



MINUTES OF THE FULL COUNCIL MEETING HELD 7th MARCH 2024

Present:

Councillors:

Christine Griffiths
 Alun Jenkins
 Alex Jones
 Angela Jones
 David Jones
 Barbara Lloyd
 John Ramm
 Andrew Ranger
 Sarah Roberts
 Linda Subacchi (Chair)
 Katie Wilkinson (In part)
 Keith Williams
 Phillip Wynn

Also in attendance:

Lee Jakeman – Locum Clerk

Absent:

Councillor Graham Rogers

290. **Apologies**

Apologies were noted from Councillors: Jim Steele, Steven Vale, John Williams and Graham Wynn

RESOLVED: To formally approve the absence and apology from Cllr Williams due to ill health.

291. **Declarations of interest.**

NIL

292. **Minutes**

- a. **RESOLVED: to approve the minutes of the meeting held on 15th February 2024** (which were duly signed by the Chair).
- b. Members noted receipt of the draft minutes of the Staffin Committee meeting held on 12th February 2024.

- c. Members noted receipt of the draft minutes of the Events Committee meeting held on 19th February 2024

293. Co-Option

RESOLVED: To co-opt Katie Wilkinson into the vacant councillor position.

294. Public Session.

a. RESOLVED: To suspend the meeting and Standing Orders to receive comments from Cllr Mark Pritchard (Leader WCBC) regarding CCTV provision.

Cllr Pritchard asked that the meeting go into part 2 (confidential session). Cllr Pritchard was advised that he had been invited to attend a public session of the Council meeting and asked if he could brief the Council without the need to disclose privileged / confidential items. Cllr Pritchard advised that he felt unable to brief the Council in public session.

b. RESOLVED: To resume the meeting and reinstate Standing Orders.

295. Schedule of Payments.

a. RESOLVED: To approve a schedule of payments for February 2024 totalling £19,099.60:

Date	Description	Supplier/ Payee	Net	Vat	Total
01/02/2024	Payroll Licence	Sage Global Services Ltd	18.16	3.63	21.79
02/02/2024	Office 365 licence	Derwen Computers	4.90	0.98	5.88
02/02/2024	Office 365 licence	Derwen Computers	20.60	4.12	24.72
05/02/2024	Salary	LGRC Associates Limited	5,659.01	1,131.80	6,790.81
06/02/2024	Christmas Market & Winter Festival	SR Electrical & Security	166.00	33.20	199.20
06/02/2024	Helen McCarthy ILCA SLCC	Helen McCarthy	120.00	24.00	144.00
06/02/2024	Salary	LGRC Associates Limited	490.22	98.05	588.27
06/02/2024	HMRC	HMRC	51.02		51.02
06/02/2024	HMRC	HMRC	54.50		54.50
06/02/2024	HMRC	HMRC	12.45		12.45
06/02/2024	HMRC	HMRC	12.45		12.45
07/02/2024	Salary	LGRC Associates Limited	1,318.90	263.78	1,582.68
08/02/2024	Advice service	Caia Park Partnership Ltd	3,471.50		3,471.50
12/02/2024	Stationary	Viking Office UK Limited	26.91	5.38	32.29
12/02/2024	Karen Benfield	Karen Benfield	463.87		463.87
14/02/2024	Clwyd Pension	Clwyd Pension	123.62		123.62
14/02/2024	Clwyd Pension	Clwyd Pension	124.12		124.12
15/02/2024	BELLEVue CLEANING	AJ Domestics	306.00		306.00
15/02/2024	Maesgwyn CLEANING	AJ Domestics	306.00		306.00
20/02/2024	HMRC	HMRC	68.30		68.30
20/02/2024	Clwyd Pension	Clwyd Pension	697.71		697.71
20/02/2024	HMRC	HMRC	15.60		15.60
23/02/2024	School Crossings	Wrexham CBC	1,499.75		1,499.75
25/02/2024	Salary	Gaynor Williams	294.84		294.84
25/02/2024	Salary	AnnMarie Ruscoe	786.24		786.24
25/02/2024	Salary	Helen McCarthy	1,094.49		1,094.49
28/02/2024	Maesgwyn CC - Electric	EDF Energy	276.19	13.81	290.00
29/02/2024	CCTV System LOCH	Vodafone Limited	31.25	6.25	37.50
		Sub totals	17,514.60	1,585.00	19,099.60

b. RESOLVED: To approve the following additional payments totalling £14,918.54:

Payee	Description	Net	VAT	Gross
A J Domestic	Parciau Cleaning 15/1 to 12/2	£ 306.00		£ 306.00
A J Domestic	Maesgwyn Cleaning 16/1 to 13/2	£306.00		£306.00
Caia Partnership	Advice Service Oct to Dec & Jan to March	£ 3,471.50		£ 3,471.50
Derwen Computers	Office 365 Invoice 4852 1 x basic licence	£ 4.90	£ 0.98	£ 5.88
Derwen Computers	Office 365 Invoice 4851 2 x standard licence	£ 20.60	£ 4.12	£ 24.72
Konica	Photocopies Oct to Jan 2024	£70.89	£14.18	£85.07
Konica	Photocopier rental 9 Jan to 8 Apr 24	£ 99.06	£ 19.81	£ 118.87
LGRC	Locum RFO KJ February - 33 hrs + NI recharge £145.20	£ 1,597.20	£ 319.44	£ 1,916.64
Wrexham CB	School Crossing Patrols 2023/2024 3rd Qtr. o/s St Giles CP	£ 1,499.75		£1,499.75
LGRC	Locum Clerk LJ February 110.75 hrs + MM £302.40 + NI recharge £516.76	£ 5,986.76	£ 1,197.35	£7,184.11
	Sub Totals	£ 13,362.66	£ 1,555.88	£ 14,918.54

296. Bank Reconciliations.

RESOLVED: To nominate Cllr Roberts to verify the bank reconciliation as at 29th February 2024 against bank statements prior to the next meeting.

297. Terms of Reference.

RESOLVED:

- a. **To approve the draft Terms of Reference for the Events Committee circulated with the agenda.**
- b. **To approve the draft Terms of Reference for the Planning Committee circulated with the agenda.**

298. Little Vawnog Woodland Area

Members noted a report from the Woodwork CIC. Members were of general the view that a review of the current arrangement to provide grant funding should be undertaken.

299. Open Access Youth Provision.

- a. Members noted receipt of a report from CAIA Park Partnership in respect of Open Access Youth activity (Oct – Dec 2023).
- b. Members commented that they were not aware of having formally seen (as part of a Council meeting) the end of year report (due as part of the SLA) for the year ending 31 Mar 23 or, the quarterly reports for quarters 1 and 2. The locum clerk agreed to investigate.
- c. Members further commented that a review of the service provision and its outcomes would be beneficial.

300. Budget Setting

- a. Councillors Linda Subacchi and Keith Williams declared an interest in items directly relating to Luke O'Connor House.
- b. Members considered the draft budget circulated with the agenda. Members considered the budget line by line (individual nominal ledgers within each Cost Centre). The following amendments were made to the draft:
 - i. Parciau Community Centre – Repairs and Maintenance – Reduced from £20,000 to £500. (responsibility currently lies with WCBC)
 - ii. Parciau Community Centre – Fire Alarm Maintenance – Reduce for £10,000 to Nil. (responsibility currently lies with WCBC)
 - iii. Parciau Community Centre - Miscellaneous Expenditure -Reduced from £3.200 to £1,000 (to correct transposition error in draft).
 - iv. Staffing – Cleaner Salary – Increase from £4,120 to £4,500 (to ensure sufficient funding in light of minimum wage and pending pay award).
- c. Members were of the view that a number of the nominal ledger items would benefit (in due course) from being retitled to more accurately reflect the type of expenditure.
- d. Members noted that the budget required a significant use of General and Earmarked Reserves (circa £50,000), which could not go on indefinitely.
- e. Members were mindful that whilst they had agreed to budget for expenditure regarding existing Service Level Agreements with contractors and grants to community groups, that a thorough review of such items was needed in the first half of the next financial year to ensure that they were still relevant and targeted appropriately. The locum clerk was asked to contact relevant contractors and community groups and advise that whilst budgeted for, a review would need to be undertaken and, that levels of budgeted funding should not be assumed to be read as actual payments to be made or the continuation of existing contracts.
- f. Members noted that the budget can be and would likely need to modified during the year to reflect changing priorities and following contract and grant funding reviews.

g. **RESOLVED: to approve the summary budget (by Cost Centre) below:**

Cost Centre	24/25 Budget
Expenditure	
Community Agent	14,817
Community services	25,100
Council Administration	11,592
Environmental	25,200
GPC (Grants)	3,000
Grounds maintenance	9,500
Luke O'Connor House	15,750
Maesgwyn Community Centre	16,650
Members	5,200
Parciau Community Centre	20,450
Staffing	91,014
Youth Services	57,390
Total Expenditure	295,663
Income	
Community Agent	12,400
Community services	0
Council Administration	1,000
Environmental	0
General Powers of Competence	0
Grounds maintenance	0
Luke O'Connor House	0
Maesgwyn Community Centre	9,000
Members	0
Parciau Community Centre	12,000
Staffing	0
Youth Services	0
Precept	210,000
Total Income	244,400
Net Expenditure Total*	51,263

***To be funded through the use of the General and Earmarked Reserves**

301. 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.

303. Staffing

Members received a verbal update from the Staffing Committee working Group regarding the ongoing recruitment process for a permanent Clerk to the Council.

304. Contracts

- a. Members noted correspondence from Caia Park Partnership regarding the current Open Access youth provision through a Service Level Agreement (SLA) and the cost of continuing the existing service provision.
- b. **RESOLVED: To suspend financial regulations and continue with you Service Provision through the Caia Park Partnership (in line with the current SLA) from 1 April 2024 (at a cost of £29,083.08) for upto 12 months, noting that there was a 3-month notice of termination clause and that a formal review of the service be undertaken before the end of June 2024.**
- c. **RESOLVED: To form a working group comprising Councillors; Andrew Ranger, Sarah Roberts, Katie Wilkinson and Phil Wynn to for the purpose of reviewing the SLA and its service provision with Caia Park Partnership before the end of June 2024 and, to make formal recommendations to the Full Council on any revisions required or alternative methods of delivery. (The locum clerk is to draw up appropriate Terms of Reference).**

(Meeting closed 8.57pm)