

Bank Balances and Accounts for Payment -**June 2023**

| | | |
|---------------|-----------|-------------|
| Bank Balances | Current | £7,212.07 |
| | Deposit | £171,278.66 |
| | Play Area | £8,918.70 |

Payments Received

| | | | |
|------------|-----------------|-------------------|------------|
| 15/05/2023 | D Kennedy | Sponsor a Tree | £30.00 |
| 16/05/2023 | A Bridger (Chq) | Sponsor a Tree | £30.00 |
| 16/05/2023 | HMRC | VAT Claim 2022/23 | £11,842.39 |
| 04/06/2023 | HSBC | Interest | £512.60 |
| 04/06/2023 | S Large | Sponsor a Tree | £30.00 |

Bank Transfers**Unpresented Cheques/Payments**

| Payment Method | Payee | Details | Amount |
|--------------------------|---------------------------------|---------------------------------------|------------------|
| Bacs | Woodwork CIC | *Bark for the new pathway | £633.60 |
| Bacs | Printcentre Wales Ltd | *Carnival/community engagement banner | £58.08 |
| Bacs | Hawarden Estates / William Hall | Rent - Dobshill Play Area | £5.00 |
| Bacs | SLCC | Annual Membership | £187.00 |
| Bacs | Flintshire County Council | Annual Rent - West View Nature Area | £1.00 |
| Bacs | H & R Roberts & Sons | Equipment & supplies for Groundsman | £114.18 |
| Bacs | WoodsWork CIC | Nature Area Management | £340.00 |
| Bacs | Mrs G Davies | Expenses | £3.38 |
| Bacs | Mr C Jones | Mileage and Expenses | £14.40 |
| Bacs | Mrs S Hughes | Mileage and Expenses | £23.88 |
| Bacs | Staffing Cost | May-23 | £3,634.76 |
| | HSBC | Monthly Charge (may-june) | £5.00 |
| | | | £5,020.28 |
| PLAY AREA ACCOUNT | | | |
| Payment Method | Payee | Details | Amount |
| | HSBC | Monthly Charge (may-june) | £5.00 |
| | | | £5.00 |

Note:

*Payments were approved and processed mid month

Chairman of Council:

Vice Chairman of Council:

Clerk & RFO:

Date:

Payments Authorised by two Bank Signatories

Bank Signatory:

Bank Signatory:



PENYFFORDD COMMUNITY COUNCIL

Local Government (Wales) Measure 2011, Section 116

Notice of Co-Option

NOTICE IS HEREBY GIVEN that the Penyffordd Community Council intends to Co-opt **one** member to fill the vacancy that exist in the office of Councillor due to the resignation of Julie Jones.

Expressions of interest are being sought from members of the public who meet the following qualifications and are interested in representing their community on the aforementioned Community Council. You must be a British citizen, an eligible Commonwealth citizen, a citizen of any member state of the European Union or a qualifying foreign citizen and be 18 years of age or over; and meet at least one of the following criteria:

- registered as a local government elector for the area named above; or
- during the whole of the last 12 months occupied as owner or tenant land or other premises in the community named above; or
- your principal or only place of work during the last 12 months has been in the community named above; or
- you have during the whole of the last 12 months resided in the Community or within 4.8 kilometres of it.¹

If you wish to be considered for co-option for the vacant seat or want more information regarding the role of a Community Councillor please contact the Proper Officer, Clerk to the Council on/at: clerk@penyfforddcouncil.org or 01244 537032 by (deadline) **Tuesday 4th July 2023**

Dated this 14th June 2023

¹ Certain people are disqualified from standing, and these include paid officers of the community council, anyone subject to bankruptcy restriction orders and those subject to recent sentences of imprisonment.

Penyffordd, Penymynydd & Dobshill

ANNUAL REPORT FOR THE YEAR 2022/23 (May 2023)



Hello and welcome to all of our residents.

The Local Government and Elections (Wales) Act 2021, introduced as soon as reasonably practicable after the end of each financial year, that a community council must prepare and publish a report (an “annual report”) about the council's priorities, activities and achievements during that year. This is our first report which we hope you will find of interest.

There are 13 members on Penyffordd Community Council. Councillors are office holders who sign a Declaration of Acceptance of Office upon their election or appointment - they are therefore part of the local government structure of Wales. Although they carry out many community activities on a voluntary basis, they are not volunteers.

At the head of the Council is the Chairman, who is elected annually from amongst its serving Councillors. The Chairman for 2022/23 was Councillor Roy Wakelam and the Vice-Chair was Councillor Pat Ransome.

The council has the opportunity to appoint two Youth Representatives. We currently have one active member, Natasha Boleyn who was appointed in September 2022 and also one vacancy. A Community Youth Representative represents the youth sector and is a ‘voice’ on the Community Council for local issues affecting young people

The council is supported by three members of staff. The Clerk - Sarah Hughes, Street Operative - Glyn Davies and the council appointed our first Village Groundsman – Chris Jones in June 2022.

We meet formally on the second Wednesday evening of the month at 6.30pm in the Committee Room of Penyffordd War Memorial Institute and offer the facility to join remotely. These are very structured meetings with very full agendas. Anyone is welcome to observe and there is an opportunity at the start for public questions, but it is a working meeting rather than a public presentation.

The council has a number of current projects so in order to be more proactive, we meet in between in 'Working Groups' to deal with specific areas/projects.

Your Community Councillors for the Year 2022/23 were as follows:

Pat Ransome - Independent

Andy Sloan – no political affiliation

Roy Wakelam – Independent

Susie Williams – Independent

Jeff Priddin - Independent

Mark Rothero (co-opted) – Independent

David Williams - Independent

Lisa Overington (co-opted) - no political affiliation

David Walker – Welsh Labour

Oliver Thompson (co-opted) - no political affiliation

Paul Blackman – Welsh Labour

Julie Jones – Independent

Alasdair Ibbotson - Welsh Labour

Elections May 2022

The 2022 Welsh local elections were held on 5 May 2022 to elect members of all twenty-two local authorities in Wales and Town and Community Councils. Following changes in the Local Government and Elections (Wales) Act 2021 all legal residents of Wales who are aged 16 or over on polling day are eligible to vote in the local elections (16 and 17 year-olds and EU Citizens and citizens of other countries).

There were 10 nominations received for the 13 available seats which resulted in the 10 members being elected unopposed. The remaining 3 seats were filled by co-option.

Your Community Council

The Community Council are responsible for some street lighting, CCTV / crime prevention, street furniture, community buildings, Christmas lights, open space and the Millstone play area (we also offer some financial and work with Flintshire County Council on other playgrounds) and are a statutory consultee for many local authority and government issues including planning.

A Message from the 2022/23 Chairman – Cllr Roy Wakelam

How fast the last 12 months has passed!

We celebrated a very Royal Jubilee with food, song, laughter and a toast to the Queen, we mourned the Loss of our Queen, a sad day that reached around the world, we built a beautiful nature area, saw our Penyffordd Lions promoted to the big leagues and also lost a few friends on the way.

Learning to live life after the pandemic has been a challenge, the world has changed, some of it to the good and some not so.

I was honoured to be chosen as Chair of the Council and will cherish the memories and experiences I have gained in past year.

Budget/Precept

The Council's budget for 2022/23 was £189,882 (not including money held in reserves for specific projects) and the precept requirement was £116,851. Here is a brief explanation of how the precept is calculated:

The total forecast expenditure for the Community Council was £164,882. In addition to this, we have to allow for having a £25,000 buffer in the bank, so the total we needed to raise is £189,882. By the end of the financial year (31 March 2022), we did not expect to have spent everything that was budgeted for in the previous year and so we were left with money in the bank of £49,731, plus the estimated VAT which will be reclaimed of £23,300. These two figures are taken away from the total we need to raise, leaving a balance of £116,821 to be raised via the precept. The Tax Base for the 2022-23 financial year of equivalent Band D properties is 2171 and the cost per Band-D property: £53.82.

Taking into account monies held in reserves for specific projects, at the end of the financial year 31 March 2023 the council had actually only spent £145,953 which is £103,297 under budget. The three main expenditure items for the underspend were due to projects either not starting or not being completed; Millstone Pump Track/Skate Ramp project, the Memorial Garden project and Community Centre asset transfer.

Audits

Each year an Internal and External Audit is undertaken.

Internal Audit

The Internal Audit for the Year 2022/23 was completed 24th April 2023 with only one recommendation of 'Staff costs includes a tax free allowance paid to the Clerk for home working of £312 and mileage payments totalling £24.30. The annual return has been updated this year to clarify that only taxable allowances are to be included within the staff costs. The annual return should be amended as follows: Staff costs £39,656 and Total other

payments £106,298. These amendments were implemented by the Clerk prior to the certification of the annual return.'

External Audit

The External Audit undertaken by Audit Wales for 2021/22 was not completed and returned to the council until March 2023. There were no recommendations or comments.

Once every three years Audit Wales will undertake a 'full' (in depth) audit on all councils. Penyffordd Community Council will be receiving a 'full' audit for the year 2022/23. Dates are yet to be confirmed.

Activities during the Year 2022/23

Wildlife Garden

The area of land to the rear of West View/Alyn Drive is now under a lease with the Community Council until 2031. The idea was to improve the diversity of trees and plants in the area, provide some fruit trees, and to improve the accessibility of the area. The council appointed WoodWorks CIC to manage the site they have undertaken a substantial amount of work and received funding support from Transport for Wales.

Cleared the brambles and litter and established a clear pathway around the site. Worked with local volunteers, the local primary school and Scouts. Approx. 400 trees of a number of varieties were planted together with wildflower plants and seeds.

An End of Project Event was held in March to acknowledge and celebrate the work that has been undertaken with the funding received from Transport for Wales. Children and representatives from the local schools, volunteers, TfW and Councillors attended.

Old School Site

Unfortunately, there had been no progress during the year due to delays from Flintshire County Council. However, early 2023 open discussions have commenced and it is hoped there will be more to report in the next Annual Report.,

Place Plan

The council were intending to undertake a full review of the Place Plan, however, it was decided that this was not required at this time and therefore the council are now working towards a smaller scale review. The council will now be looking to produce a progress report on the existing place plan, which shall be appended to the current plan and available as a standalone document.

Memorial Garden Project

The area in front of the clock is known as the Memorial Garden. The area is currently one of the focal points of the village. The council has secured planning permission from Flintshire County Council but there have been issues and delays regarding the existing Flintshire assets e.g street lights, bins, electrical box. Work is still ongoing.

Play Area Improvements

Melwood – the improvement works to the drainage and play area were completed in 2022.

West View – following the improvements to the play area and issuing arising with neighbours, the council did meet with residents and considered a number of options, however, with the majority vote, the council resolved that they will not be undertaking alterations and/or relocation of the play equipment.

Millstone – the council appointed a contractor to trial compacting once of the skate ramps to ascertain if this assisted in reducing any of the noise level. Work has been ongoing to obtain designs and costs for the installation of a pump track. It is hoped that this will be a welcomed addition to the play area and that the usage between the two items will also assist in reducing the frequency of noise from the skate ramps.

In 2021 the council received a National Lottery Grant of £9,999 for the Millstone, however and unfortunately due to delays with the scheme, the funding had to be returned in 2022 as was not spent within the 12 months.

Dobshill – the council approved a budget for 2023/24 to allow for improvement works to the play area by installation of a pathway around the site.

Tree Planting

A big thank you again to the many residents who have supported the ‘sponsor a tree’ initiative again. This started three years ago and is hopefully going to be a rolling programme that will be a real feature of the village.

Village Planters

Positive and welcome additions to the village environment have been the flower planters that can be found at the entrances to the village and at various locations. They brighten the village and are often commented on by residents.

A number of oak barrel planters continue to be sponsored and maintained by local businesses.

Best Kept Communities Competition

The council made a number of entries to the competition for: Best Kept Village with a population over 1000; Best Kept Senior Citizens Social Housing Estate and Best Kept Community Area. Judging was undertaken in July 2022 and it is with pleasure to report that the council was awarded Silver in Category B - Best Kept Village with a population of over 1000. This is testament to the work and commitment of those involved in improving our village environment for all to enjoy.

Circular Walks

We have four Circular Walks around our community allowing you to explore the area on foot highlighting the amazing countryside we have on our doorstep. The leaflets detailing to routes also provide information about points of interest on the walks. These have proved extremely popular in the community and have been to reprint several times. Further walks are planned for the future.

Walk 1 – Border Views Walk 2 – Penyffordd Streets Walk 3 – Into The Woods Walk 4 – Bilberry Woods

Litter Picks

This continues to remain a key agenda item with future plans to have our own litter hub based in the village. We are very fortunate to have our Street Operative Glyn Davies, who works extremely hard every week to keep our village free of litter. We are most appreciative of all Glyn does but litter is an ongoing scourge and needs support from the community.

In conjunction with Flintshire Keep Wales Tidy we have linked with our schools, the community and other McDonalds to tackle litter.

Our last Litter Pick was part of the Great British Spring Clean on the 18th March 2023 with over 40 bags collected.

Community Changing Rooms

The units were installed nearly three years ago, however after experiencing numerous problems we are pleased to report that the facility, with the enormous support from Penyffordd Football Club, is now open and running.

We are now in the process of forming a Voluntary Management Committee for the facility and are seeking support from the community. It may be that you are part of a club or organisation that may wish to use the facility or are just an interested volunteer willing to help. If you are interested in standing for this Voluntary Management Committee, please contact the Clerk..

Annual Grant Applications

The council sets a budget annually to be able to offer financial assistance to local groups and organizations. This year we are pleased to report that we helped 17 local groups/organisations to the sum of £5400 and a further £4000 to the Penyffordd War Memorial.

Street Lighting

The Council own and are responsible for a selection of street lights throughout the villages and are in a long term scheme to have these columns upgraded and transferred back to Flintshire County Council.

Any issues or faults with all street lights should be reported to Flintshire County Council, Streetscene on 01352 701234 or streetscene@flintshire.gov.uk. Alternatively, you can report by downloading the [Flintshire App](#)

Queens Jubilee

The council and community really came together for the Queens Jubilee Celebrations which was a wonderful weekend enjoyed by many.

We produced a printed an Events Booklet to ensure residents were aware of what events were being held over the weekend. On Thursday 2nd June we held the Lighting of the Community Jubilee Beacon at Vounog Hill which included poem reading, Bugler and Choir and Friday 3rd June we planted a Royal Oak and installed a welsh slate plaque at the Millstone Park attended by representatives from the Beavers, Brownies, Youth Club and ex Councillor Ms Cindy Hinds

The council also donated a total of £600 for grants to community groups to assist with funding their events.

Death of HM Queen Elizabeth II

On 8 September 2022 at 3.10pm, Queen Elizabeth II, the longest-reigning British monarch, died at Balmoral Castle in Aberdeenshire, Scotland, at the age of 96. Her death was publicly announced at 6.30pm. The council had ensured advanced preparations were made. The Queens portrait and condolence book was made available in The Royal British legion the following morning. A condolence book was also circulated around the local schools; arrangements for the flags; the website updated including a statement from the Chair; and Council business postponed until after the period of mourning.

There were a significant amount of messages recorded in the Condolence Books which have now been transferred to the Hawarden Records Office and the Queens portrait was gifted to Penyffordd War Memorial.

Summer Playscheme

In conjunction with Flintshire County Council and Welsh Government, the council financial supports the provision of a 4 week summer playscheme held at The Millstone Play Area.

Christmas Lighting

There are a total of 47 bracket Christmas lights around the three village. The council purchased two Christmas trees located at Dobshill and Penymynydd and together with our own tree in Penyffordd were decorated and lite. No additional lighting was purchased other than 3 of which required replacing this year.

Hanson Cement

????????????????????

Warm Hubs

Unfortunately, this year saw a Cost of Living Crisis. The community was fortunate to have volunteers from TeamRed & PACA and Trinity Chapel who provided Warm Hubs for our residents at the Youth Club and Trinity Chapel. The council received a total request of £250 financial support for these Warm Hubs, which the council fully supported.

Telephone Kiosk

The council approved for the refurbishment of the telephone kiosk located on the corner of Alyn Drive. This will be utilised as an internal noticeboard and will also have a seasonal book exchange during the warmer months.

CCTV

The council provides and maintains CCTV cameras at The Millstone Play Area and Hawarden Road, Penyffordd. The CCTV images are only accessed and viewed by North Wales Police.

Street Operative and Village Groundsman

Glyn and Chris work tirelessly striving to make our community a clean and tidy environment to live and socialize in. Here are some examples of the work they do: routine litter picking in areas of Dobshell, Penymynydd and Penyffordd; wedding & hedge trimming; maintaining planters; cleaning street signs; clearing side pathways and repairs to street furniture.

Civility and Respect Pledge

Along with many other councils across the country, Penyffordd Council took the Civility and Respect Pledge:

the council supports and signs the Civility and Respect Pledge:

- Our council has agreed that it will treat all councillors, clerk & all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Our council has put in place a training programme for councillors and staff
- Our council has signed up to Code of Conduct for councillors
- Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
- Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Our council will commit to calling out bullying and harassment when it happens.
- Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

Community Engagement

- Queens Jubilee Planning
- West View Nature Area Volunteers sessions
- Annual Report 2021/22
- Community Litter Pick

Police

Community Council have always maintained strong links with North Wales Police and our Police Community Support Officers and we regularly review the crime statistics for our area which are relatively low.

The current PCSOs for our area are:

- PCSO Rachel Duddle - RACHAEL.DUDDLE@northwales.police.uk - mobile t.b.c
- PCSO Lucy Davies - Lucy.Davies@northwales.police.uk - mobile t.b.c
- PC Natalie Williams Natalie.Williams@nthwales.pnn.police.uk - 07817148417
- PC Chris Myles - Chris.Myles@nthwales.pnn.police.uk

A Message from the incoming Chairman for 2023/24 – Cllr Pat Ransome

In May this year I was elected Chair of Community Council for the coming year and I am pleased to have the opportunity to introduce myself to all in the community. It is with humility and commitment that I thank Council and say I hope to represent you fairly and with consideration during the next twelve months.

In a few short sentences it is impossible to reflect the full extent of the role and responsibilities of community council as the first line of governance. We are representatives of the community and you are the community. As the lead for the Community Engagement Group, working effectively with you is important and one of my main objectives is to work together as a council, with our county councillors and community to ensure our voice/your voice is heard and the issues that matter most to us in Penyffordd, Penymynydd and Dobshill are addressed.

We do this most effectively by listening, showing respect for all opinions and importantly working as one to effect change. Challenging – yes. frustrating – yes but together we are stronger.

In the coming year we will continue to build on and develop the many projects we already have in place or those already agreed to in Council. All these are to further improve services and enhance the areas in which we all live whilst being mindful of the current cost of living constraints experienced within the community. Our links with outside support agencies is especially important.

There will be much to consider as we work collectively towards the development of the old school site and the revision of the Penyffordd Place Plan.

We are here to represent you so please do contact any of the Council or Clerk with any queries.

Key Council Objections for the Year 2022/23

What are the plans...

- To form a Management Committee for the Community Changing Rooms
- More street lighting upgrades
- Have a stall and council presence at the 2023 Penyffordd Carnival
- Installation of a pump track at Millstone play area
- Installation of a pathway around Dobshill play area
- Memorial Garden (Millennium Clock)
- Continue to work on the Place Plan review
- Work with Flintshire County Council on the development of the Old School Site
- Continued investment at the Nature Area, including improved pathways
- Installation of an additional CCTV for the Millstone play area.
- Support the Kings Coronation celebrations

What is the budget....

The Council's precept for 2023/24 is £119,521 and the budget for 2023/24 is £252,640 which includes money held in reserves for specific projects.

For more information about the council, council business and to see regular updates please view our website: www.penyfforddcouncil.org and follow us on facebook: Penyffordd Community Council.

Mrs S A Hughes, Clerk & RFO, 3 Old Chester Road, Ewloe, Deeside, Flintshire, CH5 3RU.
Tel: 01244 537032 Email: clerk@penyfforddcouncil.org



MODEL STANDING ORDERS 2023 (WALES)

**These Standing Orders were reviewed and adopted by
Penyffordd Community Council at its Meeting
held on 14th June 2023**

No part of this publication may be reproduced or used for commercial purposes without the written permission of One Voice Wales save those councils in membership of One Voice Wales who have permission to edit and use the model standing orders in this publication for their governance purposes.

Contents

| | |
|--|----|
| INTRODUCTION..... | 3 |
| 1. RULES OF DEBATE AT MEETINGS..... | 4 |
| 2. DISORDERLY CONDUCT AT MEETINGS..... | 5 |
| 3. MEETINGS GENERALLY..... | 6 |
| 4. COMMITTEES AND SUB-COMMITTEES..... | 8 |
| 5. ORDINARY COUNCIL MEETINGS..... | 9 |
| 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES..... | 11 |
| 7. PREVIOUS RESOLUTIONS..... | 11 |
| 8. VOTING ON APPOINTMENTS..... | 12 |
| 9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER..... | 12 |
| 10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE..... | 13 |
| 11. MANAGEMENT OF INFORMATION..... | 13 |
| 12. DRAFT MINUTES..... | 14 |
| 13. CODE OF CONDUCT AND DISPENSATIONS..... | 15 |
| 14. CODE OF CONDUCT COMPLAINTS..... | 15 |
| 15. PROPER OFFICER..... | 15 |
| 16. RESPONSIBLE FINANCIAL OFFICER..... | 17 |
| 17. ACCOUNTS AND ACCOUNTING STATEMENTS..... | 17 |
| 18. FINANCIAL CONTROLS AND PROCUREMENT..... | 18 |
| 19. HANDLING STAFF MATTERS..... | 19 |
| 20. RESPONSIBILITIES TO PROVIDE INFORMATION..... | 19 |
| 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION..... | 19 |
| 22. RELATIONS WITH THE PRESS/MEDIA..... | 20 |
| 23. EXECUTION AND SEALING OF LEGAL DEEDS..... | 20 |
| 24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS..... | 20 |
| 25. RESTRICTIONS ON COUNCILLOR ACTIVITIES..... | 20 |
| 26. STANDING ORDERS GENERALLY..... | 21 |

INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or

- v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (10) minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

a Notices of meetings

- i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
- ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.
- iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- ii. The minimum requirement is that members are able to hear and be heard by others.

c Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**
- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at

the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.

- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed (15) minutes unless directed otherwise by the chair of the meeting.
- f Subject to standing order 3(e), a member of the public shall not speak for more than (3) minutes.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- p **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands.** Should there be a member in remote attendance, with only sound facility, they will verbally confirm their vote. **At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present stating whether they are present in person or remotely, and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- s **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**

- t **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- v A meeting shall not exceed a period of (3.5) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of the eligibility criteria for the use of the general power of competence
 - xi. Review and adoption of the council's annual report
 - xii. Review and adoption of the council's training plan
 - xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;

- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- xv. Review of inventory of land and other assets including buildings and office equipment;
- xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure;
- xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xx. Review of the Council's policy for dealing with the press/media;
- xxi. Review of the Council's employment policies and procedures;
- xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
- xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee or the sub-committee, any (2) members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (6) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least (10) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such date will include recordings of meetings held by the Council.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period**

for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 9(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Subject to standing **order20(a)** and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**

- **The names of the members who attended the meeting, and any apologies for absence;**
- **Any declarations of interest; and**
- **Any decisions taken at the meeting, including the outcomes of any votes.**

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the [County Council] as soon as possible before the meeting that the dispensation is required for.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.
- b Where the notification in standing order 13(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
 - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee or a sub-committee:**
 - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

c) The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3(b)(a) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (5) days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

See also standing order 22;

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;

- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
See also standing order 22.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide.”
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] is subject to standing order 10.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the (Council)] or, if they are not available, the vice-chair (if there is one) of [the (Council)] of absence occasioned by illness or other reason and that person shall report such absence to [the (Council)] at its next meeting.
- c The chair of [the (Council)] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the Clerk]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the (Council)].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the (Council)] or in their absence, the vice-chair of [the (Council)] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (Council)].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the Clerk/ member of staff's job title] relates to the chair or vice-chair of [the (Council)], this shall be communicated to another member of [the (Council)], which shall be reported back and progressed by resolution of [the (Council) committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 10.

- a The Council may appoint a Data Protection Officer.

- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 14(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the [County Council] representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the [County Council] shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (two thirds) councillors to be given to the Proper Officer in accordance with standing order 8.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



Service Level Agreement between

Penyffordd Community Council

and

WoodsWork CIC

Maintenance and Management of
West View Nature Area, Penyffordd.

PENYFFORDD COMMUNITY COUNCIL

Contract Documents.

The contract documents will comprise:

1. Standard Conditions of contract
2. Specification of works
3. Other
4. Location Plan

1. STANDARD CONDITIONS OF CONTRACT.

The Monitoring Officer shall be the Clerk to the Community Council.

Site Details

The site is identified as West View Nature Area.

Extent of work.

To maintain and enhance biodiversity within the nature area and encourage native species.

Contract Duration

Duration of the Contract shall be in conjunction with the long term lease that Penyffordd Council has with Flintshire County Council for the land which is due to expire June 2031. Both parties will review the aims and objectives annually for the forthcoming year and discuss the specification for any works as required.

Workmanship and Equipment

The workmanship must be of the highest standard and best practice. The Contractor shall ensure that all operatives are fully trained in the use of the equipment and on the safety of the public generally while equipment is in use.

Billing and payment

The annual sum of **£4080** has been agreed and the contractor will submit a monthly account, in arrears. Invoices presented for payment should be supported with a monthly report of works. Should there be any annual increases these would apply from April each year and Woodwork CIC will be required to provide these to the council in advance to allow for appropriate budgets to be set (no later than December each year).

Termination of contract

Either party may without reason, terminate the contract early in writing, giving two months' notice. If the notice is part way through a grant or similar funding application, this may require further consideration.

Should the Contractor fail to comply with the agreement, the contract can be terminated by the Community Council without any notice.

Amendment to Contract

Notification shall be given to the Contractor and discussion held, by the Clerk should the circumstances of the contract need to change.

Insurance

The Contractor is required to have a minimum of £5,000,000 public liability insurance. The contractor shall indemnify the Council against any claim or proceedings for any injury or damage etc. any property or persons or animals arising from negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this contract.

2. SPECIFICATION OF WORKS

20 hours per month at £17 p/h = £340 p/m. month.

Details taken from the Woodwork CIC Management Proposal March 2023 which was approved by council on 12th April 2023:

Vison for the Site

The short-term aim is to enhance the existing small area of semi natural woodland by clearing areas of bramble and blackthorn to plant more native species.

By clearing an area to leave as open grass and planting fruit trees we hope to encourage greater use by walkers already using the public footpath as well as others, new to the area.

We understand that the long-term aim of Penyffordd Community Council is to continue the existing lease [of 10 years], and work with WoodsWork CIC, so that the newly planted trees will be protected and where necessary managed to provide a variety of habitats.

The footpaths will be developed to encourage greater use and thus prove that it is a valuable asset to the community, who will be able to enjoy the mental and physical benefits of working and relaxing in the area.

It is the intention to extend the current involvement with local schools and other groups, to facilitate the use of the green space for the mental and physical wellbeing if all sections of the community and to continue to record the plants and wildlife, carry out activities to improve the biodiversity and thus protect the area for future generations, in accordance with the Well-being of Future Generations (Wales) Act 2015.

| Key issues | Comment | Actions |
|---|---|--|
| the vision of what the woodland will be in: - | | |
| 2-5 years | <ul style="list-style-type: none">• More diversity of species and wildlife• Improved access• Greater public involvement | <ul style="list-style-type: none">• Continued management of former areas of bramble and blackthorn to prevent re growth and protect new trees.• Newly planted trees to be managed including thinning or replacement if required• New footpaths to be completed and maintained; wetter areas to be reviewed for further actions• Meadow area to be developed• Activities and events with local groups to be developed; information for site boards to be developed and funding for boards to be sourced |

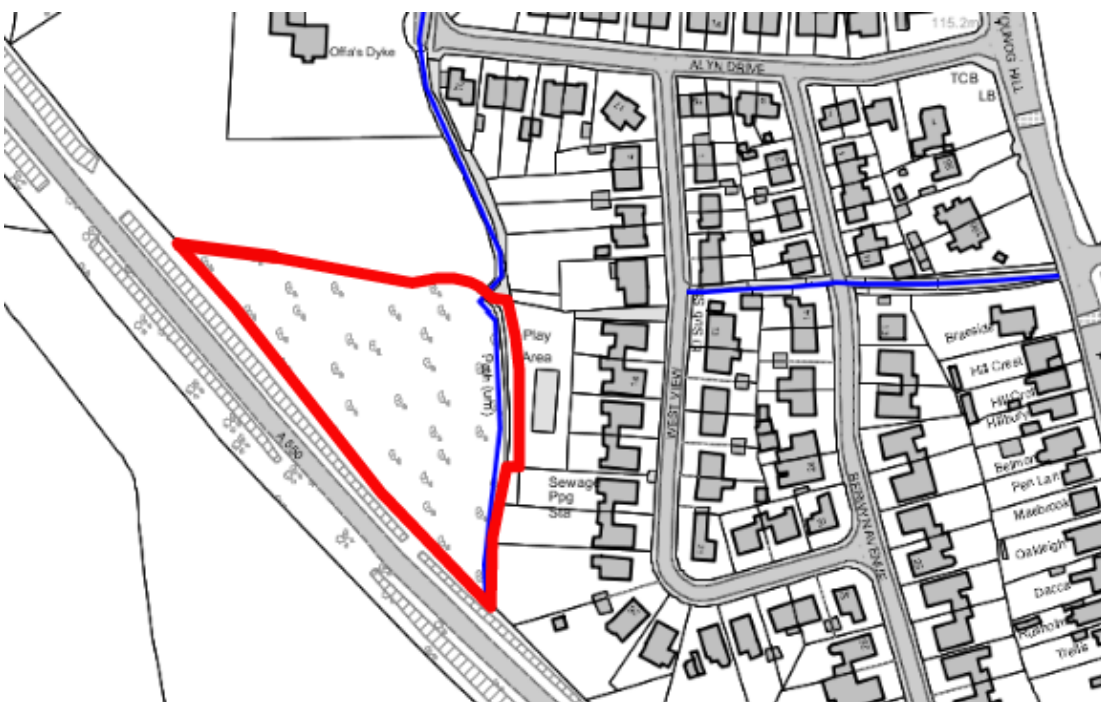
| | | |
|-----------------|--|--|
| 5-10 years | <ul style="list-style-type: none"> • More trees planted with definite structure to the area • Specimen oaks allowed to mature • Greater use by local residents and visitors | <ul style="list-style-type: none"> • Ongoing management of existing and new trees; replacement of diseased trees where necessary • Protection of existing veteran trees; thinning of other trees to allow remaining trees to mature • Consider links to adjacent public footpath network; specific events relating to local produce |
| 10-25 years | <ul style="list-style-type: none"> • Continue to review tree and other planting • Review use of site | <ul style="list-style-type: none"> • Continue ongoing management as above • Consider and develop other activities on site as required by review |
| Beyond 25 years | As above | |

3. OTHER

- Works or activities would be funded from the Community Council or from Woodwork CIC successful funding applications for the site.
- Woodworks CIC to continue improving Community Engagement for West View Nature Area.

4. LOCATION PLAN

West View Nature Area located in red





Signed:
On behalf of Penyffordd Community Council.

Printed: Mrs S A Hughes

Dated:

Signed:
On behalf of Woodwork CIC

Printed:

Dated:

Community Engagement

- ❖ Meet with your Councillors
- ❖ Learn the responsibilities of your Community Council
- ❖ Hear about what is happening in your community
- ❖ Raise any concerns or issues you have in your community
- ❖ Let us know what is important to you.



Planning Aid Wales Meeting – 18th May 2023

Meeting with Karen Probert and Deb Jeffries of Planning Aid Wales to discuss place plan support options.

Place Plan

- They are able to offer training either face to face or via Zoom for all members new and old.
 - There is an Introduction Place Plan course already been held on 5th July OR
 - They can offer the council a bespoke course, specific to our place plan and for our members
- They will put together a quote for the council on day rates and estimated time
- They are able to assist the council with updating the plan by offering 'desk work':
 - They would refer the existing plan and survey results to see how this can be incorporated into the plan
 - Expect to be 1-2 days
 - Then would suggest working with 5-7 members (Working Group)
 - They will have this to me ready for the meeting.
- I have already emailed over to them the current plan and the results of the survey prepared by Alan Wight, Cascade

Planning Enforcement

I also mentioned to them about the issues we are having with FCC Planning and planning enforcement.

- They again are able to offer training on planning enforcement and could offer face to face or via Zoom.
- Again this could be a course already being held, or a bespoke course.
- They have provided me with a quote for a bespoke course (copy attached). £618.80.
- Should the council have any issues with planning or planning enforcement, we can contact PAW for help and advice. They have volunteer experts willing to help and guide.
- rosa@planningaidwales.org.uk
- Freephone number 02920 625 004



Penyffordd Planning Enforcement Training Proposal May 2023

1. Context

This proposal document outlines how Planning Aid Wales (PAW) can deliver a Planning Enforcement training event for Penyffordd Community Council, Flintshire. The document outlines the services we will provide together with a suggested cost.

This Community Council have previously been involved with PAW training and they have requested specific bespoke training for their Council independently of PAW's other training planned schedule.

2. Why choose Planning Aid Wales?

Planning Aid Wales is a registered charity that advocates and supports community involvement in planning in Wales. Founded in 1978, we have almost 40 years' experience of helping individuals and community groups to understand and engage with the planning system. Our core services include delivering planning training to a range of audiences, developing easy read planning guidance and a free planning helpline. We are the 'go to' organisation for community engagement in planning in Wales; we have built a huge repository of engagement methods, tools and techniques and regularly publish news on good engagement practice.

Relevant experience

Please find examples of our work here:

<https://planningaidwales.org.uk/about-us/our-work/>

Engagement:

- LDP Engagement, Bridgend County Borough Council
- rLDP Engagement Newport City Council
- Value of Engagement in Planning Report
- Carmarthenshire Green Infrastructure Engagement Project
- Pembrokeshire LDP Engagement
- Brecon Beacons National Park Engagement Project

Training:

- CTC Training across Wales
- Delivering 10 training events, across Wales, on planning policy on behalf of the Welsh Government.

- Elected Member Training Monmouthshire
- Place Plan Member Training Eryri National Park
- Butterfly Conservation Engagement Project

Place Plans

- 5 Place Plan Kickstarter Plans for Conwy County Council
- Place Plan preparation at Chepstow Town Council
- Newtown Town Council to support their new adopted Place Plan
- Commissioned by Bay of Colwyn to undertake community engagement and support the development of their Place Plan

We were also delighted to be commended at the RTPI Awards for Planning Excellence for In-House Planning Team of the Year 2020.

Our approach

Planning Aid Wales is an advocate of meaningful community engagement in planning. In particular we promote the use of Place Plans as an effective means of such engagement and in addition to providing training and guidance on Place Plans we have also produced a specific website on the issue, www.placeplans.org. Through our work, we seek to raise the knowledge and capacity of communities to engage, but not just in the activity at hand - we seek to enable people to effectively participate in planning activities on an ongoing basis.

As an independent third-party organisation, we have found time and again that communities are willing to engage with us, even where Local Planning Authorities have encountered barriers to engagement in the past. As part of our process, we encourage active collaboration between local planning authority staff and community groups, thereby building better relationships for future engagement. We take no view on any local policy or specific development; we only support individuals and communities to express their own views effectively.

We recognise that the planning system can be complex and the needs / wants of communities do not always align with other interests. We manage expectations by helping our beneficiaries understand that planning is a holistic system that seeks to address a wide variety of priorities, and clearly explain the scope and limitations of what the planning system (or particular activity) can achieve.

Planning Aid Wales is a 'not for profit' body; any income generated from our work is utilised to further support our aims of facilitating greater community engagement in planning across Wales.

3. Outline of proposed training

Description, Aims and Outcomes

Planning Aid Wales proposes to deliver an Introduction to Planning Enforcement training course, specifically for Penyffordd Community Council. The workshop will last for approximately 2 hours 30 minutes (including breaks).

The course will be an introductory or refresher online training session, for new councillors, or those that want to know more about the Enforcement process. A particular focus on where and how Community and Town Councils can impact the process and ensure the community voice is heard.

It will explain what Planning Enforcement is and how it is implemented.

This training session runs for 2.5 hours, with a 15-minute break. It is fully interactive with opportunities for questions.

Penyffordd Community Council will invite their own Councillors to ensure maximum attendance to ensure all participants engage in the process. PAW will make available for workshop attendees, hard copy versions of the bilingual (if required) workshop and presentation slides.

It is anticipated the project will achieve the following outcomes:

- How the use of planning is an effective means of engagement
- to raise the knowledge and capacity of the communities to engage, but not just in the activity at hand - but to enable people to effectively participate in planning activities on an ongoing basis.
- Increased community awareness and understanding of the planning process and how to access more information.
- Increased understanding of the barriers, challenges and learning needs faced by all community groups in engagement in the planning process.

Suggested content of the training workshop is outlined below:

- A brief overview of planning and development management.
- Explain, "What is planning enforcement?"
- An insight into how the enforcement process works.
- A discussion on what is "enforceable"?
- A look at the rights of the person/persons or business enforced against.
- Guidance on what action can be taken under planning enforcement procedures.
- Information on enforcement appeals

4. Estimate of costs

The project will be delivered by PAW staff and includes planning, preparation, and delivery of a 2.5-hour workshop online. We consider delivery of our work above would require 10 hours work.

Planning Aid Wales does not charge VAT.

£495 per day (8 Hours) fees, thus based on 10 hours, £61.88 per hour.

A breakdown of possible fees

| | |
|--------------------------------------|------------------|
| Preparation of Workshop Presentation | 4 hours |
| Delivery of the session (plus extra) | 4 hours |
| Preparation of handouts before | 2 hours |
| Total | 10 hours @ 61.88 |
| Total Proposed Fee | £618.80 |

*If you require a Face-to-Face training course, we can amend this quote to include travel costs. (Capped at £120)

Rationale behind the Community Engagement Working Group



In its simplest form, the rationale behind the formation of a Community Engagement Group is to ensure effective communication between Community Council and all residents within Penyffordd, Penymynydd and Dobshell and that all within the community

- are kept informed of the work of Community Council in line with statutory guidance via our website and noticeboards
- know who their Councillors and Clerk are and how to contact them
- are made welcome at monthly Community Council meetings
- are invited to ask questions of Council during public questions
- play an active role in determining the long term vision for the village and area – The Place Plan
- have the opportunity to meet with councillors and discuss issues
- are acknowledged as integral to the work of Community Council
- are supported and signposted to appropriate support agencies

As we move forward towards the revision of the Penyffordd Place Plan consultation with the community will be a fundamental part of the process.

An audit taken from the FCC Community Councils Guide to Community Engagement was completed and from this ideas to strengthen links developed.

- Notice boards/siting
- Refurbishment of telephone box
- Feedback forms
- Update to social media sites
- Surveys. Old school site recently completed

The importance of the community voice within planning is acknowledged as ever more important and adopted Place Plans to become an integral part of the planning process as Supplementary Planning Guidance

| | |
|------------------------|----------------------------------|
| Your Ref/Eich Cyf | |
| Our Ref/Ein Cyf | PSPO 2023 |
| Date/Dyddiad | 1 June 2023 |
| Ask for/Gofynner am | Mr R Powell |
| Direct Dial/Rhif Union | 01352 703198 |
| Fax/Ffacs | |
| E-mail/e-bost | richard.powell@flintshire.gov.uk |

Dear Sir/Madam

**Consultation on the Implementing of a Dog Control
 Public Spaces Protection Order (PSPO) in Flintshire**

Monday 5th June 2023-Friday 14th July 2023

Public Space Protection Orders (PSPO's) are one of a number of new powers introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. They are designed to stop individuals or groups committing anti-social behaviour in a public space which is having or is likely to have a detrimental effect on the quality of life of people in the area. The behaviour must be unreasonable and persistent or continuing in nature.

Flintshire County Council are to consult on a extending the current Dog control PSPO for another three years.

The prohibitions proposed would require dog owners to:

- Remove dog waste immediately from the ground at all public locations.
- Put their dog on a lead when directed to do so by an authorised officer. This only applies to any public land where a dog is considered to be out of control or causing alarm and distress.
- Keep dogs on leads within cemeteries.
- Have a means on their person to collect dog waste from the ground if asked by an authorised officer.

Dogs would also be excluded from entering:

- enclosed children's play areas
- The playing areas of marked sports pitches
- The playing area of specific sporting or recreational facilities

County Hall, Mold. CH7 6NB
www.flintshire.gov.uk
 Neuadd y Sir, Yr Wyddgrug. CH7 6NB
www.siryfflint.gov.uk

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croesawu gohebiaeth Gymraeg. Ymatebwn yn ddi-oed i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.



- School Grounds

Any breaches would result in the issuing of a Fixed Penalty Notice to the person responsible for the dog.

In addition to the above as a result of reports of dogs not being properly controlled at the footpath around The Rosie, Wepre Park, Connahs Quay and Mold Memorial Gardens, Maes Bodlonfa, Mold the Council are also consulting on either banning dogs or requiring dogs to be kept on a lead at all times at both of these sites.

This matter is open to consultation from 5th June 2023 via a survey enclosed on the following web page www.flintshire.gov.uk/dogcontrolpspo which includes a list of potential sites where the prohibitions would be enforced, and a Frequently Asked Questions document. Hard copies of the questionnaire will also be available at all Flintshire Connects Offices.

Please take the time to complete the survey, we value your opinion and the consultation will be open until 14th July 2023.

Yours sincerely



Andrew Farrow
Chief Officer
Planning, Environment and Economy

Questions in the Consultation on the Implementing of a Dog Control Public Spaces Protection Order in Flintshire

The current prohibitions require dog owners to:

Remove their dog's waste immediately from the ground at all public locations.

Put their dog on a lead when directed to do so by an authorised officer. This only applies to any public land where a dog is considered to be out of control or causing alarm and distress.

Keep dogs on leads within cemeteries.

Have a means on their person to collect dog waste from the ground if asked by an authorised officer.

Dogs are also excluded from entering:

- enclosed children's play areas
- the playing areas of marked sports pitches
- the playing area of specific sporting or recreational facilities
- school grounds.

Any breaches of the above prohibitions would result in the issuing of a Fixed Penalty Notice to the person responsible for the dog.

In addition to the above prohibitions Flintshire County Council has been approached by Connah's Quay and District Angling Club to request that the PSPO be amended to ban dogs from the footpath around The Rosie, Wepre Park, Connahs Quay and the Council has had a similar approach from Mold Town Council requesting dogs be banned from Mold Memorial Park, Maes Bodlonfa, Mold.

Connah's Quay and District Angling Club have made this request because there have been instances of dogs being out of control whilst at the pool, jumping into the pool and scaring the wildlife. There have also been instances of dog owners not clearing up dog fouling at the site. Similarly, Mold Town Council have requested the ban at Mold Memorial Gardens due to dogs being out of control, ruining flower beds and dog fouling not being cleared up by some dog owners.

The consultation asks if you support bans at both or either of these sites and also asks that if you do not support a ban do you support dogs being kept on a lead at all times whilst they are at these sites. Should there not be support for either of those proposals then dog owners would still have to ensure that they:

Remove their dog's waste immediately from the ground at these locations.

Put their dog on a lead when directed to do so by an authorised officer. This would only apply when a dog is considered to be out of control or causing alarm and distress.

Have a means on their person to collect dog waste from the ground if asked by an authorised officer.

We value your opinion, so please take the time to read the attached 'Frequently Asked Questions' document www.flintshire.gov.uk/en/Resident/Streetscene/New-Measures-for-Dog-Control.aspx and a map of potential sites where the prohibitions would be enforced. Please then complete our online survey on the proposed PSPO conditions.

1. Are you a dog owner?

Yes

No

2. Do you agree that an order requesting Dog Owners to remove their dogs waste from the land should continue?

Yes

No

3. Do you agree that dog owners should be made to put their dogs on a lead, when requested by an authorised officer, ONLY if the dog is loose and causing a nuisance or annoyance to any other person bird or animal? (There is NOT a proposed total ban on dogs off leads).

Yes No

4. Do you agree that dogs should be excluded from entering the playing area of marked sports pitches?

Yes No

5. Do you agree that dogs should be excluded from the playing areas of designated sporting areas such as bowling greens & tennis courts?

Yes No

6. Do you agree that dogs should be excluded from fenced, equipped children's play areas?

Yes No

7. Do you agree that dogs should be excluded from all areas within school grounds?

Yes No

8. Do you agree that dogs should be kept on a lead in cemeteries?

Yes No

9. Do you agree that dog walkers should have on their person a method to collect dog waste at all times?

Yes No

10. Do you agree that dogs should be banned from the footpath around The Rosie, Wepre Park, Connahs Quay?

Yes No I don't know the area

11. If dogs were not banned from the footpath around Rosie Pond, Wepre Park, Connahs Quay do you agree they should be always kept on a lead whilst on that footpath?

Yes No I don't know the area

12. Do you agree that dogs should be banned from Mold Memorial Gardens, Maes Bodlonfa, Mold?

Yes No I don't know the area

13. If dogs were not banned from Mold Memorial Gardens, Maes Bodlonfa, Mold do you agree they should be always kept on a lead whilst in the Memorial Gardens?

Yes No I don't know the area

14. Do you agree that the above steps are proportionate to achieve the aim of controlling dog fouling in Flintshire?

Yes No

Get Safe Online

Get Safe Online is the UK's leading source of information and advice on online safety and security, for the public and small businesses. It is a not-for-profit, public/private sector partnership backed by law enforcement agencies and leading organisations in internet security, banking and retail.

For more information and expert, easy-to-follow, impartial advice on safeguarding yourself, your family, finances, devices and workplace, visit www.getsafeonline.org

If you think you have been a victim of fraud, report it to Action Fraud at actionfraud.police.uk or by calling 0300 123 2040. If you are in Scotland, contact Police Scotland on 101.



www.getsafeonline.org

OFFICIAL PARTNERS



The devices in our homes are getting smarter all the time.



How smart are you about keeping yours protected?



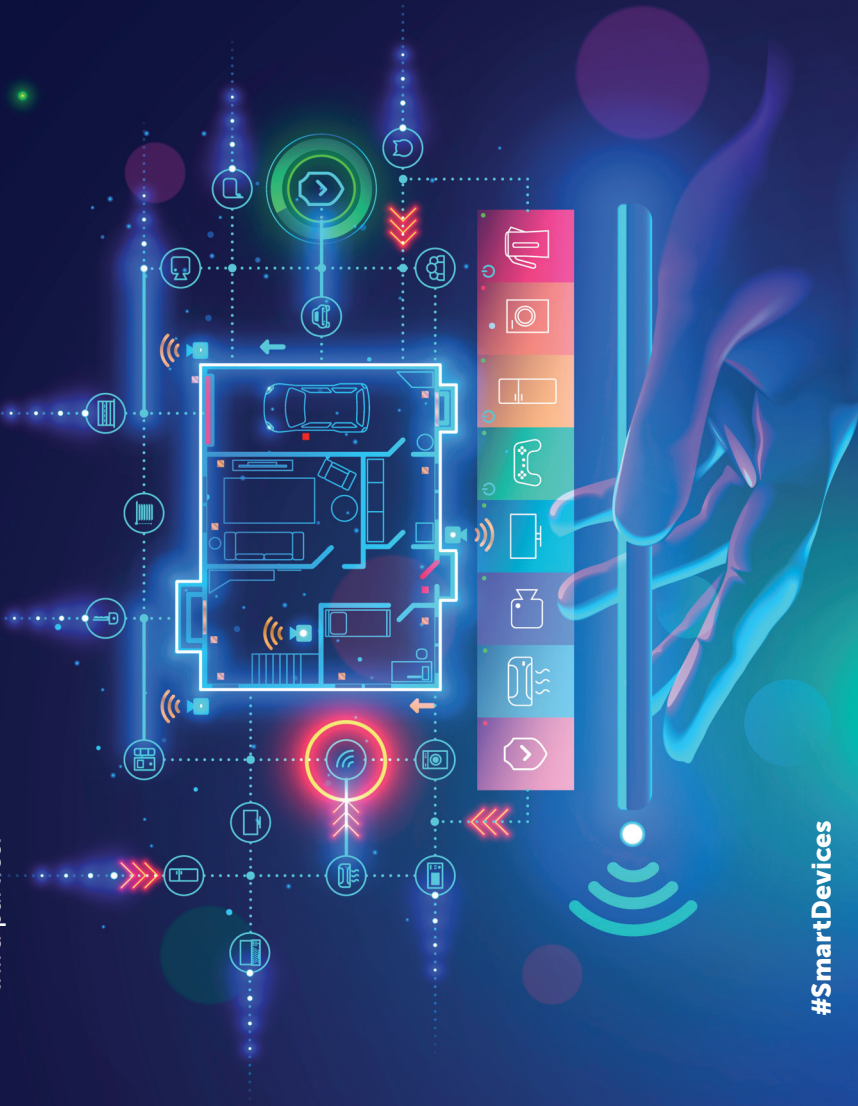
www.getsafeonline.org

For many of us, today's home is a very convenient and cool place to live, with more and more devices responding to a tap in an app or the sound of your voice.

However, every device that's connected to your Wi-Fi is also transmitting data which could be of interest to criminals, not least your speakers, voice assistants, cameras, intruder alarms, cameras, door locks and security lighting. Or even your kids' toys.

Not setting up and maintaining the appropriate security measures for your smart devices, their apps and your Wi-Fi network could lead to your information being stolen and even your every movement being observed.

Another consideration is that the data provided by your smart devices – or the information you supply when you set them up – could be used by manufacturers for unwanted purposes, including being sold on to third parties.



#SmartDevices

Top tips for your smart devices



- Consider that buying **well-known, reputable brands** means that more care has probably been taken in securing the products – for your and your family's security.
- For smart devices for which you need to log in to connect, **replace factory-set passwords** with secure ones you create yourself. This is because default administrator passwords may be common to every device shipped, and potentially insecure. If in doubt, check manufacturers' instructions on how to change passwords.
- **Don't use the same password** for more than one connected device, nor share passwords with those you already use for other online accounts.
- **Make sure your Wi-Fi network is secure.** Read our advice page on *Wireless Networks & Hotspots* at www.getsafeonline.org
- Make sure that **all your computers and mobile devices are protected** with updated internet security software / app, and that access to these devices is safeguarded with a PIN or passcode.
- Check the apps associated with your connected devices and **install updates as soon as prompted.** Also, regularly check manufacturers' websites for updates, as they can be slow to push these out via the app.
- **Limit the amount of information you provide** when setting up an app to what is absolutely necessary.
- Be aware that devices like voice assistants, smart speakers and cameras are **always active and potentially recording** unless you switch off or disable them.



Get the full story

For everything you need to know about securing your smart devices, please visit www.getsafeonline.org and search **Your Connected Home**