ordinate event promotion and participation.
  5. To ensure that events are run safely and considerately (to include provision of appropriate insurance, risk & method statements and public safety)
  6. To approve expenditure from approved events related budgets.
  7. To provide budget estimates to the Full Council for the following financial year.
  8. To consider the staffing implications and other Community Council resources of any event.
  9. To seek volunteers to assist at planned events
  10. To establish (limited lifespan) working groups or advisory committees to co-ordinate specific event preparation and oversight.
  11. Review feedback form events.
  12. To liaise with other organisations staging events within Offa.

(Approved at a meeting dated 7<sup>th</sup> March 2024. Minute xxxxxx refers)

## Offa Community Council

### Planning Committee

#### Terms of Reference

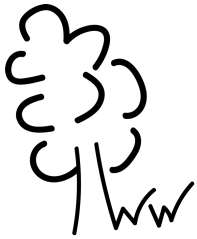
- The Committee will comprise up to 8 councillors who shall be appointed by a resolution of the Full Council.
- The quorum for the Committee shall be 3 members.
- The Committee can delegate all or any of its functions to an appropriate officer of the Council.
- The Committee shall undertake the following roles and functions:
  1. To appoint a chair (and deputy chair if it chooses) of the Committee.
  2. To determine its meeting dates and times.
  3. To determine the Offa Community Council's comments, support or objections in relation to any planning application on which the Council is consulted upon.
  4. To choose to provide no comment on any planning application.

#### Delegations:

It is acknowledged that the planning process places some specific demands on response times.

Where there is an urgent requirement to respond to a planning application, and where the LPA are unwilling to give a short extension to allow the matter to be discussed at the next scheduled planning meeting, the Clerk may provide comment on behalf of the Council (having first made all reasonable efforts to contact planning committee members for their views). The Clerk's comments should (reasonably) be in line with comments to other previous and similar applications and should be submitted following consultation with the Chair of the Committee.

(Approved at a meeting dated 7<sup>th</sup> March 2024. Minute xxxxxx refers)



## WoodsWork CIC

Client	Offa Community Council
Project	Little Vawnog Woodland Management
Date	February 2024

This month, in addition to meeting to discuss our plans and ideas for community projects, we have:

- Held three volunteer days where we carried out works to the bark paths and dead hedges as well as installing the new signs and planting snowdrops
- In addition to our regular volunteers, young people from Caia Park Partnership have continued to volunteer with us as part of work experience, and we have also been joined by 2 students from Coleg Cambria doing volunteering as part of their Baccalaureate
- Volunteers from Brother, guided by Hywel Dodd from Llais y Goedwig, spent a morning assisting with the installation of the signs in addition to other maintenance tasks
- Liaised with other potential volunteers for the area
- Caia Park Partnership are keen to continue to volunteer with us on a regular basis
- Responded to emails from local residents and liaised with the locum and deputy clerks regarding works to the hedges.

### Plans for the coming months

- We hope to meet with the Council to discuss future works to the area, as plans for other events are mainly on hold until the meeting has taken place but we will continue to investigate other opportunities for the site and sources of grant funding and respond to requests from organisations wishing to help maintain the woodland
- Re-schedule the event with Dynamic, which is on hold for the present as the person we were in contact with has left the organisation.
- Continue cutting the meadow and improve the surface levels
- Investigate opportunities for clients from Cyfle Cymru to provide help
- Continue to remove areas of bramble to improve the area for visitors and help with the control of Himalayan Balsam
- Monitor tree planting to check for damage and manage growth
- Continue to photograph progress and make records of events and changes on site throughout the seasons

**CAIA PARK PARTNERSHIP LTD:**

**YOUTH TEAM**

**Contract Monitoring  
between  
Offa Community Council  
and  
Caia Park Partnership Ltd  
for  
Open access youth provision  
in  
Offa Community Council Wards**

**2023-2024**

**QUARTER THREE**

**Monitoring Period: Oct-Dec 2023**

**CYNGOR CYMUNED**



**COMMUNITY COUNCIL**





## Quarter 1 Overview

The beginning of this quarter saw Andy return to the team after long term illness and Sav returned from her adventures working with Camp America. Both have returned to services, albeit in slightly different roles. Sav also works full time in another job and now only works in our Hightown and Maesgwyn clubs and Andy no longer runs our club at LOCH as a decision was made on his return that due to the good relationships both Les and Fawn have built with the group over the Summer period and to avoid any disruption for the young people involved, they would continue to deliver at that centre for the foreseeable future. This may change in the New Year once Les has to commit to a full time placement as part of his university studies but we will keep the council updated in our next report.

Unfortunately, we have lost Katie, who had been working with Ali at Hightown throughout the Summer, as she has had to take some time off after an operation.

Overall though this has been a pretty good quarter, however we are still struggling to attract more than a few individuals to our Maesgwyn centre. Our detached sessions have shown that some outgrow the club, whilst others have been impacted due to our need to alter the times as part of our work trying to tackle Anti-Social behaviour in and around the city centre on Friday evenings. The team are working on a strategy to deliver more detached sessions in the area and begin a promotional campaign in the hope of attracting some younger members of the community that may not be aware that the club is there.

LOCH still continues to attract good numbers and we have yet again had something of a mixed bag at Hightown as numbers continue to ebb and flow each week.

This quarter did see young people attending World Childrens day, the annual celebration of young people worldwide which takes place on November 20<sup>th</sup>, the anniversary of the day the UN General Assembly adopted the Declaration of the Rights of the Child. It is also the date in 1989 when they adopted the Convention on the Rights of the Child.

During this quarter, the team also attended the Student Marketplace event at Wrexham

University. This event is aimed at pairing students with prospective placements and is often used as a means to bring new blood into the team as well as offering a stable, consistent placement opportunity for students of all levels.



## Hightown Youth Club

This quarter at Hightown was a mixed bag as we lost Katie early in the quarter due to illness but also had the return of Andy and Sav. Both have settled back into their roles and the familiarity with the group helped massively as they reintegrated themselves with the club.

Sessions this quarter have seen us deliver a range of activities; from art and craft sessions focussed around Halloween and the Christmas periods, to cook and eat session and even a



'Drunk Goggles' assault course as part of our Alcohol Awareness session, which proved to be a lot of fun. This was a really fun activity that saw the group attempt to traverse a pre-set assault course that included spinning on the spot, walking on a straight line, army crawls, ladder runs and score a basketball goal, all while wearing a set of goggles aimed at simulating the experience of being under the influence of alcohol, showing how much alcohol really impairs your motor skills and spatial awareness.

As per usual, the general club staples are always on offer including table tennis, indoor football and video games on the PS5, plans are in place for a new pool table as the other table was no longer fit for purpose due to wear and tear, unfortunately due to limited space at some venues the large pool table have to be put away each week meaning the team have to purchase tables that are light weight with movable legs, but putting it away weekly takes its toll eventually until it is unsafe to use. The team are just awaiting on confirmation from the finance team to see if there is enough in this years remaining budget for a new table, or whether we need to wait for the new financial year.

We have held a couple of dodgeball sessions at the club as this is proving very popular with the group. As an aside to this, the team were fortunate enough to be donated a full set of brand new dodgeballs from NetWorld sports just before Christmas.

As I have mentioned, numbers at the club do continue to move in peaks and trough as one week we may have a higher number of young people attend, followed by only four or five attending the next, only to return to higher numbers the next week. This is a theme common in this quarter due to the very dark and cold nights, numbers usually pick up and remain consistent at the spring/summer months come in to play.

The team have also discussed another promotional campaign locally to try and attract some additional members to the group and we are also working on some crossover work with those that are reaching a point where they are outgrowing our LOCH sessions due to age, which traditionally attracts younger members, to



attend our Thursday sessions at HTCRC as an alternative. Again, this is a transition that is common across various SLAs, and is all to do with generational shifts, as more 8-12s come through the junior session on a Tuesday at LOCH, the more the older ones outgrow the club and want a session of their own, meaning increased numbers at Hightown YC.

This quarter ended with a Christmas trips to Wrexham Tenpin, attended by around 25 young people from the Offa wards across 3 sessions in which the team mixed the sessions with other youth clubs from other wards we deliver in to create a fun atmosphere for all involved. The bowling sessions went really well and all the young people enjoyed the session, benefitted from meeting new young people from different areas, and were ultimately proven to be better bowlers than the staff!

### **Maesgwyn Youth Club**

Sav has now returned to her role at the club and has settled back into her role with ease due to her familiarity with both the centre and the group. We have however, lost our volunteer Liz for the time being due to some personal issues but she is looking to return to the fold as soon as possible.



As previously mentioned, Maesgwyn YC has struggled to attract the level of numbers seen in the spring/summer months.

However, The team have spent the last few months working with other agencies across the county including North Wales Police, Wrexham Youth Service, Wrexham Youth Justice Service etc to help tackle the high levels of ASB that were seen in and around the city centre over the Summer period, which included many areas that fall within Offa Community Council wards such as Bellevue park, Island Green, part of the City Centre and around areas such as St. Giles car park, Tuttle St/Foundry Rd etc.

Pre Summer, our sessions at Maesgwyn ran from 6.30-8.30pm but a decision was made to change the session to an earlier slot for varying reasons which were discussed with Offa CC at the time which included; the age range of usual attendees vs the darker nights coming, and to support the local area by delivering a youth club session at the Vic venue on Hill St on a Friday night to hopefully attract the very large crowd, sometimes 40-50 young people, that were causing ASB and Criminal issues on a Friday night, which again mainly included areas and streets within Offa CC wards. The Maesgwyn slot was changed to 4-6pm, and although Maesgwyn YC didn't attract large numbers at this time, the change did support the wider ASB strategy, in that ASB and criminal behaviour decreased on a Friday evening, giving some respite to business and residents from the affected areas due to the large groups of young people attending the Vic YC on Hill St in the late evenings and not roaming the streets, with reports from NWP City centre policing team stating that ASB has reduced over recent months in and around the city centre, in particular Bellevue Park and Island Green,

indicating that offering the large amount of young people frequenting the city centre on a Friday a place to hang out freely is having a positive impact on reducing ASB.

In an effort to promote the club the youth team did undertake a leaflet drop in some of the surrounding areas to MGYC early on in Q3, however during a recent team meeting it was decided to go back to the style of outreach/promotional work that over the years of delivering has seen an influx of young people attending MGYC as a result, this approach means concentrating efforts on going out into the local community, door knocking, holding consultations, talking to young people and parents, and asking what it is they'd like to see form a youth club delivered locally, and to ascertain not only the need for a club in the area, but also preferred delivery times/days, as well as what activities and informal education sessions both young people and parents would like to see at the provision. We as a department have also secured a slot on the local radio station to talk about the services we deliver, which will include discussions around what open access youth provisions are available to young people locally, what is delivered within them and who funds them, we hope that this big push on promotion and consultation will let people know what is in the area for young people.



However, for the young people attending MGYC, the team have delivered a range of sessions including art and crafts, cook and eat sessions, and a Halloween party and movie night. Plans are in place to have Andy visit with his bugs in the new year as this has proven a very popular activity in the past and the group regularly ask when he will be able to bring them back.

### **LOCH Youth Club**

The following is a directly quoted write up from Les Critchlow Hughes who has been working at the venue with Jon Stumpp over the summer, and then led the sessions since September. As already mentioned, Les will continue in this role for the foreseeable future;

“I have really enjoyed the privilege of leading these sessions since September. Numbers have dropped off a bit from the 35+ we were getting during the summer period due to light/cold. However, even over the winter months we still regularly get 15-25, and the young people all engage admirably.



We have open discussions regarding challenges faced in school, at home and in club. The young people come and engage voluntarily with the team about their days and issues that they are facing as they navigate the transitions in their development.

We have lost a couple of people due to them not knowing we were still running – I know them through my work at EYST, and some have outgrown the session. We attempted using one young person as a young leader, but due to needing extra support and the dynamics of the club, and his siblings being present, this did not work.

They really enjoy craft activities, and I am looking to invite Youth Cymru in the new year with their Sew Good project.

We have made bracelets, had quizzes, baubles, painted stones, and enjoyed a wonderful time bowling just before Christmas with food provided. This was attended by 12 young people from this club, including one of my mentees from the Aim High Programme.



We have two young members, who regularly help setting up club and running some activities. The last session before Christmas the young people really enjoyed a night of board games, some even went back home to bring them to club!

Other popular activities are PS5, pool and table tennis. The cook and eat session also revealed a gap in their knowledge of food and hygiene, so we will do some interactive training on this soon! As an ex-teacher and supervisor in the catering industry this should be fun.”

### **Overall Combined Figures for Apr-Jun 2023**

	<b>Number of sessions provided</b>	<b>Number of Contacts Made</b>	<b>Number of Individual Young People engaged with</b>
<b>Oct-Dec 2023</b>	<b>31/33</b> <small>This quarter includes the 2 weeks Christmas shutdown as per SLA</small>	<b>259</b>	<b>73</b>

### **Age Ranges Of Young People Engaged With for Apr-Jun 2023**

	<b>8-10 years</b>	<b>11-13 years</b>	<b>14-16 years</b>	<b>17+ years</b>	<b>Total</b>
Male	36	56	5	0	97
Female	66	91	5	0	162
<b>Total</b>	<b>102</b>	<b>147</b>	<b>10</b>	<b>0</b>	<b>259</b>

Budget 24-25 by Nominal ledger

	A	B	C	D	E	L	M	N	O
1	<b>2024/25</b>		As presented at 29 Jan Mtg			Changes +/-	Proposed revised budget figures		
2									
3	<b>Community Agent</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
4	8	Grant Wrexham CBC	12,400	0	-		12,400	0	
5	9	Community Agent Fundraising/Event Income	0	0	-		0	0	
6	10	Community Agent Wages	0	10,983	-		0	10,983	
7	11	Community Agent on-costs	0	2,680	-		0	2,680	
8	12	Community well-being clubs	0	0	-		0	0	
9	13	Travel Expenses	0	270	-		0	270	
10	14	Event Expenses	0	0	-		0	0	
11	15	Training/Conference	0	0	-		0	0	
12	16	Mobile Phone	0	18		198	0	216	
13	17	IT Software Licence	0	68	-		0	68	
14	18	IT Hardware	0	600	-		0	600	
15	<b>SUB TOTAL</b>		<b>12,400</b>	<b>14,619</b>	-		<b>12,400</b>	<b>14,817</b>	
16									
17	<b>Community services</b>		<b>Income</b>	<b>Expenditure</b>					
18	75	Insurance (include RFW statue)	0	7,700		-1,500	0	6,200	
19	77	Advice Service	0	7,000	-		0	7,000	
20	78	Christmas Lights	0	3,000	-		0	3,000	
21	79	Pensioners Christmas party	0	900	-		0	900	
22	80	Carnival	0	5,000	-		0	5,000	
23	81	Newsletter and Communication	0	3,000	-		0	3,000	
24	82	Church lights	0	0	-		0	0	
25	86	RWF Project	0	0	-		0	0	
26	<b>SUB TOTAL</b>		<b>0</b>	<b>26,600</b>			<b>0</b>	<b>25,100</b>	

Budget 24-25 by Nominal ledger

	A	B	C	D	E	L	M	N	O
27						Changes +/-	Proposed revised budget figures		
28	<b>Council Administration</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
29	19	Bank Fees/Interest	1,000	0	-		1,000	0	
30	20	Telephone/broadband	0	3,318	-1,200		0	2,118	
31	21	Audit Fees	0	1,400	-		0	1,400	
32	22	Election expenses	0	1,500	-		0	1,500	
33	23	Website & ICT support	0	400	-		0	400	
34	24	IT Software Licence	0	624	-		0	624	
35	25	Accounting Software Licence	0	700	-		0	700	
36	26	Sage Payroll	0	300	-		0	300	
37	27	Misc. charges	0	500	-		0	500	
38	28	Office Equipment/Stationary	0	300	-		0	300	
39	29	Postage	0	30	70		0	100	
40	30	IT Equipment/Hardware	0	600	400		0	1,000	
41	31	Membership	0	1,650	-		0	1,650	
42	32	Printer/Printing	0	1,000	-		0	1,000	
43	<b>SUB TOTAL</b>		<b>1,000</b>	<b>12,322</b>			<b>1,000</b>	<b>11,592</b>	
44									
45	<b>Environmental</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
46	33	Notice Boards/Signage	0	0	-		0	0	
47	34	Playground SLA	0	20,000	-5,460		0	14,540	
48	35	CCTV	0	1,000	-		0	1,000	
49	36	Defibrillators	0	700	-		0	700	
50	37	Litter improvements	0	0	-		0	0	
51	89	Grounds maintenance	0	3,500	-		0	3,500	
52	92	Playground repairs and inspections	0	0	5,460		0	5,460	
53	<b>SUB TOTAL</b>		<b>0</b>	<b>25,200</b>			<b>0</b>	<b>25,200</b>	
54									
55	<b>General Powers of Competence</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
56	71	General Donations	0	0	3,000		0	3,000	
57	72	Expenditure	0	0	-		0	0	
58	<b>SUB TOTAL</b>	<b>0.00</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>3,000</b>	

Budget 24-25 by Nominal ledger

	A	B	C	D	E	L	M	N	O
59						Changes +/-	Proposed revised budget figures		
60	<b>Grounds maintenance</b>		<b>Income</b>	<b>Expenditure</b>					
61	NEW	Tree Survey		5,000		-4,000	0	1,000	
62		95 Woodwork SLA	0	4,500	-		0	4,500	
63	NEW	Little Vawnog Tree Works				4,000		4,000	
64	<b>SUB TOTAL</b>		<b>0.00</b>	<b>0</b>	<b>9,500</b>		<b>0</b>	<b>9,500</b>	
65									
66	<b>Luke O'Connor House</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
67		55 Electricity	0	0	-		0	0	
68		56 Heating	0	0	-		0	0	
69		57 Cleaning Materials	0	600	-		0	600	
70		58 Repairs/Maintenance	0	500		1,000	0	1,500	
71		59 Fire Risk Assessment	0	4,430		-4,430	0	0	
72		60 Boiler Service	0	250	-		0	250	
73		61 Electrical Survey/Repairs	0	0		1,000	0	1,000	
74		62 Waste Disposal Contract	0	1,000	-		0	1,000	
75		63 Misc. Expenses	0	2,000	-		0	2,000	
76		83 PWLB	0	8,900	-		0	8,900	
77		85 Alarm Maintenance	0	0	-		0	0	
78		90 Fire Equipment	0	0		500	0	500	
79	<b>SUB TOTAL</b>		<b>0.00</b>	<b>0</b>	<b>17,680</b>		<b>0</b>	<b>15,750</b>	



Budget 24-25 by Nominal ledger

	A	B	C	D	E	L	M	N	O
80						Changes +/-	Proposed revised budget figures		
81	<b>Maesgwyn Community Centre</b>		<b>Income</b>	<b>Expenditure</b>					
82	42	Room Hire	10,566	0		-1,066	9,000	0	
83	43	Electricity	0	1,200		1,800	0	3,000	
84	45	Cleaning Materials	0	300		-	0		
85	46	Repairs/Maintenance	0	500		1,500	0	2,000	
86	47	Fire Risk Assessment	0	5,702		-5,702	0	0	
87	48	Fire Equipment	0	0		500	0	500	
88	49	Boiler Service	0	450		-	0	450	
89	50	Electrical Survey/Repairs	0	200		1,300	0	1,500	
90	51	Waste Disposal Contract	0	1,000		-	0	1,000	
91	52	Misc. Expenses	0	3,200		-2,700	0	500	
92	53	Heating	0	3,000		-	0	3,000	
93	54	Fundraising/Donations	0	0		-	0	0	
94	88	Centre Cleaning	0	3,700		1,000	0	4,700	
95	<b>SUB TOTAL</b>		<b>0.00</b>	<b>10,566</b>	<b>19,252</b>		<b>9,000</b>	<b>16,650</b>	
96									
97									
98									
99									
100	<b>Members</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
101	38	Chairmans Allowance	0	200		-	0	200	
102	39	Expenses	0	500		-	0	500	
103	40	Training/Conference	0	500		-	0	500	
104	41	Councillor's Allowance	0	4,000		-	0	4,000	
105	<b>SUB TOTAL</b>		<b>0.00</b>	<b>0</b>	<b>5,200</b>	-	<b>0</b>	<b>5,200</b>	

Budget 24-25 by Nominal ledger

	A	B	C	D	E	L	M	N	O
106						Changes +/-	Proposed revised budget figures		
107	<b>Parciau Community Centre</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
108		Room Hire	12,789	0		-789	12,000	0	
109		Electricity	0	1,200		1,800	0	3,000	
110		Cleaning Materials	0	300		-	0	300	
111		Repairs/Maintenance	0	500		19,500	0	20,000	
112		Fire Risk Assessment	0	10,105		-105		10,000	
113		Fire Equipment	0	0		500	0	0	
114		Boiler Service	0	450		-	0	450	
115		Electrical Survey/Repairs	0	200		2,300	0	2,500	
116		Waste Disposal Contract	0	1,000		-	0	1,000	
117		Misc. Expenses	0	3,200		-2,200	0	3,200	
118		Heating	0	3,000		-	0	3,000	
119		Fundraising/Donations	0	0		-	0	0	
120		Contingency		18,800		-1,800		0	
121	<b>NEW</b>	Legal Fees				5,000	0	5,000	
122		Centre Cleaning	0	3,700			0	3,700	
123	<b>SUB TOTAL</b>		<b>0.00</b>	<b>12,789</b>	<b>42,455</b>		<b>12,000</b>	<b>52,150</b>	
124									
125	<b>Precept</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
126		Precept	188,000	0		22,000	210,000	0	
127	<b>SUB TOTAL</b>		<b>0.00</b>	<b>188,000</b>	<b>0</b>		<b>210,000</b>	<b>0</b>	
128									
129	<b>Staffing</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
130		1 Clerk's Salary	0	40,200		2,000	0	42,200	
131		2 Admin Officer Salary an on costs	0	14,200		3,500	0	17,700	
132		3 Cleaner Salary	0	4,120			0	4,120	
133		4 Employer On-Costs	0	14,279		721	0	15,000	
134		5 Travel Expenses	0	100			0	100	
135		6 Membership	0	514			0	514	
136		7 Training/Conference	0	1,000			0	1,000	
137	<b>New</b>	Caretaker/ facilities manager	0	0		10,000		10,000	
138	<b>SUB TOTAL</b>		<b>0.00</b>	<b>0</b>	<b>74,413</b>		<b>0</b>	<b>90,634</b>	

Budget 24-25 by Nominal ledger

	A	B	C	D	E	L	M	N	O
139						Changes +/-	Proposed revised budget figures		
140	<b>Youth Services</b>		<b>Income</b>	<b>Expenditure</b>			<b>Income</b>	<b>Expenditure</b>	
141	73	Playschemes	0	12,440			0	12,440	
142	74	Youth SLA	0	28,000		1,550	0	29,950	
143	76	School crossing patrols	0	12,100			0	12,100	
144	93	Football	0	2,900			0	2,900	
145	<b>SUB TOTAL</b>		<b>0.00</b>	<b>0</b>	<b>55,440</b>		<b>0</b>	<b>57,390</b>	
146									
147	<b>Summary</b>	<b>TOTAL</b>	<b>224,755</b>	<b>302,681</b>			<b>244,400</b>	<b>326,983</b>	
148									
149									
150									
151									
152									
153									
154									
155									
156									
157									

## Budget 24-25 by Nominal ledger

Cell: N47

Note: Actual Basic SLA is £14,540 but there needs to be some extra to cover annual inspections - these unknown costs are now moved to Playground repairs

Cell: N56

Note: Council has agreed a grants policy - to have no possible funding budgeted for risks the general reserve being utilised unnecessarily and without limit.

Cell: N62

Note: Need to meet with CIC to discuss benefits of grant when costs of complicated works increasing

Cell: N70

Note: £500 considered to be insufficient to cover repairs to building of this type and size

Cell: L71

Note: this work is will take palce in Mar 24 and expenditure will be through EMR

Cell: N73

Note: Some provision required should 5 year electrical testing be required

Cell: N78

Note: Some contingency required to replace equipment that fails or is used

Cell: M82

Note: Previous estimate over ambitious based on 2023/24 takings. New fees agreed only apply to new users. Current regular users will not see an increase until at least September 2024.

Cell: N83

Note: Previous estimate unrealistic - current in year spend £2712

## Budget 24-25 by Nominal ledger

Cell: N85

Note: Previous estimate considered low in light of size and use of the building

Cell: L86

Note: Works being undertaken in March 24 and funded through EMR

Cell: N87

Note: Some provision required for replacement / used equipment

Cell: N89

Note: Previous estimate considered insufficient should 5 yearly inspection be due

Cell: N91

Note: Reduced in light of increase to repairs/maintenance budget

Cell: N94

Note: In year expenditure currently £4,300

Cell: M108

Note: Initial estimate over ambitious 23/24 takings £11,240

Cell: N109

Note: Current in year costs are £2k

## Budget 24-25 by Nominal ledger

Cell: N111

Note: If Offa Cc proceed to take the building on it will likely want to improve the facility - decorating at least

Cell: N112

Note: revised down based on quotes recieved

Cell: M113

Note: Some contingency required to replace fire equipment

Cell: N115

Note: £200 considered to be insufficient to for a building of such a size and age

Cell: N117

Note: Not considered appropriate to have such a large amount in miscellaneous - othher budgets enhanced

Cell: N120

Note: Contignecy is likely to be used for repairs and enhancements to building costs ditributed to other more appropriate budget headings

Cell: N121

Note: legal fee costs for lease of building

Cell: M126

Note: Precept figure agreed by resolution 29 Jan 24

Cell: M130

Note: Increase in hours agreed by Council 15 Feb 24

Cell: N130

Budget 24-25 by Nominal ledger

Note: Without a permanent clerk in post the Council cannot be sure what it may have to pay for the right candidate

Cell: N133

Note: Increased pension /NI contributions following staff hours increase

Cell: N137

Note: Funding to allow option to employ additional post

Cell: N142

Note: Increase based on quote