



Cyngor Tref Llangollen Town Council

11.11.20

Annwyl Gynghorwyr.

Rhoddir rhybudd trwy hyn o gyfarfod cynhadledd fideo o'r Gyfarfod Blynnyddol y Cyngor a ddilynir gan cyfarfod cyffredin o'r Cyngor Tref, a gynhelir **Dydd Mawrth 17^{fed} Tachwedd 2020 am 6.00 yh** er mwyn trosi'r busnes a nodir yn yr agendâu isod.

Hysbysir aelodau o'r Cyngor y Dref drwy hyn i fynychu.

Mae crynodeb o eitemau gohebiaeth a chyhoeddiadau amrywiol a dderbyniwyd ers y cyfarfodydd diwethaf wedi'u cynnwys.

Mae'r cyfarfodydd ar agor i'r wasg a'r cyhoedd ac os ydych am gael y ddolen i gael mynediad i'r cyfarfod ar-lein, cysylltwch â Chlerc y Dref trwy e-bostio townclerk@llangollentowncouncil.gov.uk

Dear Councilors.

Notice is hereby given of a video conference Annual Meeting of the Council followed by an ordinary meeting of Town Council, which will be held on **Tuesday 17th November 2020 at 6.00 pm**, for the purpose of transacting the business set out in the agendas below.

Members of the Town Council are hereby summoned to attend.

A summary of correspondence items and miscellaneous publications received since the last meetings are included.

The meeting is open to the press and public and if you wish to be provided with the link to access the meeting online please contact the Town Clerk by emailing townclerk@llangollentowncouncil.gov.uk

Yn gywir,
Yours faithfully,

Gareth Thomas
Clerc y Dref a'r Swyddog Ariannol Cyfrifol.
Town Clerk and Responsible Financial Officer.

**Cyngor Tref Llangollen
Cyfarfod Blynyddol.**

**Llangollen Town Council.
Annual Meeting.**

**Agenda.
17.11.20.**

- 1. Etholiad Maer y Dref.**
I benodi Maer Tref am y flwyddyn i ddod.

Election of Town Mayor.
To appoint a Town Mayor for the ensuing year.
- 2. Datganiad Maer y Dref yn derbyn y Tymor Swydd.**
Bydd Maer y Dref yn datgan:
Rydw i, [Cyng.], ar ôl cael fy ethol i Swyddfa Maer y Dref ar gyfer Tref Llangollen, drwy hyn yn datgan fy mod yn cymryd y Swyddfa honno ar fy hun ac y byddaf yn cyflawni ei dyletswyddau yn briodol ac yn ffyddlon yn ôl hyd eithaf fy ngwybodaeth a'm gallu.

Town Mayor's declaration of acceptance of the Term of Office.
The Town Mayor will declare:
I, [Cllr]. having been elected to the Office of Town Mayor for the Town of Llangollen, hereby declare that I take the said Office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability.
- 3. Ymddiheuriadau am absenoldeb.**
I dderbyn, ystyried a derbyn Ymddiheuriadau am absenoldeb.

Apologies for absence.
To receive, consider and accept apologies for absence.
- 4. Etholiad Dirprwy Faer y Dref.**
I benodi Maer Tref am y flwyddyn i ddod.

Election of Deputy Town Mayor.
To appoint a Deputy Town Mayor for the ensuing year
- 5. Pwyllgorau.**
Adolygu trefniadau dirprwyo a thelerau cyfeirio ar gyfer Pwyllgorau (copïau ar gael ar wefan Cyngor y Dref) ac ailddatgan y penodi a thelerau swydd yr Aelodau.

 - a) Rheoli Asedau (5 Alodau)
 - b) Cittalsow (5 Alodau)
 - c) Adnoddau Dynol. (Maer y Dref, Dirprwy Faer y Dref a 3 Aelodau)

Committees.
To review delegation arrangements and terms of references for Committees (copies available on Town Council website) and re affirm the appoint and the terms of office of Members.

 - a) Asset Management. (5 Members)
 - b) Cittaslow. (5 Members)
 - c) Human Resources. (Town Mayor, Deputy Town Mayor and 3 Members)
- 6. Rheolau Sefydlog a Rheoliadau Ariannol.**
I mabwysiadu rheolau sefydlog a rheoliadau ariannol y Cyngor Tref ar gyfer y flwyddyn sydd i ddod. (Copïau ar gael ar wefan Cyngor y Dref)

Standing Orders and Financial Regulations.
To adopt the Town Councils standing orders and financial regulations for the forthcoming year. (Copies available on Town Council website)

7. Strategaeth Fuddsoddi Flynyddol.
I mabwysiadu Strategaeth Fuddsoddi Flynyddol a baratowyd yn unol â'r canllawiau statudol ar Fuddsoddiadau Llywodraeth Leol a gyhoeddir yw Cynulliad Cenedlaethol Cymru.

8. Gweithgorau.
I phenodi Aelodau i Gweithgor cyllideb. (Y Maer, Dirprwy Faer a Chadeirydd y Sefyllfa Pwyllgorau Sefydlog).

9. Aelodaeth o gyrff eraill.
I adolygu aelodaeth y Cyngor a / neu gyflogeion o gyrff eraill.
a) Aelodaeth CCGSDd.
b) Un Llais Cymru.
c) Cymdeithas Clercod Cyngorau Lleol.

10. Penodi Cynrychiolydd ar gyrff allanol.
I adolygu a phenodi Aelodau fel cynrychiolwyr ar gyrff allanol.
a) Eiriolwr AHNE. (2 Aelod).
b) Partneriaeth Cyrchfan Sir Ddinbych. (1 Aelod)
c) Cyfeillion Pengwern. (1 Aelod)
d) Grŵp Cyfeillion Neuadd y Dref. (Maer y Dref; Dirprwy Faer y Dref ynghyd â 2 Aelodau).
e) Ymddiriedolaeth John Mathews. (1 Aelod).
f) Gŵyl Nadolig Llangollen. (2 Aelod).
g) Seindorf Llangollen. (1 Aelod).
h) Ymddiriedolaeth Ieuenctid Llangollen. (1 Aelod).
i) Un Llais Cymru. (2 Aelod).
j) Elusennau Lles Llangollen a Glyn Traian (3 Aelod)
k) Llangollen Di-Blastig. (1 Aelod)
l) Ysgol y Gwernant. (1 Aelod).

11. Adolygu rhestr o dir ac asedau.
Derbyn manylion asedau'r Cyngor Tref. (wedi'i gylchredeg â'r agenda).

Annual Investment Strategy.
To adopt the Annual Investment Strategy prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.

Working groups.
To appoint Members to the Budget working Group. (The Mayor, Deputy Mayor and Chairman of the Standing Committees).

Memberships of other bodies.
To review the Council's and/or employees' memberships of other bodies.
a) DVSC Membership.
b) One Voice Wales.
c) Society of Local Council Clerks.

Appointment of Representative on outside bodies.
To review and appoint Members as representative on outside bodies.

a) AONB Champions. (2 Members)
b) Denbighshire Destination Partnership. (1 Member)
c) Friends of Pengwern. (1 Member)
d) Friends of the Town Hall Group. (Town Mayor; Deputy Town Mayor plus 2 Members).
e) John Mathews Trust. (1 Members).
f) Llangollen Christmas Festival. (2 Members).
g) Llangollen Silver Band. (1 Member).
h) Llangollen Youth Trust. (1 Member).
i) One Voice Wales. (2 Member).
j) Llangollen and Glyn Traian Welfare Charities (3 Members)
k) Plastic Free Llangollen. (1 Member)
l) Ysgol y Gwernant. (1 Member).

Review of inventory of land and assets.
To receive details of the Town Councils assets (circulated with agenda).

12. Cadarnhad y ddiadau, amseroedd a leoliad cyfarfodydd.

I cadarnhau amserlen y cyfarfodydd cyffredin a phwyllgorau.

Confirmation of dates, times and place of meetings.

To confirm the schedule of ordinary meetings and committees.

13. Adroddiad Blynyddol.

I dderbyn yr Adroddiad Blynyddol.(wedi'i gylchredeg â'r agenda).

Annual Report.

To accept the Annual Report (circulated with agenda).

Adroddiadau a anylion ariannol
Reports and financial details

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.
Reports and financial details are working documents and are therefore not translated.

LLANGOLLEN TOWN COUNCIL.

ANNUAL INVESTMENT STRATEGY.

This Annual Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the National Assembly for Wales.

All cash, bank balances, financial assets, borrowings and credit arrangements are defined as a part of the Town Council's treasury management activities. This Annual Investment Strategy will concentrate on the Council's temporary surplus resources and the investments it undertakes of these resources.

The Town Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield. In drafting this Annual Investment strategy, the Town Council has made appropriate arrangements for: -

- Identification, management and control of risks in the investments/treasury management activities it undertakes.
- Budgeting, accounting and audit arrangements.
- Its cash and cash flow management requirements.
- Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities.
- Corporate governance.
- A procedure to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving laundering of money.

All investments undertaken by the Town Council will be made and repaid in Sterling.

SUMS TO BE INVESTED

The sum to be invested will be the surplus balance remaining following day-to-day operating financial requirements of the Town Council

LISTING OF INVESTMENTS

The Council will undertake the following investments for the financial year 2020/21

Deposits in a Business Money Manager instant access business savings account with HSBC Bank, to a maximum investment of £90,000.

These investments will be reviewed annually to ensure that further investment will be appropriate given the Council's financial plans at that time.

LLANGOLLEN TOWN COUNCIL.
DRAFT SCHEDULE OF MEETINGS 2020/21

Date	Meeting	Time	Location
17 th November 2020	Annual Meeting	6.00 pm	Star Leaf meeting
17 th November 2020	Town Council on rising of Annual Meeting	-	Star Leaf meeting
8 th December 2020	Asset Management Committee	6.00 pm	Star Leaf meeting
9 th December 2020	Cittaslow Committee	6.00 pm	Star Leaf meeting
10 th December 2020	Human Resources Committee	6.00 pm	Star Leaf meeting
15 th December 2020	Town Council	6.00 pm	Star Leaf meeting
19 th January 2021	Town Council	6.00 pm	Star Leaf meeting
16 th February 2021	Town Council	6.00 pm	Star Leaf meeting
9 th March 2021	Asset Management Committee	6.00 pm	Star Leaf meeting
10 th March 2021	Cittaslow Committee	6.00 pm	Star Leaf meeting
11 th March 2021	Human Resources Committee	6.00 pm	Star Leaf meeting
16 th March 2021	Town Council	6.00 pm	Star Leaf meeting
20 th April 2021	Town Council	6.00 pm	Star Leaf meeting

Schedule excludes Working Groups and Extraordinary Meetings.

Cyngor Tref Llangollen

Llangollen Town Council.

**Agenda.
17.11.20.**

1. Ymddiheuriadau am absenoldeb.

I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb.

Apologies for absence.

To receive, consider and accept apologies for absence.

2. Datganiadau o Fuddiant.

I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. Atgoffir aelodau o'u cyfrifoldeb i ddatgan unrhyw fuddiant personol neu fuddiant rhagfarnllyd sydd ganddynt mewn unrhyw eitem o fusnes ar yr agenda erbyn hwyrach na phan gyrhaeddir yr eitem honno.

Declaration of Interest.

To receive any known declarations of interest in items on the agenda. Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda no later than when that item is reached.

3. Cyflwyniadau.

I dderbyn cyflwyniadau gan gyrff allanol.

Presentations.

To receive presentations from outside bodies.

4. Cyhoeddiadau Faer y Dref.

I derbyn cyhoeddiadau oddiwrth Faer y Dref.

Mayors Announcements

To receive announcements from the Town Mayor.

5. Datganiadau gan y cyhoedd.

I dderbyn datganiadau oddiwrth y cyhoedd

Statements from the public.

To receive statements from the public.

6. Cofnodion Cyfarfod.

Awdurdodi'r Cadeirydd i arwyddo cofnodion blaenorol cyfarfod y Cyngor Tref fel cofnod cywir.

Minutes Meeting.

To authorise the Chairman to sign the minutes of the previous meeting of the Town Council as a correct record.

7. Adroddiadau Ariannol.

I ystyried materion ariannol a gwneud unrhyw benderfyniadau angenrheidiol arno.

Financial Reports.

To consider financial matters and make any necessary decisions thereon.

- a) Datganiadau Ariannol.
- b) Aliadau Awdurdodedig.
- c) Prosiectau cyfalaf.
- d) Cyllideb ddrafft 2021/22

- a) Financial Statements.
- b) Authorised Payments.
- c) Capital projects.
- d) Draft budget 2021/22.

8. Ceisiadau Cynllunio.

I ystyried ceisiadau cynllunio a gyfeiriwyd at y Cyngor a gwneud unrhyw benderfyniadau angenrheidiol arno.

03/2020/0802

Adeiladau awyr ar Fferm y Tŵr, Heol y Tŵr.

Trosi ac addasu i ffurfio 6 uned llety gwyliau, gosod gwaith trin pecyn a gwaith cysylltiedig

9. Tystysgrifau Penderfyniad.

I nodi tystysgrifau o'r penderfyniad a dderbyniwyd gan Adran Gynllunio Cyngor Sir Ddinbych ers y cyfarfod diwethaf.

03/2020/0699

14/16 Regent Street

Torri 1 coeden boplar o fewn Ardal

Gadwraeth Llangollen

Penderfyniad: Dim gwrthwynebiad.

10. Gohebiaeth Cynllunio.

I ystyried gohebiaeth chynllunio a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

11. Adroddiadau.

I derbyn ac ystyried adroddiadau a gwneud unrhyw benderfyniadau angenrheidiol arno

a) Siarter rhwng y Cyngorau Dinas, Tref a Chymuned a Chyngor Sir Ddinbych.

b) Ymgynghoriad Llywodraeth Cymru - Rheoliadau i sefydlu Cyd-bwyllgorau Corfforaethol

c) Ymgynghoriad Llywodraeth Cymru - Cyd-bwyllgorau Corfforaethol, Cynlluniau Datblygu Strategol

12. Gohebiaeth.

I ystyried gohebiaeth a dderbyniwyd ac i wneud unrhyw benderfyniadau angenrheidiol arno.

Planning Applications.

To consider planning applications referred to the Council and make any necessary decisions thereon.

03/2020/0802

Outbuildings at Tower Farm, Tower Road.

Conversion and alterations to form 6 no. holiday accommodation units, installation of a package treatment plant and associated works

Certificates of Decision.

To note certificates of decision received from Denbighshire County Council Planning department since the last meeting.

03/2020/0699

14/16 Regent Street

Felling of 1 no. poplar tree within

Llangollen Conservation Area

Decision: No objection.

Planning Correspondence.

To consider planning related correspondence received and to make any necessary decisions thereon.

Town Clerk Reports.

To receive and consider reports and to make any necessary decisions thereon.

a) Charter between City, Town and Community Council's and Denbighshire County Council.

b) Welsh Government Consultation - Regulations to establish Corporate Joint Committees.

c) Welsh Government Consultation - Corporate Joint Committees, Strategic Development Plans

Correspondence.

To consider correspondence received and to make any necessary decisions.

13. Adroddiadau.

I dderbyn adroddiadau a gyflwynwyd i'r Cyngor Tref a phenderfynu pa gamau, os o gwbl, i'w cymryd.

- a) Cyngorwyr Sir.
- b) Aelodau sy'n cynrychioli'r Cyngor ar gyrff neu sefydliadau allanol

Reports.

To receive reports submitted to the Town Council and determine what action, if any, to be taken.

- a) County Councillors.
- b) Members on outside bodies or organisations.

Adroddiadau a anylion ariannol
Reports and financial details

Mae adroddiadau a manylion ariannol yn ddogfennau gwaith ac felly nid yw nhw cael eu cyfieithu.
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Financial statement.

Period 8

Expenditure

Function	Delgation	Cost Centre	Annual Budget	Budget to date	Spend to Date	Variance	Balance
Human Resources	TC	LTC 1	£23,000.00	£15,333.33	£14,788.65	£544.68	£8,211.35
	TC	LTC02	£10,500.00	£7,000.00	£7,731.40	-£731.40	£2,768.60
	TC	HMRC	£14,500.00	£9,666.67	£11,869.11	-£2,202.44	£2,630.89
	TC	Pension	£1,750.00	£1,166.67	£933.11	£233.56	£816.89
	TC	Payroll	£440.00	£293.33	£0.00	£293.33	£440.00
	TC	Subscriptions	£1,000.00	£666.67	£204.00	£462.67	£796.00
	HRC	Staff Training	£1,500.00	£1,000.00	£0.00	£1,000.00	£1,500.00
HRC	Member Training	£815.00	£543.33	£0.00	£543.33	£815.00	
Administration	TC	Audit	£1,000.00	£666.67	£580.00	£86.67	£420.00
	TC	Fees & Charges	£1,030.00	£686.67	£973.20	-£286.53	£56.80
	TC	Health & Safety	£1,500.00	£1,000.00	£1,172.27	-£172.27	£327.73
	TC	Insurance	£2,300.00	£1,533.33	£1,759.85	-£226.52	£540.15
	TC	Licensing	£550.00	£366.67	£180.00	£186.67	£370.00
	TC	NNDR	£11,500.00	£7,666.67	£6,579.50	£1,087.17	£4,920.50
	Cost of Democracy	TC	Civic Costs	£2,340.00	£1,560.00	£77.48	£1,482.52
TC		Civic Events	£1,500.00	£1,000.00	£100.00	£900.00	£33.00
TC		Election Expenses	£500.00	£333.33	£0.00	£333.33	£500.00
TC		Mayors Allowance	£500.00	£333.33	£0.00	£333.33	£500.00
TC		Members Payments	£660.00	£440.00	£360.00	£80.00	£300.00
TC		Translation costs	£1,700.00	£1,133.33	£399.00	£734.33	£1,301.00
Office costs		AMC	Computer hardware	£1,500.00	£1,000.00	£1,535.98	-£535.98
	AMC	Cloud services	£1,470.00	£980.00	£1,137.80	-£157.80	£332.20
	AMC	Office supplies	£1,000.00	£666.67	£250.21	£416.46	£749.79
	AMC	Photocopier Rental	£1,200.00	£800.00	£979.76	-£179.76	£220.24
	AMC	Photocopying Usage	£2,000.00	£1,333.33	£204.32	£1,129.01	£1,795.68
	AMC	Telephone	£950.00	£633.33	£304.01	£329.32	£645.99
Community	CC	Cittaslow	£3,550.00	£2,366.67	£750.00	£1,616.67	£2,800.00
	TC	Community Grants	£0.00	£0.00	£0.00	£0.00	£0.00
	TC	Donations	£5,000.00	£3,333.33	£5,000.00	-£1,666.67	£0.00
Asset Man.	AMC	CCTV	£0.00	£0.00	£0.00	£0.00	£0.00
	AMC	Christmas Lighting	£5,000.00	£3,333.33	£0.00	£3,333.33	£5,000.00
	AMC	Cleaning	£2,600.00	£1,733.33	£353.40	£1,379.93	£2,246.60
	AMC	Electric	£6,000.00	£4,000.00	£1,204.45	£2,795.55	£4,795.55
	AMC	Equipment	£2,000.00	£1,333.33	£143.82	£1,189.51	£1,856.18
	AMC	Gas	£5,500.00	£3,666.67	£4,716.08	-£1,049.41	£783.92
	AMC	Grounds Maintenance	£12,500.00	£8,333.33	£6,236.78	£2,096.55	£6,263.22
	AMC	Projects	£78,510.00	£52,340.00	£33,066.15	£19,273.85	£45,443.85
	AMC	Waste Management	£1,700.00	£1,133.33	£624.00	£509.33	£1,076.00
	AMC	Water Charges	£2,000.00	£1,333.33	£624.00	£709.33	£1,376.00
	AMC	Repairs and Renewals	£3,500.00	£2,333.33	£4,637.15	-£2,303.82	-£1,137.15
	Capital financing	TC	Loan Repayments	£2,950.00	£1,966.67	£1,455.43	£511.24
TC		Cont.to reserves	£0.00	£0.00	£0.00	£0.00	£0.00
TC		Covid 19	£0.00	£0.00	£7,966.88	-£7,966.88	-£7,966.88
Total Expenditure			£217,515.00	£145,010.00	£118,897.79	£26,112.21	£95,020.69
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Income		Cost Centre	Annual Budget	Budget to date	Income to Date	Variance	Balance
	TC	Precept	£143,600.00	£95,733.33	£95,733.00	£0.33	£47,867.00
	TC	Interest	£105.00	£70.00	£30.39	£39.61	£74.61
	TC	Photocopying	£50.00	£33.33	£0.00	£33.33	£50.00
	TC	Grants	£200.00	£133.33	£10,690.00	-£10,556.67	-£10,490.00
	TC	Recharges	£1,550.00	£1,033.33	£1,541.62	-£508.29	£8.38
	TC	Covid 19 recharges	£0.00	£0.00	£7,966.88	-£7,966.88	-£7,966.88
	AMC	Recreation Ground	£500.00	£0.00	£0.00	£0.00	£500.00
	AMC	Hire of Hall	£15,250.00	£10,166.67	£920.00	£9,246.67	£14,330.00
	AMC	Rents	£23,040.00	£15,360.00	£10,060.34	£5,299.66	£12,979.66
Total Income			£184,295.00	£122,530.00	£126,942.23	-£4,412.23	£57,352.77
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	TC	VAT Charged	£12,000.00	£8,000.00	£10,124.81	-£2,124.81	£1,875.19
	TC	VAT Refunded	£12,000.00	£8,000.00	£1,821.39	£6,178.61	£10,178.61

Bank Reconciliation.

Closing Balances October 2020

Llangollen Town Council General Account	£45,870.65
Llangollen Town Council Business Money Manager Accounts	£58,674.42
Total Cash and Short-Term Investments	£104,545.07

Cashbook	
Balance b/f	£102,103.27
Receipts	£128,845.78
Payments	-£126,403.98
Total Cash and Short-Term Investments	£104,545.07

Authorised Payments October2020

Supplier	Description	Method	Gross	VAT	Net
Staff CTL1/LTC1	Salary	TB/BP M7.1	£1,992.03	£0.00	£1,992.03
Staff CTL02/LTC02	Salary	TB/BP M7.2	£902.16	£0.00	£902.16
P Ashby	Replace seized lock	TB/BP 80	£96.00	£16.00	£80.00
H Edwards	Illumination contract payment	TB/BP 81	£5,434.00	£0.00	£5,434.00
B Jones	Translation costs	TB/BP 82	£0.00	£0.00	£0.00
LITE Ltd.	Replacement connector	TB/BP 83	£114.00	£19.00	£95.00
G Roberts	Repairs	TB/BP 84	£430.00	£0.00	£430.00
HCI Data Ltd	Domain registration	TB/BP 85	£90.00	£15.00	£75.00
Watkins and Williams	Building materials	TB/BP 86	£167.58	£27.93	£139.65
Screwfix	PPE	Visa 25	£31.89	£5.31	£26.58
ACS Technology	Service charges	DU/DD	£133.00	£0.00	£133.00
British Telecom	Telephone and internet charges	DU/DD	TBC	£0.00	£0.00
Grenke	Photocopier lease hire	DU/DD	£311.90	£51.98	£259.92
Nwy Prydain / British Gas 602996667 (Wingetts)	Electricity	DU/DD	45.04	£2.14	£42.90
Nwy Prydain / British Gas 602996668 (Town Hall)	Electricity	DU/DD	£10.90	£0.51	£10.39
Nwy Prydain / British Gas 602996669 (Town Hall)	Electricity	DU/DD	£259.08	£43.18	£215.90
Nwy Prydain / British Gas Cent Sq.	Electricity	DU/DD	£19.72	£0.93	£18.79
CS Ddinbych / Denbighshire CC	Trade waste	DU/DD	£50.33	£0.00	£50.33
CS Ddinbych / Denbighshire CC	CAC/NNDR	DU/DD	£1,097.00	£0.00	£1,097.00
NEST	Pension	DU/DD	£234.30	£0.00	£234.30
S Johnston	Storage hire contract	TS/SO	£70.00	£0.00	£70.00
		Total	£11,488.93	£181.98	£11,306.95

Cyngor Tref Llangollen Town Council.
17.11.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Annual return 2019/20.
REPORT FOR: Decision.

1. Summary.

1.1 To consider actions required following the external audit of the accounts for 2019/20.

2. Background.

2.1 All local government bodies in Wales are subject to external audit by the Auditor General for Wales. The Auditor General's responsibilities in relation to the audit are set out in section 17 of the Public Audit (Wales) Act 2004. Auditor General for Wales has appointed BDO LLP to undertake the external audit of the accounts for 2018/19

2.2 The primary responsibilities of the Auditor General are to provide an opinion on the annual statement of accounts prepared by the council and to satisfy himself that the body has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources. The Auditor general reports his opinion to the council.

3. External Auditors opinion.

3.1 BDO LLP on behalf of the Auditor General for Wales, we have now completed the audit and have provided an unqualified opinion.

3.2 One issue has been identified that a copy of the final internal was not provided and this issue should be addressed by the Town Council.

4. Recommendations.

4.1 It is recommended that the Town Council approves the Annual Return and ensures that for future audits ensure that all documentation requested as part of the audit by the auditor is provided.

5. Reasons for recommendations.

5.1 To ensure probity in financial matters.

Cyngor Tref Llangollen Town Council.
17.11.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Capital projects.
REPORT FOR: Decision.

1. Summary

1.1 To consider financial support for capital projects.

2. Background.

2.1 The Accounts and Audit (Wales) Regulations 2014 Regulation 5 , outlines the Town Councils responsibility for internal control and financial management and stipulates that must be a sound system of internal control which facilitates the effective exercise of that body's functions and which includes:-

- arrangements for the management of risk, and
- adequate and effective financial management.

2.2 The Town Councils financial regulations also stipulate that when considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council. Risk assessments have been undertaken for the projects detailed below.

3. Tri-Town Share & Repair Shed.

3.1 The key issues identified in the risk assessment were related to the original resolution of the Town Council when the application was submitted to :-

- a) ensuring that all revenue costs for the project are secured,
- b) assurances being provided from the Welsh Government in respect to timely grant payments to ensure effective cash flow for the capital purchases and,
- c) that these elements are in place before accepting the offer of grant.

3.2 There are significant risks associated with all these elements following the offer letter received from the Welsh Assembly Government and the need to sign the acceptance by the 23rd November 2021. This was highlighted by the Town Clerk to Members at a recent budget workshop. Despite the reservations of the Town Clerk a majority of Members wished to continue to progress this project and suggested the Town Council signs the offer letter on the proviso that the Town Council would not commit to any expenses on the project until a final decision was taken by the Town Council in February once a decision was received from the National Lottery on an application for revenue funding.

3.2 The Town Clerk acknowledges Members views on this matter. However, the Town Clerk reminds Councillors that he has a legal duty to advise that if the Town Council were minded to take this course of action it would be contrary to the statement in the application form that if matched funding is not secured by October 2020, Llangollen Town Council would not be in a position to proceed with this project and the subsequent resolution as detailed above. These actions could be subject to legal

challenge. Nothing has changed since the submission or the original resolution which was framed to exercise caution and financial probity in respect of this project.

- 3.5 Such a decision could also be subject to scrutiny by the Wales Audit Office and trigger a public interest report. In addition, this course of action has the potential to leave the Town Council exposed by creating an extremely low level of reserves at the end of this financial year, and at the beginning of the 21/22, which is not desirable given the current economic climate and due to the first instalment of the precept will be not received until 30th April 2021.

4. Llangollen 2020 project delivery.

- 4.1 The key issues identified in the risk assessment were the power to undertake highways works and the limitations imposed on the Town Council if it agreed to support this project through Section 137 funds. Diversion of funds to this project would also have an effect on other Town Council projects, such as the urgent repairs needed to Town Hall outbuilds, just to make them watertight, and community projects.
- 4.2 Members at a recent budget workshops recognised the progress of the Llangollen 2020 Working Group and Denbighshire officers on the project and were committed to the development of this project as has been evidenced by the investment by Llangollen Town Council into redevelopment of Centenary Square, to improve the public realm within the town centre. This project alone had cost £210,000 of which the Town Council had contributed £50,000 of its own resources.
- 4.3 It was also felt by Members that the County Council should value the time invested in the project by Llangollen Town Councillors worth over £18,000 using standard in-kind calculations.
- 4.4 Again the significant financial pressures faced by the Town Council means that a direct cash injection towards the Llangollen 2020 project is unlikely. However, the Town Council could commit to a complementary surface treatment, to blend in with the Llangollen 2020 repaving, on land in its ownership within the cartilage of the Town Hall as part of the ongoing refurbishment works as identified in the Town Council's business plan

3. Recommendations.

- 3.1 That the Town Council consider the risk assessments, the comments of the Town Clerk and the views of the Members following the budget workshop and determines the appropriate course of action in respect of these two capital projects.

4. Reasons for recommendations.

- 4.1 To ensure probity in financial matters.

ANNEX A.

Tri-Town Share & Repair Shed

Assessment Criteria

Rating:	Potential Consequence	Score: 1-5	Classification:	1 – 5	Low
	Likelihood of Happening	Score: 1-5		6 – 10	Medium
				11 – 15	High
				16 – 25	Very High

Severity Level Score (SLC) = Potential Consequence x Likelihood of happening.

Topic	Risk Identified	Potential Consequence	Likelihood	SLC	Classification	Measures to be taken to reduce/Minimise/Control Risk
Redevelopment of the area owned by the Town Council outside the Town Hall and down to Parade Street	The Town Council does not have any powers to do work on the highway	Any funding for this activity would be ultra vires	5	5	Very High	Works would have to be restricted to the land in the curtilage of the Town Hall.
Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for	The current prescribed limit is of £8.32 per elector which allows the Town Council to incur expenditure to a limit of £24,710 Contribution to this project would use the whole of the allocation	Failure to deliver community support grants and an additional budget requirement of £20,710 on	2	5	Medium	Withdrawal the Community Grants Scheme for 20/21 and reallocation of funds from the project cost centre to support Section 137 funding.

<p>which they have no other specific statutory expenditure. but expenditure incurred in the exercise of that power is subject to the financial limit.</p>	<p>and would prevent any other donations and grants using this power. Funds would also have to be diverted from other cost centres.</p>	<p>Section 137 funding.</p>				
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Llangollen 2020 project delivery.

Assessment Criteria

Rating: Potential Consequence Score: 1-5 Classification: 1 – 5 **Low**
 Likelihood of Happening Score: 1-5 6 – 10 **Medium**
 11 – 15 **High**
 16 – 25 **Very High**

Severity Level Score (SLC) = Potential Consequence x Likelihood of happening.

Topic	Risk Identified	Potential Consequence	Likelihood	SLC	Classification	Measures to be taken to reduce/Minimise/Control Risk
Redevelopment of the area owned by the Town Council outside the Town Hall and down to Parade Street	The Town Council does not have any powers to do work on the highway	Any funding for this activity would be ultra vires	5	5	Very High	Works would have to be restricted to the land in the curtilage of the Town Hall.
Section 137 of the Local Government Act 1972 enables local councils to	The current prescribed limit is of £8.32 per elector which allows the Town Council to incur	Failure to deliver community support grants and an	2	5	Medium	Withdrawal the Community Grants Scheme for 20/21 and reallocation of funds from the project cost centre to support Section 137 funding.

<p>spend a limited amount of money for purposes for which they have no other specific statutory expenditure. but expenditure incurred in the exercise of that power is subject to the financial limit.</p>	<p>expenditure to a limit of £24,710</p> <p>Contribution to this project would use the whole of the allocation and would prevent any other donations and grants using this power.</p> <p>Funds would also have to be diverted from other cost centres.</p>	<p>additional budget requirement of £20,710 on Section 137 funding.</p>				
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Cyngor Tref Llangollen Town Council
17/11/2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Draft Budget 2021/22
REPORT FOR: Decision.

1. Summary.

1.1 To receive the draft budget report for 2021/22.

2. Background.

2.1 The Town Council's financial regulations state that the Council shall consider annual budget proposals in relation to a three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

2.3 The Town Council, in common with other councils during the current pandemic, does have some uncertainty in its plans, in addition to the general factors such as inflation or changes in interest rates on cash deposits or specific things such as not knowing exactly how much firms will tender for goods and services.

2.5 Before committing itself to its spending plans, the Town Council should therefore review the need for amounts to cover contingencies. The Town Council should also budget to carry forward a balance, to cover contingencies or specific spending plans. This means that in setting the budget the council will have to estimate what balance will be brought into the new financial year, decide what balance the Town Council wants to carry forward as a reserve and charge the difference against the precept.

3. Reserves Policy.

3.1 As Councils have no legal powers to hold revenue reserves, a prudent approach is to review the level of general balances. To fulfil some of the forward commitments and maintain significant assets and infrastructure, these general balances will also need to be supported by earmarked reserves for specific needs and commitments

3.2 The level of both general and earmarked reserves will be reviewed at least annually and will always be part of the budget setting process. A level of General Reserve will be maintained which equates to between three and six months expenditure

3.3 The financial risk assessment has also been undertaken (Appendix 1) has identified the low level of reserves identified by internal auditors and which has been further highlighted by recent Covid-19 experiences. Therefore, given the Town Council's commitments it is proposed that the following reserves should continue to be held: -

- a) A general reserve (not to exceed more than six months operating revenue).
- b) A specific assets reserve to be strengthened each year from underspends to cover assets such as Town Hall the Chain bridge and Centenary Square to be

strengthened each year from underspends in the Town Council contribution to repairs and renewal cost centre.

4. Risk.

- 4.1 As part of the budget planning process a review of the financial risk assessment has been undertaken and is appended. As well as the identified risk on the level of reserves being held by the Town Council the assessment also identified the continued loss of income as pandemic continues, a stand still budget with low inflation and financial pressures facing households a need to provide for adequate insurance cover.

5. External pressures.

- 5.1 In addition to the influences of the above, several growth and income reductions need to be budgeted for in 2020/21. These included increase in staff costs and subsequent PAYE, National Insurance and pension requirements cost of utilities and services contracts that may be subject to cost increases

6. Draft Budgets 2021/22.

- 7.1 Having taken account of the reserves position, the risk assessment undertaken and the views of the Members through the budget workshop the draft budget has been put together using the following assumptions
- that the projected costs for the current financial year are based on what is actually known up to the end of March 2021 or are worked out on an estimated basis.
 - Inflationary increases are based on the CPI in September 2020 of 0.5%.
- 7.2 The draft budget detailed in Appendix 2 therefore offers a balanced budget which ensures adequate resources to be funded through precept, reserves and balances.
- 7.3 It is therefore, proposed that the draft budget be accepted, and that consideration be given to maintaining considerable financial support for the Town Council assets until the end of the term of this Council.

8. Recommendation.

- 8.1 The draft budget has been considered by the budget working group who suggested some slight amendment and it is recommended that the Town Council: -
- a) Endorses the attached risk register.
 - b) Agrees the proposed levels and type of reserves
 - c) Agrees a budget for the 2021/22 financial year.

9. Reason for Recommendation.

- 9.1 To deliver effective governance, financial probity and efficient services in line with the Town Councils objectives.

						Council meeting. Council to review/compare budget.
	Vacant units	5	2	10	Medium	Have marketing strategy in place to attract new tenants. Review market conditions regularly to identify potential business failures.
Loss of Money						
	Business Interruption	5	3	15	Very High	Low cash income.
	Funds held at private residence of Member or employee	5	3	15	High	Not allowed all cash handling must be carried out in the office.
	Through theft or dishonesty of Staff or Members.	5	1	5	Low	Fidelity guarantee of £100,000 in place.
	Review of charges, rent and valuations to be regularly reviewed Insurance	5	1		Low	Assets are insured to current valuation, where appropriate.
Borrowing/Lending/ Reserves						
	Adequacy of finances to repay loans	5	1	5	Low	Provision made in Annual Budget.
	Reserves – General Ensure Adequacy	5	3	15	High	Consider at Budget Setting.

	Reserves – Earmarked Ensure Adequacy	5	2	10	Medium	Consider at Budget Setting.
	Unidentified /Recording	5	1	5	Low	Identified at Budget Setting and Recorded in Final Accounts.
	Theft/Dishonesty of Staff	5	1	10	Low	All purchases and transactions are recorded
	Failure to fulfil Contracts/agreements	5	2	10	Medium	Clerk to monitor. Diary of work undertaken and when in place.
	Loss of income	5	4	20	Very High	Consider at Budget Setting.
Expenditure						
	Illegal Payment or Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes Ensure compliance with Standing Orders and Financial Regulations. Reaffirm Standing Orders and Financial Regulations annually and modify if required.
Salaries/Wages						
	Wrong Salary Paid	5	1	5	Low	Clerk's salary presented to Council.
	Wrong Rate Applied	5	1	5	Low	Council adopted National Agreed Rates for Clerks .

	Not Accounting for correct deductions of NI, Tax	5	1	5	Low	Presented to Council monthly to scrutinise details of claim.
Payroll						
	Provision of accurate payroll data	5	1	5	Low	Services outsourced to payroll agency to ensure compliance with Standing Orders and Financial Regulations.
	Integration of Pension costs with payroll	5	1	5	Low	Services outsourced to payroll agency to ensure compliance with Standing Orders and Financial Regulations.
VAT Payment						
	Improper recording of input/output VAT	5	1	5	Low	VAT claims based on figures presented to Council monthly.
	Improper identification of Non-Business Activities	5	2	10	Medium	Access to County Council's VAT unit and HMRC Helpline for assistance and guidance.
	Inability to meet annual submissions to H.M.R.C.	5	1	5	Low	Monthly bill payment systems in place to ensure compliance and presented to Council monthly to scrutinise details.
	Annual Reconciliation of returns	5	1	5	Low	Systems in place to ensure compliance.
Financial Assistance					Low	
	Legal Power to contribute	5	1	5	Low	Ensure support is limited to the appropriate sum for the purpose of

						section 137(4)(a) of the Local Government Act 1972 (2020-21 of £8.32 per elector)
	Compliance with Council Policy	5	1	5	Low	Educate/Remind members of Policy.
	Overspend	5	1	5	Low	Clerk/RFO to monitor monthly and present to Council monthly for scrutiny.
	Proper deduction of tax	5	1	5	Low	Audit to verify.
	Maintain proper records	3	1	3	Low	Standard claim forms in place.
Members and staff						
	Over/Under payments of Members Allowances	4	1	4	Low	Members to complete and verify standard attendance/claim form.
	Insufficient to deliver service	5	4	20	Very High	Monitor workload through employee annual review process. Review staff structures, working hours, duties, and responsibilities.
	Loss of key personnel –Clerk through ill health, retirement, long term sickness or even death	5	3	15	High	Review staff structures, working hours, duties and responsibilities as a matter of urgency. Other professional services outsourced from SCLC when required.

	Lack of contracts and defined job descriptions	5	1	5	Low	All staff have written contracts and of employment.
Business Continuity						
	Assets Loss/Damage thereof	5	2	10	Medium	Land; minor street furniture; office equipment and Council regalia – insure against all risk. Review annually.
	Risk or damage to third party property or individuals	4	2	8	Medium	Minimum £5,000,000 Indemnity of Public Liability in place. Reviewed annually.
	Security of Buildings and Equipment	5	2	10	Medium	A suited key system in place for access to the Town Hall. A register of key holders for the civic suite and offices is required.
	Asset Register	5	2	10	Medium	Update annually.
	Maintenance	5	3	15	High	Undertake programmed and responsive repair and maintenance.
	Document Security	5	2	10	Medium	Purchase fire resistant cabinet for paper backup. Electronic media backup systems are in place. Investigate off site backup facilities or cloud. Deposit historical records with County archives.
	Internet and email Security	5	2	10	Medium	Ensure systems are encrypted, password protected, and antivirus software is maintained and up to date.

	Inadequate financial Records	5	2	10	Medium	Financial records updated monthly and duplicate stored. Investigate off site backup facilities or cloud.
	Accurate and Legal minutes	5	1	5	Low	Reviewed, signed and dated at following meeting.
	Failure to identify Health and Safety Risks	5	3	15	High	Clerk has managing safely qualification addition external expertise may need to be bought in. Requirements of managing health and safety aspects associated with hirers using the Town Hall.
	Failure to identify and implement disability and discrimination issues	5	2	10	Medium	Town Hall DDA works undertaken. Addition external expertise may need to be bought in.
	(General) Loss of business continuity due to loss of hard copy record through fire or theft	5	3	10	Medium	The Town Council records are currently stored at the Council offices and archived in Ruthin. Records include historical correspondences, minutes, insurance, and bank records Sufficient elements of records are held electronically and are recoverable in the event of loss of hard copies.

Assets						
	Loss of business continuity due to loss of electronically stored records due to fire or computer system failure.	5	1	5	Low	General files electronically stored on 'Cloud' system and are recoverable Improved internet security.
	Inadequate insurance cover	5	3	15	High	Consider at Budget Setting.
	Loss or damage to asset	5	3	15	High	An annual review of assets and asset register is undertaken for monitoring purposes together with insurance provision. Assets to which the public have access are routinely inspected, the frequency being dependent upon the asset (e.g. toilets - several times daily when open, public seating weekly or monthly).
	General Maintenance Failure to inspect and act on findings could result in accident/injury & third-party claims	5	2	10	Medium	Inspection schedules in place. Assets taken out of use when found to be damaged or defective. Assets maintained to a good standard.

	Accident or injury to public or personnel arising from defective assets	5	2	10	Medium	Asset found to be damaged and posing a risk of injury are immediately taken out of use and warning notices displayed. Defect repairs and remediation is undertaken as soon as reasonably practical.
	All public seating managed by the Town Council replaced or refurbished.	5	2	10	Medium	Assets to which the public have access are routinely inspected on a set schedule. The scheduled inspection frequency is dependent upon asset inspected.
Other						
GDPR	Fines and sanctions from non-compliance	3	2	6	Medium	Consider the implications of the new General Data Protection Regulation. Ensure compliance and that appropriate licenses are in place. More secure email system in place and policy under development.
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	3	1	3	Low	Register of Interest file held by Council and implemented. Declaration of Office signed by all members and copies held by Council.
Code of Conduct	Adoption of Code of Conduct	3	1	3	Low	Code of Conduct adopted by Council and implemented.
Welsh Language Policy	Failure to implement policy.	5	1	5	Low	New Welsh Language Scheme has been implemented.

Appendix 2

Draft budget

Town Council

Expenditure		18/19	19/20	20/21	Inflation	21/22	21/22
Staff costs	LTC 1	£22,300.00	£22,300.00	£23,000.00	£115.00	£23,115.00	£23,000.00
	LTC 02	£8,200.00	£9,600.00	£10,500.00	£52.50	£10,552.50	£11,500.00
	HMRC	£8,200.00	£10,560.00	£8,500.00	£42.50	£8,542.50	£13,000.00
	Pension	£460.00	£775.00	£1,750.00	£8.75	£1,758.75	£2,000.00
	Payroll	£0.00	£450.00	£440.00	£2.20	£442.20	£500.00
	Staff Training	£500.00	£600.00	£1,500.00	£7.50	£1,507.50	£1,000.00
	Subscriptions	£800.00	£800.00	£1,000.00	£5.00	£1,005.00	£1,000.00
Administration	Audit	£1,800.00	£1,800.00	£1,000.00	£5.00	£1,005.00	£1,000.00
	Fees and Charges	£500.00	£1,000.00	£1,030.00	£5.15	£1,035.15	£1,050.00
	Health & Safety						
	Compliance	£1,500.00	£1,500.00	£1,500.00	£7.50	£1,507.50	£2,500.00
	Insurance	£3,100.00	£2,500.00	£2,300.00	£11.50	£2,311.50	£8,000.00
	Licenses	£500.00	£500.00	£550.00	£2.75	£552.75	£550.00
	NNDR	£10,600.00	£10,900.00	£11,500.00	£57.50	£11,557.50	£11,000.00
Cost of Democracy	Civic Costs	£1,500.00	£2,000.00	£2,340.00	£11.70	£2,351.70	£2,150.00
	Civic events	£0.00	£0.00	£1,500.00	£7.50	£1,507.50	£1,500.00
	Election Expenses	£750.00	£500.00	£500.00	£2.50	£502.50	£3,000.00
	Mayors Allowance	£1,600.00	£500.00	£500.00	£2.50	£502.50	£500.00
	Members allowances	£0.00	£3,000.00	£2,000.00	£10.00	£2,010.00	£2,000.00
	Member Training	£400.00	£500.00	£815.00	£4.08	£819.08	£600.00
	Translation costs	£0.00	£3,200.00	£1,700.00	£8.50	£1,708.50	£1,700.00
Office costs	Computer hardware	£200.00	£200.00	£1,500.00	£7.50	£1,507.50	£1,000.00
	Cloud Services	£0.00	£0.00	£1,470.00	£7.35	£1,477.35	£1,500.00

	Office supplies	£1,030.00	£1,000.00	£1,000.00	£5.00	£1,005.00	£1,000.00
	Photocopier Rental	£3,600.00	£3,600.00	£1,200.00	£6.00	£1,206.00	£1,100.00
	Photocopying Usage	£2,100.00	£2,300.00	£2,000.00	£10.00	£2,010.00	£1,500.00
	Telecoms/internet	£850.00	£850.00	£950.00	£4.75	£954.75	£1,000.00
Community Support	Cittaslow	£3,500.00	£3,500.00	£3,550.00	£17.75	£3,567.75	£3,500.00
	Community Grants	£5,000.00	£3,000.00	£4,000.00	£20.00	£4,020.00	£4,000.00
	Donations	£3,000.00	£3,000.00	£3,000.00	£15.00	£3,015.00	£3,000.00
Asset management	CCTV	£3,000.00	£1,500.00	£1,700.00	£8.50	£1,708.50	£0.00
	Christmas Lighting	£5,230.00	£7,500.00	£9,000.00	£45.00	£9,045.00	£9,000.00
	Cleaning	£1,000.00	£2,640.00	£2,600.00	£13.00	£2,613.00	£2,200.00
	Electric	£1,450.00	£6,500.00	£6,000.00	£30.00	£6,030.00	£5,000.00
	Equipment	£5,200.00	£2,000.00	£2,000.00	£10.00	£2,010.00	£500.00
	Gas	£4,800.00	£6,500.00	£5,500.00	£27.50	£5,527.50	£6,000.00
	Grounds Maintenance	£12,500.00	£12,500.00	£12,500.00	£62.50	£12,562.50	£10,000.00
	Asset projects	£800.00	£35,000.00	£34,200.00	£171.00	£34,371.00	£20,000.00
	Waste Management	£1,700.00	£1,700.00	£1,700.00	£8.50	£1,708.50	£1,700.00
	Water Charges	£0.00	£1,450.00	£2,000.00	£10.00	£2,010.00	£2,000.00
	Repairs and renewal	£11,000.00	£0.00	£11,000.00	£55.00	£11,055.00	£9,000.00
Capital financing	Loan Repayments	£2,900.00	£2,950.00	£2,950.00	£14.75	£2,964.75	£1,500.00
	Contribution to reserves	£2,500.00	£11,000.00	£550.00	£2.75	£552.75	£0.00
	Total Expenditure	£134,070.00	£181,675.00	£184,295.00	£182,525.00	£185,216.48	£172,050.00
Income	Precept	£114,400.00	£141,225.00	£143,600.00	£718.00	£144,318.00	£144,975.00
	Interest	£50.00	£75.00	£105.00	£0.53	£105.53	£100.00
	Photocopying	£50.00	£50.00	£50.00	£0.25	£50.25	£75.00
	Grants	£120.00	£300.00	£200.00	£1.00	£201.00	£0.00
	Recreation Ground	£2,000.00	£2,000.00	£500.00	£2.50	£502.50	£0.00

Hire of Hall	£13,600.00	£13,750.00	£15,250.00	£76.25	£15,326.25	£10,000.00
Rents	£23,500.00	£23,500.00	£23,040.00	£115.20	£23,155.20	£15,000.00
Recharges	£1,200.00	£1,500.00	£1,550.00	£7.75	£1,557.75	£1,900.00
Total Income	£154,920.00	£182,525.00	£184,295.00	£921.48	£185,216.48	£172,050.00

Band D Per annum

£67.02

£82.73

£84.12

£84.54

£84.93

**Increase in annual
change per band D
household.**

£15.71

£1.39

£1.81

£0.81

Cyngor Tref Llangollen Town Council.
17.11.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Charter between City, Town and Community Council's and Denbighshire County Council.
REPORT FOR: Decision.

1. Summary.

1.1 To consider revisions to the Charter between City, Town and Community Council's and Denbighshire County Council

2. The Charter

2.1 The Charter represents a mutual agreement between the two tiers of local government. It sets out how we aim to work together to develop and promote local needs and aspirations for the benefit of local communities, whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

2.2 This document is also designed to build on existing good practice and embrace the shared principles of openness, respect and our common priority of putting residents at the centre of service delivery.

2.3 Following consultation at the beginning of this year, we have taken on board feedback received and made adjustments to the Charter between City, Town and Community Council's and Denbighshire County Council (annexed).

2.4 Areas of notable change include:

- Use of electronic communication methods as standard means.
- Reference to C360 Systems.
- Being made aware of and promoting support available to community groups and information being shared mutually.

3. Recommendation.

3.1 It is recommended that the given the limited changes to the Charter the Town Council agrees to continue to be a signatory to it and advises the County Council accordingly.

4. Reasons for recommendation.

4.1 To respond to statutory consultations to ensure good governance of Town Council affairs.

Annex.



**A Charter between
Denbighshire's City, Town & Community
Councils
and
Denbighshire County Council
September 2020**

The following Councils have cordially adopted this Charter as a mutual agreement between the two tiers of Government within Denbighshire.

Aberwheeler Community Council

Betws Gwerfil Goch Community Council

Bodfari Community Council

Bryneglwys Community Council

Cefn Meiriadog Community Council

Clocaenog Community Council

Corwen Town Council

Cyffylliog Community Council

Cynwyd Community Council

Denbigh Town Council

Derwen Community Council

Dyserth Community Council

Efenechtyd Community Council

Gwyddelwern Community Council

Henllan Community Council

Llanarmon yn Ial Community Council

Llanbedr Dyffryn Clwyd Community Council

Llandegla Community Council

Llandrillo Community Council

Llanelidan Community Council

Llandyrnog Community Council

Llanfair Dyffryn Clwyd Community Council

Llanferres Community Council

Llangollen Town Council

Llangynhafal Community Council

Llanrhaeadr Community Council

Llantysilio Community Council

Llanynys Community Council

Nantglyn Community Council

Prestatyn Town Council

Rhuddlan Town Council

Rhyl Town Council

Ruthin Town Council

St. Asaph City Council

Tremeirchion, Cwm & Waen Community Council

And Denbighshire County Council

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1. Introduction

- 1.1. City, Town and Community Councils (C,T&CC's) and Denbighshire County Council (DCC) have an important role to play in the local government system. They are the most local level of government and can influence decisions that affect the local area and help bring life to their communities.
- 1.2. More than ever, it is important that both DCC and C,T&CC's within Denbighshire continue to work closely together in partnership for the benefit of local residents. This document relates equally to Councillors and Council Officers.
- 1.3. This Charter represents a mutual agreement between the two tiers of local government. It sets out how we aim to work together to develop and promote local needs and aspirations for the benefit of local communities, whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.
- 1.4. This document is also designed to build on existing good practice and embrace the shared principles of openness, respect and our common priority of putting residents at the centre of service delivery.

2. Mutual Acknowledgement

- 2.1. We aim to work together as a partnership of equals rather than tiers. Successful partnership working at the community level can only be achieved if the partners – DCC and the C,T&CC's – understand and respect each other's roles, and work to complement those roles in serving the community.

<p>2.2. DCC recognises that C,T&CC's:</p> <p>2.2.1. Are a vital part of democratic local government, representing communities at the most local level;</p> <p>2.2.2. Are an important primary source of information about community aspirations and opinions;</p> <p>2.2.3. Are to be respected, treated equally and recognised as diverse in their size and in the resources available to them;</p> <p>2.2.4. Are affected by the financial and political decisions of other tiers of government and often have to work within certain constraints when fulfilling their responsibilities</p>	<p>2.3. C,T&CC's recognise that DCC:</p> <p>2.3.1. Represents the interests of local communities at the County level;</p> <p>2.3.2. Has to take into account community interests wider than the City, Town and/or Community;</p> <p>2.3.3. Has duties to: the people who use its services; the communities in which it works; the general public and funding bodies that support its work; its members; the regulatory bodies that oversee its activities, and; it's clearly defined structures to enable it to fulfil its obligations on accountability.</p> <p>2.3.4. Is affected by the financial and political decisions of the Welsh Assembly and central government and often has to work within certain constraints when fulfilling its strategic role and responsibilities.</p>
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3. Information and Communication

3.1. Securing good communication and liaison between the County and C,T&CC is a cornerstone of this Charter and involves communication from the most strategic level right down to liaison on specific local projects.

3.2. DCC undertakes to:

- 3.2.1. An annual survey with the C,T&CC to discuss corporate aims and other matters of mutual concern;
- 3.2.2. Organise quarterly newsletter to share key messages from services/ SLT
- 3.2.3. Provide correspondence and information where ever possible in the format requested by a C,T&CC, e.g. electronic, hard copies only produced upon request;
- 3.2.4. Provide links to C,T&CC websites on the Denbighshire website;
- 3.2.5. Promote and encourage the use of the C360 Customer Portal (online account) & Contact Centre, as effective and efficient channels for CT&CC to log information/service requests, report concerns and provide suggestions and feedback for improvements.
- 3.2.6. Act on common concerns logged using the C360 Customer Portal.

3.3. C,T&CC's endeavour to:

- 3.3.1. A City, Town or Community Councillor who communicates directly with the County Council clarifies in what capacity they are engaging with the County Council i.e. as an individual Councillor or on behalf of the Council with the knowledge of the Clerk.
- 3.3.2. Be represented at liaison meetings convened by DCC and actively suggest agenda items;
- 3.3.3. Provide the relevant county councillor(s) with copies of the Agendas, Minutes and papers of its meetings if requested to do so;
- 3.3.4. Always make effective use of IT and electronic communication methods available to C,T&CC's, particularly where this will increase efficiency and improve value for money,
- 3.3.5. Make full use of the DCC's C360 Customer Portal (online account) and other online/electronic communication channels to log information/service requests, report concerns and provide suggestions and feedback for improvements
- 3.3.6. Be responsive to opportunities to join improvement working groups with DCC representatives to address service concerns;
- 3.3.7. Through their City, Town and Community Council Clerks, ensure their Councillors are kept informed of communications from DCC.

	<p>3.3.8. Promote and encourage the use of the C360 Customer Portal (online account) & Contact Centre, as effective and efficient channels for CT&CC to log information/service requests, report concerns and provide suggestions and feedback for improvements</p>
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4. Consultation and Engagement

4.1. Consultation and engagement are key components of open government and can lead to better informed policies and a more engaged public. This charter sets out a genuine commitment amongst all parties to consult on matters of mutual concern with clear, specific and time limited procedures for consultation and engagement.

<p>4.2. DCC undertakes to:</p> <p>4.2.1. Seek the participation of, and consult with, C,T&CC on Denbighshire policies that affect C,T&CC collectively or individually at the earliest appropriate stage;</p> <p>4.2.2. Provide a minimum of eight weeks for consultation on significant DCC policies other than in cases where DCC is bound by other statutory requirements e.g. in the case of planning applications;</p> <p>4.2.3. Discuss with C, T&CC's concerned at the earliest appropriate stage, any DCC promoted plan or scheme that affects a town or community specifically, including sale or</p>	<p>4.3. C,T&CC's endeavour to:</p> <p>4.3.1. Respond positively where possible to invitations to attend consultative committees, working groups and meetings;</p> <p>4.3.2. Respond within consultation deadlines set by DCC unless otherwise agreed with DCC;</p> <p>4.3.3. Work with DCC to seek mutually acceptable solutions to contentious issues;</p> <p>4.3.4. Respect the final democratic decision of DCC;</p> <p>4.3.5. Engage and consult directly with their residents;</p> <p>4.3.6. Have a proactive approach in working in consortium with</p>
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<p>dispersal of land or property within their communities, and invite C,T&CC's to attend any relevant public meetings and exhibitions;</p> <p>4.2.4. Respect and properly consider C,T&CC's views before making decisions;</p> <p>4.2.5. At the discretion of the Head of Service, allow appropriate officers to attend C,T&CC meetings to explain and discuss policies and plans, especially when particularly contentious issues cannot be resolved in any other way;</p> <p>4.2.6. Provide consultation documents bilingually as outlined in DCC's Welsh Language Standards;</p> <p>4.2.7. Report back to C,T&CC's on the outcome of consultations, clearly highlighting any amendments that have or will be made, in addition to outlining in a transparent way the reasons for reaching that outcome or decision. e.g. in the case of a planning application that is involved in an amendment;</p> <p>4.2.8. Ensure Services adopt a consistent and proactive approach to engagement and consultation with C,T&CC.</p>	<p>surrounding City, Towns or/and Community Councils to seek views and consensus on area wide issues and opportunities;</p> <p>4.3.7. Through their City, Town or Community Council Clerk, ensure decisions made by DCC on subjects that affect their localities are reported back to C,T&CC Members, including the reasons given for that decision by DCC staff, e.g. planning decisions.</p>
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5. Partnership and Joint Working

5.1. It is recognised that effective partnerships have the potential to bring benefits to those involved. Any partnerships developed will also carry a corresponding shared responsibility. Local government at both tiers must work together to promote the economic, social and environmental well being of our areas and where possible

assist in delivering key strategies e.g. the Corporate Plan. If doing things differently achieves a better service, we will seriously examine these methods.

- 5.2. DCC is committed in principle to the opportunity of service enhancement by C,T&CC's, whereby a C,T&CC makes a financial contribution to enhance the quality or quantity of a particular service, delivered in the local area by DCC.
- 5.3. DCC is also committed to devolving services to C,T&CC where mutually appropriate. Services should be delivered with regard to value for money and added value for local people.
- 5.4. It is fully recognised that for some services, it may not be practicable or desirable to undertake such enhancements or devolution of services.

<p>5.5. DCC undertakes to:</p> <p>5.5.1. Seek the participation of all C,T&CC in exploring opportunities for joint working;</p> <p>5.5.2. Provide clear financial information and schedules of services to interested C,T&CC;</p> <p>5.5.3. Acknowledge that when financial support is given by a C,T&CC, decisions are taken to deliver that service in consultation with the C,T&CC.</p> <p>5.5.4. Explore, where ever possible, C,T&CC's greater involvement in the procurement and review of contracted services appointed at County level but which undertake work in their town. E.g. through completing performance questionnaires, sitting on the tender working groups and evaluation panels.</p> <p>5.5.5. DCC is committed to engaging with C,T&CCs and support cooperation with C,T&CCs as they are best placed to advocate their community.</p>	<p>5.6. C,T&CC's endeavour to:</p> <p>5.6.1. Respond positively to invitations to participate in joint working and, where appropriate, budget accordingly through the Annual Precept;</p> <p>5.6.2. Work together to ensure the community voice is heard through endorsement of opportunities for community participation e.g. Participatory Budgeting;</p> <p>5.6.3. Be responsive to opportunities to have a greater involvement in the procurement process at County level for contracted services.</p> <p>5.6.4. C,T&CC endeavour to identify gaps in community provision and refer to DCC.</p> <p>5.6.5. C,T&CC to promote support available to community groups and sign post to officers & departments were appropriate.</p>
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<p>5.5.6. DCC will ensure that C,T&CCs are aware of support available for community groups and provide information to be shared.</p>	
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6. Practical Support & Training

6.1. C,T&CC's rely, to varying degrees, on the professional support that can be provided by others. There are times when the assistance of the DCC can be particularly useful to a C,T&CC.

<p>6.2. DCC undertakes to:</p> <p>6.2.1. Offer C,T&CC's practical support, access to professional services, specialist knowledge and access to training events held by DCC at a mutually agreed price where appropriate and subject to agreement.</p> <p>6.2.2. Familiarise their staff on the role, responsibilities and importance of C,T&CC;</p> <p>6.2.3. Implement and adhere to a specific protocol in relation to planning matters;</p> <p>6.2.4. Provide support and guidance on engagement and consultation activities, and where appropriate, other engagement resources</p>	<p>6.3. C,T&CC's endeavour to:</p> <p>6.3.1. Participate, where appropriate and relevant, in training courses offered by the DCC;</p> <p>6.3.2. Adhere to a specific protocol in relation to planning matters;</p> <p>6.3.3. Be proactive in gaining and refreshing skills within a changing environment where the role of C,T&CC Clerk and Councillors are evolving e.g. in undertaking devolved activities.</p>
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7. Local Governance and Elections

- 7.1. Fair and open elections are the 'bedrock of local democracy. We will ensure that elections are freely and fairly contested. Both C,T&CC and DCC will actively encourage local people to be involved in local democracy through putting themselves forward for election and participation in the electoral process.
- 7.2. The role of the County Councillor as a conduit between DCC and a City, Town or Community is critical to an effective relationship. A proactive relationship will be actively encouraged particularly for those County Councillors who are not 'twin-hatted' and do not sit on C,T&CC.

<p>7.3. DCC undertakes to:</p> <p>7.3.1. Involve C,T&CC in awareness raising / publicity to encourage nominations for candidacy at local elections;</p> <p>7.3.2. Will help publicise forthcoming local elections on behalf of C,T&CC;</p> <p>7.3.3. Actively encourage County Councillors to feed issues from C,T&CC to the Member Area Groups and other council forums and communicate information to the C,T&CC.</p>	<p>7.4. C,T&CC's endeavour to:</p> <p>7.4.1. Actively encourage residents to become nominees for local elections and participate in the democratic process.</p>
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8. Ethics and Standards

- 8.1. It is important that all councils adhere to policy on [Equality, Diversity and Human Rights](#)

9. Implementation, Monitoring and Review

- 9.1. For this Charter to be a living document with impact it must be applied, and a conscious effort put into its implementation.
- 9.2. It is important that this document is maintained as an up-to-date statement of the partnership arrangements between DCC and Denbighshire's C,T&CC.
- 9.3. Opportunities to discuss the contents of the Charter will be available at the Liaison meetings or survey. Any feedback received at these Liaison meetings and from DCC staff and Members will be discussed with C,T&CC's and amendments and/or additions will be made as necessary following full consultation.

Appendix A: Powers and Duties C, T&CCs can enact

[The Good Councillors Guide for Town & Community Councils'](#) has an indicative list of powers and activities, applicable to community and town councils. This is to help you appreciate the wide range of activities C, T&CC's have the legal power to get involved in, as covered by Acts of Parliament. It is a useful reference when you need to know if the City, Town or Community Council can act. Please note: The information source is 'published by WG and may not be totally comprehensive.

NOTE: POWERS AND DUTIES OF UNITARY COUNTY COUNCIL

There are many hundreds of powers DCC can enact as a unitary county council based in legislation and statute. Listing them in this document would not be efficient or effective.

Instead, please visit the on-line official home of UK legislation at

<http://www.legislation.gov.uk/> to search easily for information on specific legislation and statute.

Cyngor Tref Llangollen Town Council.
17.11.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Welsh Government Consultation - Regulations to establish
Corporate Joint Committees.
REPORT FOR: Decision.

1. Summary.

1.1 To consider the Welsh Government proposals to establish Corporate Joint Committees.

2. Corporate Joint Committees (CJC's)

2.1 The Minister for Housing and Local Government deems that establishment of Corporate Joint Committees (CJC's) is an integral feature of the Local Government and Elections (Wales) Bill, currently going through the Senedd Committee process.

2.2 The four CJC's will be established to exercise functions relating to Strategic Development Planning and Regional Transport Planning; they will also be given a power to do things to promote or improve the economic well-being of their areas. These are areas where there is consensus that working at this scale makes sense - aligning economic development, transport and land use planning approaches to develop successful regional economies and encourage local growth.

2.3 The aim is to reduce complexity and duplication of effort and resource. Welsh Government I hope that the establishment of these four Corporate Joint Committees will also provide the catalyst to the development and implementation of collaborative arrangements across local government, where regional planning and delivery makes sense, using them as a means of maximising outcomes for the people of Wales by maintaining local democratic accountability, reducing complexity and making the best use of resources.

2.4 From the outset the Minister committed to working closely with representatives from Local Government and other interested stakeholders to co-develop the CJC model. The Minister is keen to formally progress the establishment of Corporate Joint Committees and a formal consultation on the draft Regulations which will establish four regional CJC's across Wales has been launched

2.5 The format of this consultation is set of specific questions to which the Welsh Government are seeking response would no later than 4th January 2021.

2.6 The questions are detailed below in tabular form with the Town Clerks initial observations for Members to consider.

Question.	Rationale.	Observations.
<p>1.</p> <p>a) What are your views on CJsCs being subject to broadly the same powers and duties as principal councils?</p> <p>b) Do you agree that CJsCs should have broadly the same governance and administrative framework as a principal council provided that this is proportionate? Please give your reasons. c) Do you agree that members of CJsCs should have appropriate discretion on the deta</p>	<p>Two key principles underpin the development of the Establishment Regulations for CJC's:</p> <p>1. A CJC should be treated as a member of the 'local government family' and, where appropriate, should largely be subject to the same powers and duties as principal councils in the way that they operate. The intent is to avoid as far as possible making CJsCs do things in a manner that those in local government would be unfamiliar with or to create new and unfamiliar procedures, obligations, powers etc. which might increase administrative burdens.</p> <p>2. The detail on how a CJC operates in practice should be left to the determination of the members of the CJC itself. This flexibility will enable the CJsCs to differ between geographical areas to meet the different needs and ambitions of their region.</p>	<p>It would appear to be reasonable that the CJC's would broadly the same powers and duties as principal councils to provide synergy between the two layers of government. This is equally relevant to the governance and administrative framework.</p> <p>CJC operation in practice should be left to be determined by the members of the CJC.</p>
<p>2.</p> <p>a) These CJC areas have been agreed by local government Leaders as the most appropriate to reflect the functions being given to CJsCs by these Establishment Regulations.</p>	<p>The North Wales CJC areas would comprise the following local authorities:</p> <p>Conwy County Borough Council, Denbighshire County Council, Flintshire County Council,</p>	<p>The area grouping for North Wales appropriate. However, as national park authorities are include should consideration be given to the inclusion of Areas of Outstanding Natural Beauty that</p>

	b) Do you have any comments or observations on these CJC areas in relation to these functions or the future development of CJCs?	Gwynedd Council, Isle of Anglesey County Council, Wrexham County Borough Council and Snowdonia National Park.	exist within the area.
3.	<p>a) Do you agree with the approach to the development of the regulations for CJCs as outlined in this consultation? Please give your reasons.</p> <p>a)</p> <p>b) We have indicated throughout this document what may be included in the Regulations of General Application, subject to the outcome of this consultation. Whilst the Regulations of General Application are not the subject of this consultation, in order to inform their development, we would welcome your views on anything else which should be covered?</p>	<p>It is proposed that there will be Regulations of General Application to accompany and support the Establishment Regulations.</p> <p>The content of those regulations remains subject to the outcome of this consultation and ongoing discussions with local government. The Regulations of General Application, as with the Establishment Regulations, will be underpinned by the key principles in Section two, particularly the ambition for CJCs to be treated as part of the ‘local government family’.</p> <p>The Establishment Regulations set out what each CJC can do and some of the key aspects of their governance, finance and staffing. The Regulations of General Application will deal with the detail of how they will work, and where and how existing local government legislation will apply to them.</p>	The development of regulations for CJCs appear to be appropriate to ensure effective governance is in place.
4.	a) Do you agree with the proposed approach to membership of CJCs including co-opting of additional	CJCs will comprise of the Leaders (defined in the regulations as the senior executive member) of	the proposed approach to membership of CJC’s including co-opting of additional

	<p>members? Please give your reasons.</p> <p>b)</p> <p>b) What are your views on the role proposed for National Park Authorities on CJs, as described above</p>	<p>the constituent councils.</p> <p>Each member will be a member of the CJC until they cease to be the Leader of the constituent council. The Leaders will decide whether additional representatives from within its constituent councils or other organisations will be invited to be members of the CJC. The Establishment Regulations therefore provide the CJC with the flexibility to co-opt such members to the CJC as it may determine necessary and appropriate to exercise its functions effectively. A CJC will be able to determine / agree the terms of membership of any co-opted member – e.g. voting rights, role, contribution towards funding etc.</p>	<p>members is reasonable.</p> <p>The inclusion of national park authorities in the membership of CJC's is essential. Should consideration be given to the inclusion of Areas of Outstanding Natural Beauty here they exist within the area.</p>
<p>5.</p>	<p>a) What are your views on the proposed approach of 'one member one vote' and the flexibility for CJs to adopt alternative voting procedures?</p> <p>c)</p> <p>b) What are your views on the proposed quorum for CJs?</p> <p>d)</p> <p>c) What are your views on the proposed approach to voting rights for co-opted members to a CJC?</p>	<p>A CJC will be established on a 'one member one vote' basis. However, the Establishment Regulations also provide for a CJC once established to be able to adopt alternative voting procedures should they wish to do so.</p> <p>In developing the Establishment Regulations, it was considered whether there should be a minimum or maximum number of members (including co-opted members) of a CJC. In order to maintain the maximum flexibility for CJs it</p>	<p>To ensure transparency and effective governance and representation the principle of "one member one vote" is supported. Equally a quorum should be established.</p> <p>The arrangements for co-opted members would appear to be reasonable.</p>

		<p>was not considered that this would be appropriate.</p> <p>However the Establishment Regulations do provide that a CJC is limited in the number of co-opted members with votes, but only in so far as that the number of votes which may be cast by co-opted members may not exceed the number of votes cast by council members, or in relation to strategic planning functions, council members and the National Park member(s)</p>	
6.	<p>What are your views on CJs being able to co-opt other members and/or appoint people to sit on sub-committees?</p>	<p>It will be possible for CJs' sub-committees to consist of members of the constituent principal councils other than those members on the CJC itself - for example a relevant member or relevant portfolio holder of the principal council's executive – though it should be possible for this to be the case, particularly for example where the Leader is also the relevant member..</p>	<p>The flexible arrangements for co-opting members would appear to be reasonable.</p>
7.	<p>a) Do you agree that the approach to co-option of members would enable wider engagement of stakeholders in the work of a CJC?</p> <p>e)</p> <p>b) What might be needed to support CJC members in the</p>	<p>Other partner organisations may also be invited/co-opted to be sub-committee members should a CJC wish to do so.</p> <p>Again, the terms of such membership will be for the CJC to decide and agree with the partners being co-opted</p>	<p>This approach to co-option will increase transparency, representation and wider community engagement and is supported.</p>

	involvement and engagement of appropriate stakeholders in their work?		
8.	<p>a) Do you agree that members and staff of a CJC should be subject to a Code of Conduct and that the code should be similar to that of Principal Councils? Please give your reasons.</p> <p>f)</p> <p>b) What are your views on the adoption of a Code of Conduct for co-opted members?</p> <p>g)</p> <p>c) Should all co-opted members be covered by a code i.e. those with and without voting rights?</p>	<p>It is proposed that the Establishment Regulations require that a CJC must make standing orders for the regulation of its proceedings and business.</p> <p>The Establishment Regulations include some core requirements for standing orders, for example regulation of the CJC's procedures.</p> <p>The Establishment Regulations require all CJsCs to adopt a code of conduct for its members and staff. Subject to the outcome of this consultation the detail of the content of such a code may be provided for in the Regulations of General.</p>	<p>The members and staff of a CJC should be subject to a Code of Conduct similar to that of Principal Councils and this should extend to co-opted members.</p>

3. Recommendation.

- 3.1 It is recommended that the observations once considered by Members should be forwarded to the Welsh Government as the Town Councils consultation response.

4. Reasons for recommendation.

- 4.1 To respond to statutory consultations.

Cyngor Tref Llangollen Town Council.
17.11.2020.

REPORT AUTHOR: Town Clerk.
SUBJECT: Welsh Government Consultation - Corporate Joint Committees,
Strategic Development Plans
REPORT FOR: Decision.

1. Summary.

1.1 To consider

2. Draft Report

- 2.1 The Welsh Government launched a consultation this week on the policy intent of regulations for the new-look strategic development plan (SDP) regime, which is designed to introduce a de facto regional element to the planning system.
- 2.2 An SDP should be capable of being prepared and adopted within four years – similar to the current LDP process. The only difference is one of scale on the issues being considered. The key aim is to devise a legislative process that is not unduly long or complicated and provides opportunities for communities and stakeholders to influence and make representations at key stages of the emerging SDP.
- 2.3 The Welsh Government intends to prepare specific SDP guidance to assist Corporate Joint Committees that will be responsible for SDP's and is consulting to seek views on the policy approach for the subordinate legislation required to establish the procedure for Strategic Development Plans ("SDP's") to be prepared across Wales by Corporate Joint Committees ("CJC's") and associated matters. The Regulations will be called the Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021.
- 2.3 The Welsh Government is keen to formally progress the establishment of SDP's and a formal consultation these proposals have been launched. The format of this consultation is set of specific questions to which the Welsh Government are seeking response would no later than 4th January 2021.
- 2.4 The questions are detailed below in tabular form with the Town Clerks initial observations for Members to consider.

Question.		Rationale.	Observations.
1.	Do you agree the SDP Regulations should broadly mirror the key stages and plan preparation requirements set out in the LDP Regulations, subject to the exceptions referred too?	A core aim for the development plan system in Wales is early, effective and meaningful community involvement in the process with the aim of building a broad consensus on the spatial strategy, policies and proposals. This principle applies to both LDP's and SDPs.	The SDP Regulations should broadly mirror the key stages and plan preparation requirements set out in the LDP Regulations, subject to the exceptions referred too?
2.	Do you agree with the proposed approach to the Community Involvement Scheme (CIS) and Delivery Agreement (DA)?	<p>It is proposed that an SDP should be capable of being prepared and adopted within 4 years, similar to the current LDP process.</p> <p>The only difference is one of scale on the issues being considered. The key aim is to devise a legislative process that is not unduly long or complicated and provides opportunities for communities and stakeholders to influence and make representations at key stages of the emerging SDP.</p>	The proposed approach to the Community Involvement Scheme (CIS) and Delivery Agreement (DA) would appear to be reasonable.
3.	Do you agree with the list of general and specific consultation bodies listed in Annex 1? If not, who else do you think should be considered for inclusion and why?	<p>Specific Consultation Bodies include :</p> <ul style="list-style-type: none"> • Any other CJC whose area adjoins the area of the CJC. • Any LPA whose area is in or adjoins the area of the CJC. • The Natural Resources Body for 	The list of consultees would appear to be appropriate.

		<p>Wales – NRW.</p> <ul style="list-style-type: none">• Network Rail Infrastructure Limited where relevant.• Welsh Ministers.• Any Community Council whose area is in or adjoins the area of the CJC.• A person to whom a license has been granted under section 6(1)(b) or (c) of the Electricity Act 1989.• A person to whom a license has been granted under section 7(2) of the Gas Act 1986.• Local Health Board.• Sewerage Undertaker.• Water Undertaker General Consultation Bodies.• Voluntary bodies, some or all of whose activities benefit any part of the CJC area.• Bodies which represent the interests of different racial, ethnic or national groups in the CJC area.• Bodies which represent the interests of different religious groups in the CJC area.• Bodies which represent the interests of disabled persons, within the meaning of the Equality Act 2006 in the CJC area.• Bodies which represent the interests	
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		<p>of persons carrying on business in the CJC area.</p> <ul style="list-style-type: none"> • Bodies which represent the interests of Welsh culture in the CJC area 	
4.	Do you agree with the two stage preparation and consultation approach proposed at Preferred Strategy and Deposit? If not, please explain why and what alternative approach you would suggest?	Following consultation on the Deposit Plan and before the plan is submitted for examination, the CJC must update the Consultation Report setting out which bodies the CJC has engaged, consulted or notified at Deposit stage..	A two stage preparation and consultation approach would appear to be reasonable.
5.	Do you agree with the particular elements of the procedures and requirements proposed for SDP preparation including proposals from pre-deposit to Deposit stage? If not, please explain why	The CJC must not submit the SDP to Welsh Ministers unless it has considered all the representations made at Deposit Stage. The CJC's response to the representations received at Deposit will be documented in the updated Consultation Report.	These actions appear to be reasonable.
6.	Do you agree with the proposed approach for submission, examination and adoption of an SDP? If not, please explain why	Following adoption of the SDP, the CJC must prepare an Adoption Statement which will state the date the SDP is adopted and make clear that if a person is aggrieved by the SDP they may make an application to the High Court under Section 113 of the PCPA. This section provides that a person can make a legal challenge in the 6 weeks following the date of adoption. The CJC will publicise	These actions appear to be reasonable.

		the adoption and notify all those who have asked to be notified and set out the availability of key documents.	
7.	Do you agree with the proposed approach to monitoring, review and revision of an SDP? If not, please explain why	The Review and Revision Process 4 should assess the extent to which the plan's strategy and key policies, sites and infrastructure requirements are being delivered.	These actions appear to be reasonable.
8.	Do you agree with the proposed approach for SDP withdrawal? If not, please explain why	Where an SDP is withdrawn, the SDP Regulations will also specify the notification and publication arrangements for the withdrawal to make clear to stakeholders that the plan is withdrawn. As soon as reasonably practical after an SDP is withdrawn, the CJC must publicise the fact and remove all documents relating to the plan from the public domain.	These actions appear to be reasonable.

3. Recommendation.

- 3.1 It is recommended that the observations once considered by Members should be forwarded to the Welsh Government as the Town Councils consultation response.

4. Reasons for recommendation.

- 4.1 To respond to statutory consultations.