



Canolfan Adnoddau Ty Luke O'Connor  
21 Llys Barter  
Hightown  
Wrexham  
LL13 8QT

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

T: 01978 291562

E: [clerk@offacommunitycouncil.gov.uk](mailto:clerk@offacommunitycouncil.gov.uk)

W: [www.offacommunitycouncil.gov.uk](http://www.offacommunitycouncil.gov.uk)

Thursday 30th January 2025

Dear Councillor,

You are summoned to attend the **Full Council** meeting at **7pm, Thursday 6<sup>th</sup> February 2025 at Luke O'Connor House Resource Centre, 21 Barter Court, Wrexham LL13 8QT** and remotely by Zoom.

Zoom: -

<https://us06web.zoom.us/j/81733542615?pwd=cdDwAdDn5bpbypIh1QAZZBqT2Ks5b.1>

Meeting ID: 817 3354 2615 Passcode: 709533

With thanks,

***B. Minshall***

Benn Minshall  
Clerk and Responsible Financial Officer

#### **AGENDA**

1. To receive and consider apologies for absence.
2. To note declarations of Member interests.
3. To approve and sign the minutes of the Full Council meeting held on Thursday 16<sup>th</sup> January 2025.
4. Public Session  
A period not exceeding 12 minutes for Members of the Public to ask questions or submit comment.
5. To receive, note and approve payments to the value of £48,756.93 as per the attached report.
6. To note the renewal of the membership subscription to Wrexham Area Civic Society at a cost of £25.00.
7. To give retrospective approval for a grant to Luke O'Connor House Management Committee in the amount of £2,694.00 which occurred in the financial year 2023 / 24.

8. To approve and receive a gift of £2,688.88 from Luke O'Connor House Management Committee.
9. To note the bank reconciliation for the 31<sup>st</sup> January 2025.
10. To consider a quote from Wrexham County Borough Council for Play Contribution at a cost of £15,268.51.
11. To consider a quote from Wrexham County Borough Council for Play Area Inspections at a cost of £18,981.60.
12. To consider the following governance documents: -
  - a. Bring Your Own Device (BYOD) Policy
  - b. Community and Social Policy
  - c. Community Engagement Policy
  - d. Environmental Policy
  - e. Procurement Policy
  - f. Quality Policy
13. To consider matters relating to the Public Transport Consultation by Ambition North Wales.
14. To consider the final draft version of a long-term lease for Parciau Community Centre.
15. To consider the following Members Items: -
 

**NONE**
16. To receive reports from Llyr Gruffydd MS, Wrexham County Borough Council and North Wales Police.
17. To select date for a meeting of the Environmental Working Group to discuss the Decarbonisation Plan.
18. To note the dates of meetings for the month of March 2025: -
 

<b>Full Council</b>	7pm, Thursday 6 <sup>th</sup> March 2025, Luke O'Connor House.
<b>Events Committee</b>	11am, Monday 10 <sup>th</sup> March 2025, Luke O'Connor House.
<b>Staffing Committee</b>	12am, Monday 10 <sup>th</sup> March 2025, Luke O'Connor House.
<b>Planning Committee</b>	7pm, Thursday 20 <sup>th</sup> March 2025, Luke O'Connor House.

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In attendance: Cllrs Blackwell, Griffiths, Jenkins, A. Jones, D. Jones, Laurie, Lloyd, Ramm, Steele, Subacchi, Vale, Wilkinson, Williams and P. Wynn.

## MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 16<sup>TH</sup> JANUARY 2025

1. To receive and consider apologies for absence.

Apologies were received from Cllrs Rogers (No reason), G. Wynn (Personal), Ranger (Work) and Corcoran (Work).

2. To note declarations of Member interests.

There were no declarations of Members' interests.

3. To approve and sign the minutes of the Full Council meeting held on Thursday 5<sup>th</sup> December 2024.

**Resolved:** To sign the minutes as a true and accurate record.

4. Public Session<sup>1</sup>

A resident, and representative of the Welsh Youth Parliament, submitted a comment to the meeting regarding his responsibilities

5. To consider the outcomes of an independent IT Audit (**circulated**)

**Resolved:** To consider an allocation within the budget under item 6, with a more detailed internal assessment being presented to the February Full Council meeting.

6. To consider the draft budget proposal for the financial year 2025/26 (**attached**)

The meeting considered the draft budget proposal for the financial year 2025/26 which at the time of the meeting was an amount of £285,790.00. This means the rate of precept for an individual Band D property will be £66.85 for the year, or a cost of £0.19 per day.

After careful consideration the following line items received amendments: - Grounds Maintenance from £6,000 down to £1,500; Grants an General Donations were combined for a total of £7,500; Boiler and Service across all three Community Centres from £3,500 down to £500; and, Fire Alarm and Risk Assessment across all three Community Centres from £3,500 to £1,000.

This brought the overall budget proposal down to an amount of £264,790 – which equates to a precept of £61.94 for the year, or £0.169 pence per day.

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<sup>1</sup> Cllr Blackwell joined the meeting via Zoom at 19:12pm.

**Resolved:** To approve a budget proposal for the financial year in the amount of £264,790.00.

7. To note the dates of meetings for the month of February 2025: -

**Full Council** 7pm, Thursday 6<sup>th</sup> February 2024, Luke O'Connor House.

**Noted**

**Planning Committee** 7pm, Thursday 20<sup>th</sup> February 2024, Luke O'Connor House.

**Noted**

Chair: Cllr. L Subacchi

Cler: B. Minshall

Close of Meeting: 20:51pm

Signed.....

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Payment list for approval

	Payee	Description	Net	VAT	Gross	Cleared or uncleared
10/12/2024	A J Domestic	Cleaning Parciau November	£ 306.00		£ 306.00	Cleared
10/12/2024	A J Domestic	Cleaning Maesgwyn November	£ 306.00		£ 306.00	Cleared
07/01/2025	A J Domestic	Cleaning Parciau December	£ 306.00		£ 306.00	Cleared
07/01/2025	A J Domestic	Cleaning Maesgwyn December	£ 306.00		£ 306.00	Cleared
07/01/2025	A J Domestic	Cleaning Parciau December Windows inside	£ 34.00		£ 34.00	Cleared
31/01/2025	A J Domestic	Cleaning Parciau January	£ 306.00		£ 306.00	<b>Uncleared</b>
31/01/2025	A J Domestic	Cleaning Maesgwyn January	£ 306.00		£ 306.00	<b>Uncleared</b>
18/12/2024	Annmarie	Phone & Mileage	£ 56.31		£ 56.31	Cleared
22/01/2025	Annmarie	Phone & Mileage	£ 49.68		£ 49.68	Cleared
16/01/2025	British Gas	Loch Gas	£ 184.38	£ 9.21	£ 193.59	Cleared
16/01/2025	British Gas	Loch Electricity	£ 148.03	£ 7.40	£ 155.43	Cleared
19/12/2024	BT	BT Quarterly bill with refunds	£ 130.24	£ 26.05	£ 156.29	Cleared
21/01/2025	Caia Community Council	Advice Service	£ 3,680.00		£ 3,680.00	Cleared
07/01/2025	Caia Park Partnership	Youth Service SLA Quarter 4	£ 7,480.54		£ 7,480.54	Cleared
17/12/2024	British Gas	Gas LOCH	£ 157.14	£ 7.85	£ 164.99	Cleared
19/12/2024	Corona	Gas Maesgwyn November	£ 343.84	£ 17.19	£ 361.03	Cleared
06/01/2025	Corona	Gas Maesgwyn December	£ 368.64	£ 18.43	£ 387.07	Cleared
17/01/2025	Corona	Gas Maesgwyn January	£ 233.28	£ 11.66	£ 244.94	Cleared
04/12/2024	Deborah Corcoran	Councillors Allowance	£ 78.00		£ 78.00	Cleared
18/12/2024	Derwen Computers	November Office 365 x 3	£ 30.90	£ 6.18	£ 37.08	Cleared
07/01/2025	Derwen Computers	December Office 365 x 3	£ 30.90	£ 6.18	£ 37.08	Cleared
07/01/2025	Derwen Computers	January Office 365 x 3	£ 30.90	£ 6.18	£ 37.08	Cleared
02/01/2025	EDF Energy	Electric Maesgwyn December	£ 247.20	£ 12.36	£ 259.56	Cleared
18/12/2024	JNE Security	Grant Police	£ 1,000.00		£ 1,000.00	Cleared
23/12/2024	Konika	Photocopier	£ 123.35	£ 24.67	£ 148.02	Cleared
18/12/2024	MSN Groundswork	Repair to door hinge LOCH	£ 20.00		£ 20.00	Cleared
08/01/2025	Parciau Bowling	Grant	£ 4,000.00		£ 4,000.00	Cleared
04/12/2024	Premier Radio	Grant	£ 200.00		£ 200.00	Cleared





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## Bank reconciliation

		£
<b>A</b>	Balance on the bank statement at (taken from bank statement)	
	Barclays Bank	87488.18
	Santander	56259.63
	Lloyds Current Account	113209.74
	Lloyds Savings Account	39291.83
		<b><u>296,249.38</u></b>
	<b>Outstanding items</b>	
<b>B</b>	<b>Less</b> unpresented cheques (List each outstanding cheque)	<b><u>None</u></b>
<b>C</b>	<b>Plus</b> uncleared payments into bank (to agree with attached list)	<b><u>£612</u></b>
<b>D</b>	<b>Petty cash</b>	
	<b>Plus</b> any petty cash balance held at	<b><u>Nil</u></b>
<b>E</b>	Balance in the cash book (Authority's own records) at	<b><u>6</u></b>
	(Calculated as A-B+C+D=E)	<b><u>296,861.38</u></b>

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**Pennaeth Addysg/Head of Education**  
Karen Evans

31 Chester St, Wrexam LL13 8BG  
31 Chester St, Wrexham LL13 8BG  
Ffôn/Tel: 01978 292000  
www.wrexam.gov.uk www.wrexham.gov.uk



Ein Cyf/Our Ref:	GS/JD/OCT24
Dyddiad/Date	October 24
Gofynner am/Ask for	Jay Davies
Rhif Union/Direct Dial	01926 298361
E-bost/E-mail	jay.davies@wrexham.gov.uk

Dear Councillors

### **Funding for Staffed Play Provision in 2025-2026**

Thank you for funding the delivery of staffed play provision in your communities this year. We are aware that Community Councils will now be in the process of planning their budgets for the next financial year and hope that you will continue to fund play provision.

#### **2025-2026 play provision costs**

We will be continuing to offer play sessions of two hours. Our own experiences and those from other playwork providers suggests that this would be sufficient, with children still getting regular doses of playing and parents still having the opportunity for some regular respite.

To continue the same level of delivery in 25-26 the cost to the community council will be: **£15,268.51**

We are also recommending that where possible we shift towards the delivery of regular year round play provision, rather than focussing only on school holidays as has previously been the case. Our research indicates this approach would best support children's play and in our experience this leads to children attending more regularly, which in turn supports the development of stronger relationships between staff, children and their families.

With this in mind the cost to Community Councils of funding **one playwork session per week for 48 weeks** of the year (excluding one week at Christmas and one other week) are as follows:

<i>1 x Senior Playworker (NJC G05 point 8)</i>	<i>3 hours per week x 52 weeks</i>	<i>£3,105.96</i>
<i>2 x Playworker (NJC G04 point 5)</i>	<i>3 hours per week x 52 weeks</i>	<i>£5,896.80</i>

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Byddwn yn ymateb i unrhyw ohebiaeth yn Gymraeg ac ni fydd hyn yn arwain at unrhyw oedi.*

*We welcome correspondence in Welsh.  
We will respond to any correspondence in Welsh and this will not lead to any delay.*

<i>Project Costs</i>	<i>including van running costs, resources and training</i>	<i>£1,175</i>
<i>Total</i>		<i>£10,117.76</i>

However, despite the benefits a year round approach, we recognise that the above costs may be prohibitive for some community councils. We therefore remain committed to also delivering staffed play provision on a sessional basis during school holidays.

- Cost for 5 sessions per week throughout Easter, Whit, Summer & October school holidays (total of 45 sessions excluding bank holidays & national playday) = £9,163.35
- Cost for 4 sessions per week throughout Easter, Whit, Summer & October school holidays (total of 35 sessions excluding bank holidays & national playday) = £7,127.05.
- Cost for 3 sessions per week throughout Easter, Whit, Summer & October school holidays (total of 25 sessions excluding bank holidays & national playday) = £5,090.75.
- Cost for 2 sessions per week throughout Easter, Whit, Summer & October school holidays (total of 20 sessions excluding bank holidays & national playday) = £4,072.60
- Cost for 1 session per week throughout Easter, Whit, Summer & October school holidays (total of 10 sessions excluding bank holidays & national playday) = £2,036.30

**As usual, we are happy to negotiate how many sessions individual community councils may want on a case by case basis. Please contact the team to discuss the 'package' you may require.**

Due to the time required to plan and prepare for the delivery of quality provision (including the recruitment, checking and training of staff) please can community councils make us aware of their intentions for the forthcoming financial year as soon as possible.

Historically we have approached community councils on an annual basis, however we would like you to consider committing to a multiple year SLA of 2 or 3 years to ensure consistency and reliability for your community. We would still provide you with an annual report and would be happy to review the service each financial year, to ensure the provision met the current demand. It would also enable us to provide longer contracts to staff, which would help with staff retention.

Yours sincerely



*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Byddwn yn ymateb i unrhyw ohebiaeth yn Gymraeg ac ni fydd hyn yn arwain at unrhyw oedi.*

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Gareth Stacey  
**WCBC Assistant Team Lead – Play and Youth**

*Rydym yn croesawu gohebiaeth yn Gymraeg.  
Byddwn yn ymateb i unrhyw ohebiaeth yn Gymraeg ac ni fydd hyn yn arwain at unrhyw oedi.*

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# Offa Report 2024



## **Playwork Projects: supporting children to play out earlier and more often**

Over the past few generations there has been a significant shift in the age at which children start playing out in their community independently of their parents and/or carers. Where it might previously have been normal to see children aged four or five playing out (often with older children keeping an eye on them) in some communities children now only start being allowed to play out on their own, or with friends, at the age of 10 or 11. This change in culture has occurred for a number of reasons including increases in the amount and speed of traffic, sensationalist media reporting of tragic incidents, greater pressure on parents of young children to work and an over-structuring of children's time outside of school. As a result parents are understandably more cautious about allowing their young children out to play and often struggle to find time for play within the busy schedule of work, childcare and other extra-curricular activities.

This should be a concern for communities because playing out is essential to children forming attachments to their local neighbourhoods and the other people in them. Playing is how children get to know and be known and the positive experiences they have whilst playing will affect how they feel about the places where they live. If children are starting to play out later and if they play out less often they will miss out on vital years of forming positive relationships with their communities.

Our playwork projects support parents, other carers and children to feel more confident about playing out in their local communities and encourage them to prioritise time for playing out alongside other more structured activities. In doing so our aim is to support children to play out from as early as is possible and to continue playing out regularly throughout their childhoods. However our ability to do this will depend on where and when play provision is made available.

Of course every community is unique with its own layout and demographics but in our experience, and based on the attendances of children across our service, we have identified two key factors that influence the age at which children start to attend and how often we engage with them. The first is location and more specifically the proximity of provision to people's homes and how easily children can access different sites. The closer the provision the more likely parents are to allow their young children to attend, especially if they don't have to cross any busy roads to get there; some of our best attended projects are right on the doorstep of where people live. The second is consistency, in terms of how regularly provision runs from a particular site, how long it has been run from there and how often the staff change.

Where provision is run at the same time, on the same days and from the same sites over a prolonged period of time, families come to know what to expect and build this into the routine of their lives. Furthermore where provision is delivered consistently throughout the year, rather than just in school holidays, children attend more regularly. Finally the consistency of staffing is important because parents and children need to know and trust the people looking after them. If provision is delivered year round rather than just in school holidays we are more likely to be able to retain the same staff.

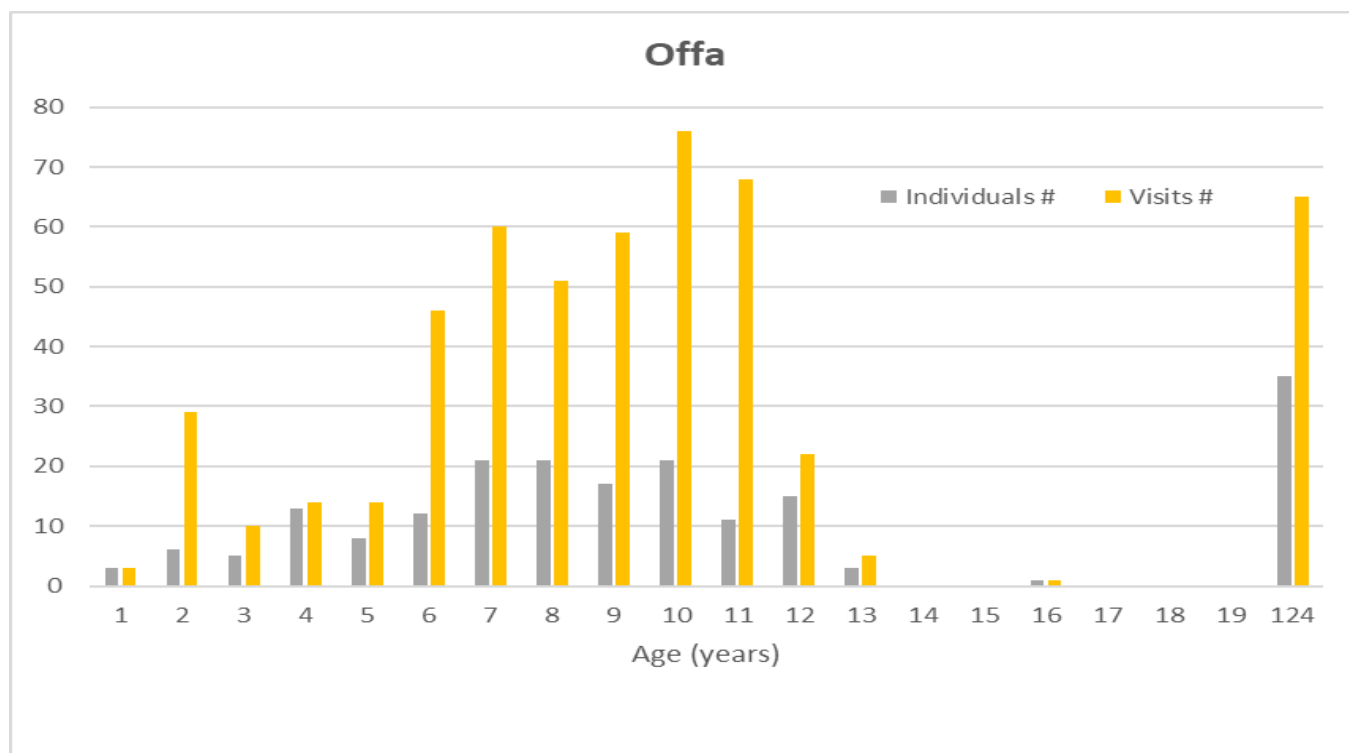
We would encourage all community councils to bear this information in mind when reviewing the attendance statistics and when considering plans for funding similar provision in the future.



## Attendance Statistics for Offa

	2023	2024
Number of sessions	48	44
Total number of visits	668	532
Average attendance per session	14	12
Total number of different children	249	193
Average visits per child	2.5	2.8

	No. of sessions		No. of visits		Average attendance	
	2023	2024	2023	2024	2023	2024
Little Vawnog	8	8	40	46	5	6
Brynacabanau Playground	31	39	511	393	16	12
Bellevue Park	9	8	117	93	13	12

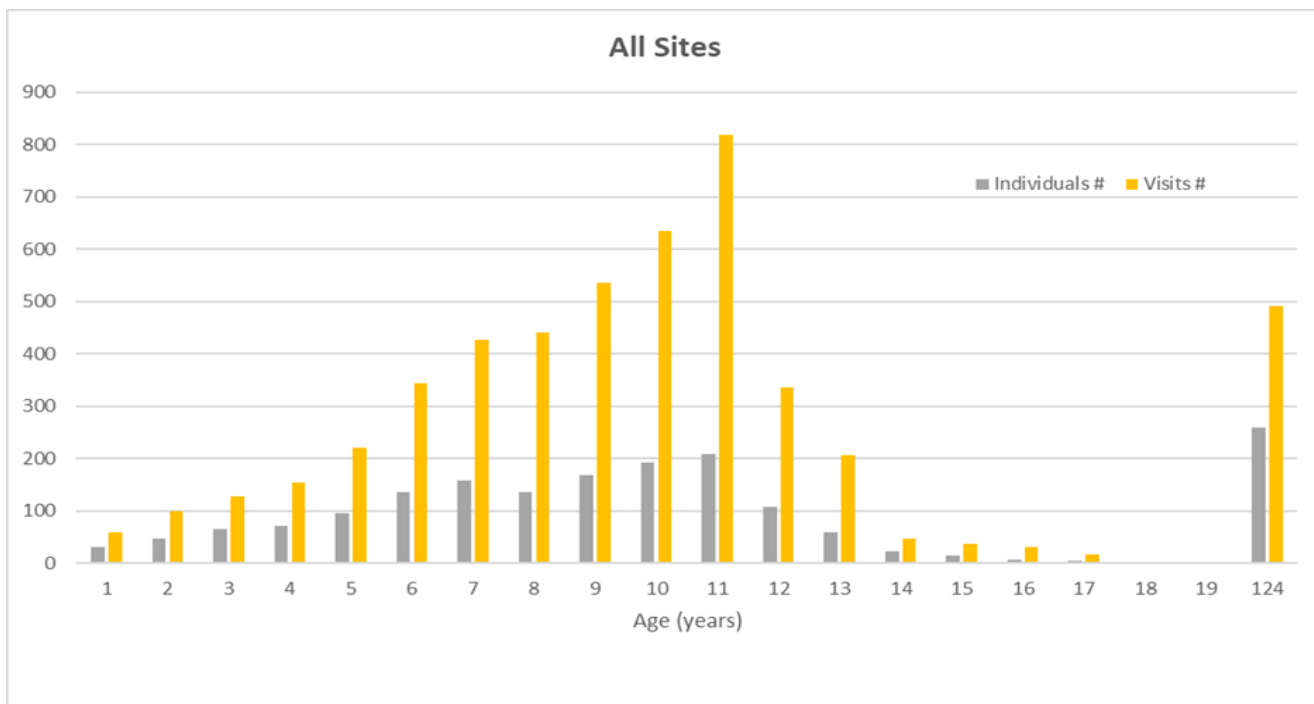


\*124 is recorded where we do not have an age for the child, this could be because they are not on the Wrexham school data base, usually because that are too young or attend school in another county.

Attendance at Offa sites continues to be good, showing a continued need for quality play opportunities within the community. There were a total of 532 visits by 193 individual children across Offa sites in 2024. The average attendance is 12, which is meeting our target attendance average. Sessions are most popular with 10 and 11 year olds. The table below outlines provision data across all of our provision.

## Attendance Statistics for all Wrexham County Borough Council run playschemes.

	2023	2024
Number of Community Councils	11	12
Number of sessions	332	398
Total number of visits	4508	5032
Average attendance per session	14	15
Total number of different children	1503	1792
Average visits per child	2.9	2.8



\*124 is recorded where we do not have an age for the child, this could be because they are not on the Wrexham school data base, usually because that are too young or attend school in another county.

## Advertising

As a team we advertise the sessions locally and across Wrexham, below are a few ways we advertise our provision:

- All our play provision is advertised on the WCBC website
- social media informing parents of the programme (Facebook, Instagram & X )
- Wrexham Family information service
- Leaflets to community councils
- Leaflets to schools & school assemblies
- Promoted through partnership meetings
- Posting leaflets to houses near session location

## **Feedback**

The response to the play sessions has been overwhelming positive within the community. Evaluation forms completed by children and parents agree that the sessions develop resilience, support emotional and physical health and improve overall well-being. Importantly, service users regularly report their enjoyment with the sessions and children are able to engage in opportunities that are new, novel and adventurous. Below are some quotes from children and parents who have completed evaluation forms:

“I love bringing my boys here as they get to play with their friends and I can chat with other parents and have a brew.”

“I love the big tubes.”

“I like having hot chocolate and marshmallows on the fire.”

“The staff always make me feel welcome and my children really enjoy playing here.”

## **Recommendation to the Community Council**

- We would recommend the Community Council considers continuing funding provision at the current level as overall sessions are very well attended.
- Consideration of a multi-year SLA would provide long term stability to the project and offer potential for further development.





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## **Service Level Agreement with Offa Community Council 2025**

### **Costs of the Maintenance and Inspection Programme 2025 Play area inspection once a week**

#### **Bryn y Cabanau play area, Hightown- £2,189.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£1,124.00 per annum per site  
Annual external safety inspection- (this may vary according to the tender price for all the inspections across the County Borough). £54  
Grass Cutting of the sites (4 cuts a year)- £194.00

#### **Court Rd, Wrexham- £2,189.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£1,124.00 per annum per site  
Annual external safety inspection- (this may vary according to the tender price for all the inspections across the County Borough). £54  
Grass Cutting of the sites (4 cuts a year)- £194.00

#### **Wings Club, Bryn Offa-£2,189.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£1,124.00 per annum per site  
Annual external safety inspection- (this may vary according to the tender price for all the inspections across the County Borough). £54  
Grass Cutting of the sites (4 cuts a year)- £194.00

#### **Bellevue Park, Toddler play area-£1,995.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£1,124.00 per annum per site  
Annual external safety inspection- (this may vary according to the tender price for all the inspections across the County Borough). £54

#### **Bellevue Park, Junior play area-£1,995.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£1,124.00 per annum per site  
Annual external safety inspection- this may vary according to the tender price for all the inspections across the County Borough). £54

#### **Bellevue Park, MUGA -£0.00**

Litter clearance, weekly basis - £0.00 per annum per site

Play area inspection once a weekly-£00.00 per annum per site  
Annual external safety inspection- this may vary according to the tender price for all the inspections across the County Borough). £.0.00 (included in cost of Play Area Annual Inspection)

**Bellevue Park, Fitness trail -£1,941.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£1,124.00 per annum per site  
Annual external safety inspection- **included with the play inspection.**

**Maesgwyn Play Area-£2,189.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£1,124.00 per annum per site  
Annual external safety inspection- (this may vary according to the tender price for all the inspections across the County Borough). £54  
Grass Cutting of the sites (4 cuts a year)- £194.00

**Howards Field Play Area - £1,131.00**

Litter clearance, weekly basis - £817.00 per annum per site  
Play area inspection once a weekly-£260.00 per annum per site  
Annual external safety inspection- (this may vary according to the tender price for all the inspections across the County Borough). £54

**Total Cost - £15,818.00 + VAT per annum.**



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## **BRING YOUR OWN DEVICE (BYOD) POLICY**

**Approved by Council:**

**Date to be reviewed:**

### **Introduction**

Offa Community Council permits Councillors and Officers the use smartphones and tablets of their choosing for council business.

This policy is intended to protect the security and integrity of personal data controlled and processed by Offa Community Council.

Offa Community Council reserves the right to revoke this privilege if Councillors and Officers do not abide by the policies and procedures outlined below.

Offa Community Council Councillors and Officers must agree to the terms and conditions set forth in this Bring Your Own Device (BYOD) policy to be able to connect their devices to the company network.

### **Devices and Support**

- Smartphones including iPhone, Android and Windows phones are allowed.
- Tablets including iPad and Android are allowed.
- Laptops are allowed.
- Connectivity issues may be supported by ICT services, but this will be on a case-by-case basis and the connectivity issue should be reported to the Clerk.
- The device manufacturer or their carrier should be contacted for operating system or hardware related issues.

### **Security**

- To prevent unauthorised access, devices must be password protected using the features of the device and a strong password is required to access the company network.
- Passwords must be at least six characters and a combination of upper- and lower-case letters with a number and a symbol.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if it is disclosed to another person or discovered.
- Devices must be encrypted.
- The device must lock itself with a password or PIN if it's idle for five minutes.

- Home Wi-Fi networks must be secure, and caution must be exercised when using public Wi-Fi networks as public Wi-Fi networks may not be secure.
- Public data backup and transfer services (Dropbox, Google Drive, must not be used.
- Data must only be stored on internal memory, never on a removable memory cards.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- All data relating to Offa Community Council will be erased at the end of a Councillor's term or in the case of an Officer at the end of his or her employment.
- All data relating to Offa Community Council will be erased if there is a personal data breach.
- All data relating to Offa Community Council will be erased if there is a virus or similar threat to the security of data.
- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails, accessing potentially harmful websites, using potentially harmful application software, using Wi-Fi facilities in public places (e.g. coffee shops or airports), or Some apps for smartphones and tablets may be capable of accessing sensitive information.

### **Risks, Liabilities and Disclaimers**

- Lost or stolen devices must be reported to Offa Community Council within 24 hours. Councillors and officers are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors and officers to adhere to the Offa Community Council's BYOD policy as outlined above.
- Councillors and officers are personally liable for all costs associated with his or her device.
- Offa Community Council reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.



## COMMUNITY AND SOCIAL POLICY

**Approved by Council:**

**Date to be Reviewed:**

### Local

This Policy contains Offa Community Council's written commitment to strengthening the communities of both place and interest, to recognising and encouraging their diversity and treating communities and individuals fairly and with respect.

The principles by which the Council will operate are also its pledge to the community: -

- Equality and respect.
- Professionalism and Delivering on our promises.
- Democracy and transparency.
- Working with others to maximise effectiveness.

It also compliments the authority's Social and Ethics; Equal Opportunity and Diversity; also, in their Procurement Policy, the Council commit to purchasing locally where possible.

The Council will aim to understand the nature of society within the Communities and will use its role as the level of local government closest to the people, to develop its qualities and encourage interaction within and between the communities.

In particular, the Council will: -

- Promote and support the provision cultural facilities and community venues.
- Promote and facilitate events which draw the whole community together.
- Support ways of giving individuals and communities a voice and where appropriate to act as an Advocate for them.
- Support the reporting of local events and issues.
- Work in partnership to tackle significant social welfare issues within the Communities.
- Use its governance role to strengthen communities, as well as supporting voluntary and community organisations which seek to do the same.
- Put the needs of the public first and provide fair, responsive and accountable local government.
- Promote good relationships between members of the community particularly those who might suffer discrimination.
- Monitor policies and procedures to assess their effectiveness in achieving our aims.
- Work with our partners in statutory, voluntary and private sectors to ensure the best

outcomes for the people of Loggerheads Communities.

## **Global**

Offa Community Council will also strive to set a good example locally, in addressing world ethical issues and will encourage partner and associated organisations to do so. It is committed to the prevention of any violation of established Human Rights of any kind, particularly where child labour or undesirable forced acts are involved.

In particular, the Council will: -

- Promote a culture of ethical behaviour throughout the organisation.
- Act to protect the integrity and therefore enhance the reputation of the Council.
- Only engage with suppliers, contractors or business partners who do not compromise out reputation outlined within this policy.
- Maintain policies and procedures which will deliver value for money and demonstrate socially and environmentally responsible behaviour.
- Question its major suppliers of goods and services about their ethical credentials.
- Encourage all suppliers to the Council, to ensure that throughout their global supply chains, all organisations comply with the Ethical Trading Initiative Base Code.
- Collaborate and compete with other business institutions in a fair, honest and appropriate manner.
- Ensure that ethics as well as returns, govern its investments.

**N.B.** Companies with a commitment to ethical trade adopt a code of labour practice that they expect all their suppliers to work towards. Such codes address issues like wages, hours of work, health and safety, employment to be freely chosen, no child labour, the right to join free trade unions and a ban on harsh or inhuman practices.



## COMMUNITY ENGAGEMENT POLICY

**Approved by Council:**

**Date to be Reviewed:**

### Introduction

Offa Community Council recognise the importance of local people, community groups and businesses having a voice in contributing to the debate and decisions on issues being determined by the Council and on wider issues within the .

The Policy is also intended to be an ongoing pledge by the Council to our communities. It also compliments the authority's Social and Ethics Policy; and our Equal Opportunity and Diversity Policy; and should be considered alongside our broader Communications Policy.

This document forms the Council's first Community Engagement Policy. It sets out: -

- The Role of community engagement and its importance.
- How Offa Community Council engages the wider community and identifies the needs and aspirations of the community.
- How the Community Council can improve community engagement.

The objectives of the policy are to: -

- Encourage effective local community engagement.
- Ensure that embedded throughout the Council, there is clear understanding of the need to engage with communities about decisions that affect them.
- Enable aspirations/ comments/suggestions obtained from community engagement to have an impact on decision making and the way decisions are being made and services are being delivered.
- Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to the harder to reach groups in our society).

### Community Engagement – An Overview

Community engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations, as well as other public sector bodies.

It provides opportunity for local people to talk to the Council about their aspirations and/or needs in their community and neighbourhood. It allows the Council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how

well its performing.

The term stakeholder refers to a wide range of people and groups (these might include, residents, visitors, businesses, voluntary organisations, public service organisations and lobby groups), all of which have an interest in the Council's services and projects and other issues in the community.

Hard to Reach groups refers to those likely to experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people, physical disability, language barriers, financial constraints, cultural differences or social expectations. The Council will put effort into seeking their views, but it also recognises that sometimes they may have excluded themselves through personal choice.

The key aspects of community engagement include: -

- Development of a network of relationships between the Council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups.
- Listening and understanding to a range of people to identify aspirations, needs and problems of local people and groups.

Effective and meaningful community engagement can provide a number of benefits: -

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities / services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections or standing for Council and in volunteering within the community.

### **Offa Community Council and Community Engagement**

The Council will facilitate community engagement in the following ways: -

- Ensuring information on what decisions are being considered and how residents can influence or contribute to the discussions are available in good time. Methods used to ensure engagement will be - through the Council website, noticeboard, the Council's Facebook, posters, consultations, reports and word of mouth.
- All meetings of the Council and its committees are open to the public and press and there is a period set aside for public participation. Residents can access agendas for meetings via the Council website, noticeboard or they can be collected from the Council office, public agendas are also made available at the meetings of the Council and its committees. The Council website, noticeboard, agendas explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written reports, present petitions or have a case presented on their behalf to Councillors.
- Planning applications are considered at Planning and Environment Committee meetings which are held monthly. The opportunities for people to speak applies equally to these agenda items. Equal opportunity is given to applicants/supporters, objectors and local community groups.
- The Clerk is the principal advisor to the Council and other staff also advise on their

areas of expertise. They must however be politically neutral and ensure that residents can be fully involved, have their views considered and be confident that they are receiving unbiased information and support from Council Officers.

- Details of how to contact the Clerk will be displayed the Council noticeboard, Council website and Facebook. Details of how to contact Councillors will be displayed on the noticeboard and the Council website.
- The Council will produce a list of annual Council and committee dates to include the start times of the meetings.
- The Council will be open and accountable in its dealing with residents and the community. It will make information on its policies and procedures freely available.
- The Council will be receptive to requests from residents or communities and will attempt to be flexible to ensure their opinions are also known to other organisations. This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report undertaken by the Council.
- The Council will, operate a “gateway” service from both its offices to ensure local people and communities are referred to the correct organisation, Officer, Borough, or Councillor where the Council cannot resolve their issue directly.
- Councillors will continue to represent the Council on various outside bodies, to ensure that they are kept informed of the communities’ needs.

## **Communication**

Offa Community Council is committed to improving community engagement by: -

- Continuing all the above activities and services into the future and improving relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Ensuring that the principles and standards of its main Communications Policy (which is also available on the website, are applied to its community engagement.
- Being proactive and willing to consider any reasonable opportunities that support its purpose of making information available and increasing contributions from the community, especially those that are difficult to reach.
- When dealing with controversial issues that affect a particular community then consideration will be given to holding a public meeting.
- Consultations and surveys are to be considered when necessary and appropriate and results will be made available.
- Continuing to work in partnership to produce and review community led policies. It will also ensure that priorities from such policies are built into its own Business Plan.
- Identifying and embracing opportunities to work with other local community groups when the need arises.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups; in order to encourage new relationships/partnerships to be formed and to raise community spirit.
- Promoting elections and the importance of the democratic process and the value of being a Councillor.
- Promoting the value to the community of volunteering.
- Reviewing its Community Engagement Strategy on regular basis to ensure that it remains relevant.

## **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council website and copies will be available from the Council office.



## **Outcomes**

The outcomes which we are striving for and against which the success of this policy will be measured are: -

- Improved communication through the establishment of new channels of engagement.
- More residents understanding the role of Councillors, feeling they can become involved and thereby getting the best effect.
- Improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
- Improved satisfaction with services provided by the Council.



## ENVIRONMENTAL AND SOCIAL POLICY

**Approved by Council:**

**Date to be Reviewed:**

Offa Community Council recognises its operations have impact on the environment in a few ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

The Council acknowledges its **duty** to consider the conservation of biodiversity when carrying out its functions, under the provisions of the Natural Environment and Rural Communities Act 2006, s40.

The Council will recognise and support Environmental Strategies of Wrexham County Borough Council.

The Council accepts that “sustainable development” will not be possible unless “Climate Change”, the global temperature rise, is tackled and that this is of growing concern to its residents, particularly the young.

This Policy will also be linked to other Council policies including Equality; Community and Social; Quality; Treasury Management (Investment) and Procurement, which will ensure environmental considerations are central to the ethos of the organisation.

The Council will therefore work with partners to help our community achieve its sustainability ambitions. To be successful, everyone must play their part and the Council will help them realise there are wider benefits of tackling climate change which can improve lives, not diminish them.

To achieve this, the Council will: -

- Embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands.
- Comply with all relevant environmental legislation and where possible set standards which are more stringent than the legal minimum.
- Undertake periodic audits to ensure up to date assessments of environmental impacts are maintained and the progress of action plans are monitored. As part of this it will measure the organisation’s carbon footprint and take the necessary actions to reduce it.
- Ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work.

- Require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.
- Have regard for both the natural and built environments and will strive to protect and where possible enhance them.
- Although the Council is not a large energy user it will take any opportunity to manage energy with a view to minimising its consumption.
- Ensure its operations minimise pollution of land, water and air.
- Minimise the consumption of natural resources and consume material goods with consideration and in moderation.
- Seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.
- Reduce emissions from travel and machinery.
- Direct its efforts to make the community sustainable, through like-minded community groups.

### **Responsibility**

The Community Council is ultimately responsible for setting its policy and ensuring it is adhered to. Many of the responsibilities for environmental and sustainability functions are delegated to its Planning and Environment Committee. Member Audits may include compliance of environmental policies and procedures in its planned audits.

The Clerk is responsible for implementing this policy and as far as is reasonably practicable, will ensure that: -

- Appropriate environmental operating procedures are developed and reviewed.
- Any work carried out will comply with the requirements of this Policy and relevant operating procedures.
- Noise Pollution is kept to a minimum.
- Environmental accidents are investigated, resolved and preventative measures are enforced to prevent reoccurrences.
- This Policy is reviewed regularly to ensure relevance and currency.

**Everyone of us has the ability and responsibility to contribute to this!**

**Every one of us will benefit!**



## PROCUREMENT POLICY

**Approved by Council:**

**Date to be Reviewed:**

The Council will strive to attain best value for all goods, materials and services which it purchases.

**“Best Value”** will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations, Standing Orders and Standing Orders for Contracts.

- The Council will, wherever possible, purchase goods, materials and services locally and where “*best value*” can be satisfied.
- In evaluating “*best value*”, the past record of the supplier will be taken into account.
- For goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance, against which best value can be judged. A scoring matrix should be used for all purchases or contracts above £3,000 for which quotations are required.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council’s Environmental Policy and Community and Social Policy.
- The Council will purchase recycled goods or less environmentally damaging materials where they meet the required functional standard.



## QUALITY POLICY

**Approved by Council:**

**Date to be Reviewed:**

### **Purpose**

Offa Community Council believes that its commitment to continuous improvement will guarantee the success of the Council by fulfilling its strategic objectives and the needs and expectations of its residents, communities, businesses, clients, partners and other stakeholders.

The Council has developed its expertise and standards since its establishment and its aim is to achieve a high standard of service to the Community.

### **Scope**

The Policy relates to all activities and processes developed and operating for quality control and management which have been underlined by the Council in a range of linked policies. It will also help ensure the Council operates in compliance with legal requirements and best practice.

### **Policy**

The Council is committed to seek Quality in all that they do by: -

- Developing and maintaining activities that are systematically planned, implemented, reviewed and evaluated.
- Increasing the Council's capacity by developing both Councillors and Officers and using external expertise where appropriate.
- Investing in technology and equipment which will increase efficiency.
- Working in partnership where it can add value.
- Building successful relationships with clients and communities by ascertaining their respective needs and considering their wishes.
- Develop and achieve our commitments for quality, cost, and schedule.

The Council will seek recognition for its policy by: -

- Striving for excellent internal and external audit reports.
- Seeking to gain and then retain successive levels of the Local Council Awards Scheme.
- Remaining eligible to use the Power of General Competence.
- Operating through integrated quality management principles which incorporate

- continual assessment and can be externally assessed if appropriate.
- Publicly reporting performance.
  - Undertaking satisfaction surveys on its services.
  - Assessing business, financial and safety risks and managing in a way that lowers them to an acceptable level.
  - Preparing and regularly reviewing a Business Continuity Plan.

The Councillors and Officers are responsible for quality control through the policies and procedures seeking improvement by constant review with suppliers and subcontractors being encouraged to co-operate. The Council is committed to achieving customer satisfaction using quality procedures.

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## Datganiad i'r wasg

Llun 20 Ionawr 2025

### Dweud Eich Dweud ar Ddyfodol Trafnidiaeth yng Ngogledd Cymru

Gall teithio o amgylch Gogledd Cymru fod yn her. Fel rhanbarth wledig gyda rhwydweithiau rheilffyrdd a ffyrdd yn aml o dan bwysau, nid oes llawer o amheuaeth bod angen gwella trafndiaeth a chysylltedd lleol. Heddiw, mae ymgynghoriad cyhoeddus 12-wythnos yn cael ei lansio, sy'n rhoi'r cyfle i breswylwyr, busnesau, ac ymwelwyr siapio dyfodol teithio yn y rhanbarth.

Mae Uchelgais Gogledd Cymru, sydd hefyd yn gwasanaethu fel Cyd-Bwyllgor Corfforedig y rhanbarth – gyda chyfrifoldeb dros gynllunio trafndiaeth, cynllunio defnydd tir strategol a gwella lles economaidd, yn gwahodd adborth ar gynllun drafft Trafnidiaeth Rhanbarthol Gogledd Cymru. Mae'r ddogfen yn nodi polisiau ac ymyriadau strategol ar gyfer y pum mlynedd nesaf, gan gwmpasu pob dull o deithio, gan gynnwys rheilffordd, ffyrdd, bws, cerdded a beicio, gyda'r nod o ddarparu gwell opsiynau teithio, gwella cysylltedd digidol, a lleihau effeithiau amgylcheddol.

Mae'r ymgynghoriad yn cynrychioli ymdrechion ac arbenigedd Cyd-Bwyllgor Corfforedig Gogledd Cymru, ei Is-bwyllgor Trafnidiaeth a'i bartneriaid, gan gynnwys awdurdodau lleol, Trafnidiaeth Cymru a Llywodraeth Cymru.

**Dywedodd y Cynghorydd Goronwy Edwards, Cadeirydd yr Is-bwyllgor Trafnidiaeth:** "Mae hwn yn gyfle i bobl ddweud wrthym beth sy'n bwysig iddyn nhw a sut y gallwn ni wella cysylltiadau trafndiaeth ar draws y rhanbarth. Mae systemau trafndiaeth effeithiol yn cysylltu pobl â gwasanaethau hanfodol, yn cysylltu busnesau â gweithwyr a chwsmeriaid, ac yn cefnogi economi ffyniannus. Rwy'n annog preswylwyr i gymryd rhan a dweud eu dweud."

**Ychwanegodd y Cynghorydd Dafydd Rhys Thomas, Is-gadeirydd y Pwyllgor y canlynol:** "Mae cysylltiadau trafndiaeth dda yn hanfodol i'n cymunedau. Maen nhw'n lleihau unigedd mewn ardaloedd gwledig, yn gwella mynediad at wasanaethau fel gofal iechyd ac addysg, ac yn rhoi hwb i economïau lleol drwy ddenu ymwelwyr a chefnogi busnesau bach. Dyna pam rydyn ni'n awyddus i gael cymaint o fewnbwn â phosibl fel y gallwn weithio gyda'n gilydd i greu rhwydwaith trafndiaeth sy'n gweithio i bawb ar draws y rhanbarth."

Nod y cynllun yw llunio polisi a buddsoddiad trafndiaeth hyd at 2030, gan ddisodli cynlluniau trafndiaeth leol presennol er mwyn cyd-fynd â blaenoriaethau cenedlaethol. Mae'n cael ei ystyried yn hanfodol i sicrhau bod Gogledd Cymru yn cwrdd â heriau economaidd yn y dyfodol, yn cefnogi teithio cynaliadwy, ac yn cyfrannu at amcanion hinsawdd.

Mae'r ymgynghoriad yn rhedeg tan 14 Ebrill 2025 – gyda chais i drigolion Gogledd Cymru i beidio â cholli'r cyfle i ddylanwadu ar ddyfodol trafndiaeth yn y rhanbarth drwy ymweld â: <https://bit.ly/CTRhGCymgysylltu-rhithwir>.

**Diwedd**



Ar gyfer ymholiadau cyfryngau cysylltwch â: Bethan Angharad Airey

[BethanAngharadAirey@uchelgaisgogledd.cymru/](mailto:BethanAngharadAirey@uchelgaisgogledd.cymru/) [media@uchelgaisgogledd.cymru/](mailto:media@uchelgaisgogledd.cymru/) / 07385 223271

### Gwybodaeth i olygyddion

1. Mae'r ymgynghoriad yn rhedeg o 20<sup>fed</sup> o Ionawr 2025 am 12 wythnos. Rhaid cyflwyno ymatebion erbyn 23:59pm ar yr 14<sup>eg</sup> o Ebrill 2025.
2. Uchelgais Gogledd Cymru sy'n gyfrifol am gefnogi cyflawni Cynllun Twf y rhanbarth a nhw hefyd yw Cyd-Bwyllgor Corfforedig Gogledd Cymru (CJC) - gyda chyfrifoldebau am gynllunio trafndiaeth rhanbarthol, cynllunio defnydd tir strategol, a gwella lles economaidd.
3. Mae'r CJC yn cynnwys aelodau cynrychioliadol o chwe chynngor Conwy, Sir Ddinbych, Sir y Fflint, Gwynedd, Ynys Môn, a Wrecsam, yn ogystal ag Awdurdod Parc Cenedlaethol Eryri ar gyfer materion cynllunio. Fel y CJC, mae Uchelgais Gogledd Cymru yn ceisio barn ar ddrafft Cynllun Trafnidiaeth Rhanbarthol Gogledd Cymru, sy'n amlinellu ein polisiau a'n hymyriadau strategol ar gyfer y pum mlynedd nesaf ar draws gwahanol ddulliau teithio. Y nod yw cyhoeddi a mabwysiadu ein Cynllun Trafnidiaeth Rhanbarthol yn ystod Haf 2025.
4. Mae'r cynllun drafft a'r holiadur ymgynghori ar gael ar-lein mewn [ystafell arddangos rithiol](#). Gall ymatebion hefyd gael eu hanfon ar e-bost i [northwalesregionaltransportplan@arup.com](mailto:northwalesregionaltransportplan@arup.com) neu eu hanfon drwy'r post i:  
FREEPOST UGC / ANW.

Mae copïau papur o'r ddogfen ymgynghori ar gael mewn llyfrgelloedd cyhoeddus ym mhob sir. Mae posib gofyn am fformatau hygyrch trwy e-bostio [northwalesregionaltransportplan@arup.com](mailto:northwalesregionaltransportplan@arup.com) neu drwy ffonio 01172 405 350.



## Press release

20 January 2025

### Have Your Say on the Future of Transport in North Wales

Getting around much of North Wales can be a challenge. As a largely rural region with rail and road networks often under pressure, there is widespread agreement that local transportation and connectivity need improvement. Today, a 12-week public consultation launches, giving residents, businesses, and visitors the chance to shape the future of travel in the region.

Ambition North Wales, which also serves as the region's Corporate Joint Committee - with responsibility for regional transport planning, strategic land use planning and enhancing economic well-being, is inviting feedback on the draft Regional Transport Plan for North Wales. The document sets out strategic policies and interventions for the next five years, covering all modes of transport, including rail, road, bus, walking, and cycling, and aims to provide better travel options, improve digital connectivity, and reduce environmental impacts.

The consultation represents the collective efforts and expertise of the North Wales Corporate Joint Committee, its Transport Sub-Committee and partners, including local authorities, Transport for Wales and the Welsh Government.

**Councillor Goronwy Edwards, Chair of the Transport Sub-Committee, said:** "This is an opportunity for people to tell us what's important to them and how we can improve transport links across the region. Effective transport systems connect people to essential services, link businesses to employees and customers, and support a thriving economy. I urge residents to get involved and have their say."

**Councillor Dafydd Rhys Thomas, Committee Vice-chair, added:** "Good transport links are vital for our communities. They reduce isolation in rural areas, improve access to services like healthcare and education, and boost local economies by attracting visitors and supporting small businesses. This is why we are keen to get as much input as possible so we can work together to create a transport network that works for everyone across the region."

The plan aims to shape transport policy and investment up to 2030, replacing local transport plans and aligning with national priorities. It is seen as essential to ensure that North Wales meets future economic challenges, supports sustainable travel, and contributes to climate goals.

The [consultation](https://northwalesregionaltransportplan.virtual-engage.com) runs until 14th April 2025 – North Wales residents are urged not to miss the opportunity to influence the future of transport in the region by visiting: [northwalesregionaltransportplan.virtual-engage.com](https://northwalesregionaltransportplan.virtual-engage.com)

#### Ends

For media enquiries please contact: Bethan Angharad Airey

[BethanAngharadAirey@uchelgaisgogledd.cymru](mailto:BethanAngharadAirey@uchelgaisgogledd.cymru) / [media@uchelgaisgogledd.cymru](mailto:media@uchelgaisgogledd.cymru) / 07385 223271

#### Notes to editors

1. The consultation runs from 20<sup>th</sup> January 2025 for 12 weeks. Responses should be submitted by 23:59pm on 14<sup>th</sup> April 2025.
2. Ambition North Wales is responsible for supporting the delivery of the region's Growth Deal and is also the North Wales Corporate Joint Committee (CJC) – with responsibilities for regional transport planning, strategic land use planning, and enhancing economic well-being.
3. The CJC includes representative members from the six councils of Conwy, Denbighshire, Flintshire, Gwynedd, Isle of Anglesey, and Wrexham, as well as Eryri National Park Authority for planning matters. As the CJC, Ambition North Wales is seeking views on the draft North Wales Regional Transport Plan, which outlines our strategic policies and interventions for the next five years across various modes of transport. The aim is to publish and adopt our Regional Transport Plan in the Summer 2025.
4. The draft plan and consultation questionnaire are available online in a [virtual exhibition room](#). Responses can also be emailed to [northwalesregionaltransportplan@arup.com](mailto:northwalesregionaltransportplan@arup.com) or sent by post to:  
FREEPOST UGC / ANW.

Paper copies of the consultation document are available at public libraries in every county. Accessible formats can be requested by emailing [northwalesregionaltransportplan@arup.com](mailto:northwalesregionaltransportplan@arup.com) or calling 01172 405 350.

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