



**CORRESPONDENCE FILE 1**  
**(Page 1 – 55)**

**Ordinary Meeting**

**15 Mehefin / June 2023**

**From:** Leanne Davies <[leanne.davies3@conwy.gov.uk](mailto:leanne.davies3@conwy.gov.uk)>  
**Sent:** 26 May 2023 12:17  
**To:** ATC Clerk <[clerk@abergeletowncouncil.gov.wales](mailto:clerk@abergeletowncouncil.gov.wales)>  
**Subject:** Pentre Mawr by-election

Hi Mandy

As we received 10 signatures requesting an election for Pentre Mawr, we are provisionally looking at holding this on Thursday 13 July 2023. Pending confirmation of the polling station. I have attached the timetable for you, and you can see that the notice of election will be published on 8<sup>th</sup> June. If you could please let me know if the Town Council would like to proceed with poll cards for this by-election, the electorate as of today is 3000.

Prices are the same as they were for the Gele by-election. We would encourage the use of poll cards as this is the main and most effective medium used to inform electors of an upcoming election, and to encourage a more positive turn-out figure.

Many Thanks  
Leanne

**Leanne Davies**

Swyddog Gwasanaethau Etholiadol / Electoral Officer  
Y Gyfraith a Llywodraethu / Law & Governance  
[Leanne.davies3@conwy.gov.uk](mailto:Leanne.davies3@conwy.gov.uk)  
01492 576052

# Parish By-Election Time Table Calculator

## Timetable of Proceedings for Thursday 13 July 2023 – Pentre Mawr

Publication of Notice of Election	Thursday 8 June 2023
Receipt of Nominations	4:00 pm Friday 16 June 2023
Withdrawal of Candidate	4:00 pm Friday 16 June 2023
Appointment of Election Agents	4:00 pm Friday 16 June 2023
Publication of Notice of Election Agents	4:00 pm Friday 16 June 2023
Publication of Statements of Persons Nominated	4:00 pm Monday 19 June 2023
Last Date for Registration	Tuesday 27 June 2023
Receipt of Postal Vote Applications	5:00 pm Wednesday 28 June 2023
Last day for Voter Authority Certificates	5:00 pm Wednesday 5 July 2023
Publication of Notice of Poll	Wednesday 5 July 2023
Receipt of Proxy Vote Applications	5:00 pm Wednesday 5 July 2023
Appointment of Poll and Count Agents	Thursday 6 July 2023
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 7 July 2023
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 13 July 2023
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 13 July 2023
Day of Poll	7:00 am to 10:00 pm Thursday 13 July 2023
Declaration of Candidates Expenses	Thursday 10 August 2023

Dated Friday 26 May 2023

CFIPZ

## ATC Clerk

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**From:** Leanne Davies  
**Sent:** 09 June 2023 10:54  
**To:** ATC Clerk  
**Subject:** Poll Cards - Pentre Mawr

Hi Mandy

I just wanted to let you know that when the Town Council make their decision regarding whether to opt for poll cards or not, there is the option that Conwy can use one of our couriers to hand deliver as many as possible between 17<sup>th</sup> – 25<sup>th</sup> June in the Pentre Mawr area. There are 1,722 properties within the ward and the cost would be 35p per property. So if all were hand delivered that would be £602.70 plus mileage. This is a much cheaper option than sending them out via Royal mail.

The price of printing them is £0.04p if printed on paper or £0.08p if on card. (£ 68.88 or £137.76 respectively)

We would strongly suggest the use of poll cards so that everyone is aware of the upcoming by-election and also ensures that electors do not miss out on their opportunity to vote. Following the 3 by-elections that have been held so far this year, the turnout has been less than 6% for each one as poll cards were not opted for.

If you could let me know as soon as they make their decision so that we can get them prepared if necessary.

Have a lovely weekend.

Many Thanks  
Leanne

**Leanne Davies**

Swyddog Gwasanaethau Etholiadol / Electoral Officer  
Y Gyfraith a Llywodraethu / Law & Governance  
[Leanne.davies3@conwy.gov.uk](mailto:Leanne.davies3@conwy.gov.uk)  
01492 576052

## ATC Clerk

---

**From:** Leanne Davies  
**Sent:** 06 June 2023 08:46  
**To:** ATC Clerk  
**Subject:** RE: Pentre Mawr by-election

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Yes I will send you a new notice for the 8<sup>th</sup> and then it will depend on whether we receive more than one nomination to make it contested and proceed to a by-election. As the receipt of nominations is the 16<sup>th</sup>, I will need to know by then so that we have time for the printers to print the poll cards as it will be fine if you just let me know first thing on the 16<sup>th</sup>.

Your calculations are correct for the postage but it will be the printers who print them and I don't know that cost. But what you have would be a ball park figure.

I hope this helps.

Many Thanks  
Leanne

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**From:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Sent:** 26 May 2023 14:20  
**To:** Leanne Davies <leanne.davies3@conwy.gov.uk>  
**Cc:** ATC Admin <Assistantclerk@abergeletowncouncil.gov.wales>  
**Subject:** RE: Pentre Mawr by-election

Thank you for this Leanne

Please refresh my flagging memory. Will we have a new notice on the 8<sup>th</sup> June to put up on the notice boards and what is your deadline for letting you know about the poll cards? My next meeting is the 15<sup>th</sup> June, but I could add it to the meeting on the 8<sup>th</sup> if required but I will need to know today as I won't be in to send out the pack for next week.

Can you confirm if my calcs are correct: 8p per card x 3000 = 240.00

Plus £2610 for postage – therefore the total for sending out poll cars = £2850?

+ £3500  
for election  
to be held.

Kind regards

Mandy

Mandy Evans  
Clerc y Dref/Town Clerk  
Cyngor Tref Abergele Town Council

I have a new email address – please save this email address for future use

Os ydych wedi derbyn yr e-bost hwn ar gam, anfonwch o a [info@abergeletowncouncil.gov.wales](mailto:info@abergeletowncouncil.gov.wales)  
If you have received this email in error, please forward it to [info@abergeletowncouncil.gov.wales](mailto:info@abergeletowncouncil.gov.wales)

## ATC Clerk

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**From:** Leanne Davies  
**Sent:** 06 June 2023 10:18  
**To:** ATC Clerk  
**Subject:** RE: Pentre Mawr by-election  
**Attachments:** Declaration of Result Gele ENG.pdf

Hi Mandy

The total figures are on the declaration attached, but the turnout of electors to the polling station on polling day was 120.

Many Thanks  
Leanne

Total 556 Voted  
— 120 Walk ins  

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436 Postal votes

**From:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Sent:** 06 June 2023 10:02  
**To:** Leanne Davies <leanne.davies3@conwy.gov.uk>  
**Subject:** RE: Pentre Mawr by-election

Hi Leanne

I hope you had a good break.

I have been requested to ask if you are able to confirm what the final figure on turnout was for the recent by-election so that this can be considered as part of the information received when making a decision on polling card purchase?

Kind regards

Mandy

Mandy Evans  
Clerc y Dref/Town Clerk  
Cyngor Tref Abergele Town Council

I have a new email address – please save this email address for future use

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 Peidiwch a printio'r neges yma os nad oes angen - Please don't print this e-mail unless you really need to  
 Lleihau Ailddefnyddio Ailgylchu ✓ Reduce Re-use Recycle 

**From:** Leanne Davies <[leanne.davies3@conwy.gov.uk](mailto:leanne.davies3@conwy.gov.uk)>  
**Sent:** 06 June 2023 08:46  
**To:** ATC Clerk <[clerk@abergeletowncouncil.gov.wales](mailto:clerk@abergeletowncouncil.gov.wales)>  
**Subject:** RE: Pentre Mawr by-election

Yes I will send you a new notice for the 8<sup>th</sup> and then it will depend on whether we receive more than one nomination to make it contested and proceed to a by-election. As the receipt of nominations is the 16<sup>th</sup>, I

1  
CF1P4



# Declaration of Result of Poll

**Abergele Town Council - Gele ward**

Election for 1 Community Councillor

Date of Election: 25 May 2023

I, Sian Williams, being the Deputy Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows

Name of Candidate	Description (if any)	Number of Votes*
FLETCHER Paul Anthony	Welsh Labour / Llafur Cymru	292 ELECTED
LENNOX Aaran	Independent	169
SAUER Carl Michael commonly known as SAUER, Carl	Independent/Annibynnol	95
Total.		556

\* If elected the word 'Elected' appears against the number of votes

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	
B voting for more Candidates than voter was entitled to	
C writing or mark by which voter could be identified	
D being unmarked or wholly void for uncertainty	8
Total	8

And I do hereby declare that the Candidate above is duly elected for the named Community

*Sian Williams*

Sian Williams  
Deputy Returning Officer

*[Signature]*

Rhun ap Gareth, Returning Officer

Date 25/05/2023

Published by the Returning Officer, Bodlondeb, Conwy, LL32 8DU

CRIPS

**ELECTION OF COUNTY COUNCILLOR, TOWN/COMMUNITY COUNCILLOR**

TOTAL DIVISION/TOWN/COMMUNITY <b>Abergele (Gele WARD)</b>		<b>ELECTORATE</b> <b>3726 (950 postal votes)</b>	
<b>EXPENSES AS APPROVED BY CONWY COUNTY BOROUGH COUNCIL</b>			
Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of councillors			
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.	170.00		170.00
For each Electoral Division, Community/Town Council, Community/Town Council Ward			
<b>2. DEPUTY RETURNING OFFICER</b>			
Deputising for the Returning Officer, attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals.			
	115.00		115.00
For each Electoral Division, Community/Town Council, Community/Town Council Ward ( <b>uncontested £40</b> )			
<b>3. CLERICAL ASSISTANCE</b>			
For each Electoral Division, Community/Town Council, Community/Town Council Ward			
Up to 1,000 electors	85.00		
Up to 2,000 electors	115.00		
Up to 3,000 electors	170.00		
Up to 4,000 electors	225.00		225.00
Over 4,000 electors	280.00		
<b>4. POLLING STATION STAFF</b>			
	<b>Single Election</b>		
Presiding Officer	210.00		210.00
Poll Clerk / Marshall (x1 PC)	145.00		145.00
Training	£15 per session		0.00
<b>5. CONDUCTING THE COUNT</b>			
+ For each Electoral Division, Community/Town Council, Community/Town Council Ward Count	D.R.O. only	Each Counting Assistant	
Up to 500 electors	45.00	25.00	
Up to 1,000 electors	70.00	25.00	
Up to 2,000 electors	90.00	30.00	
Up to 3,000 electors	115.00	35.00	
Up to 4,000 electors 1 x DRO, 2 x CA's	135.00	40.00	215.00
Over 4,000 electors	160.00	45.00	
<b>Recount costs</b>	NIL	50% of the above fees	
<b>6. POSTAL VOTING AND POLL CARDS</b>			
Issue and Receipt of Postal Votes - £62.40 per 100 or part thereof – single issue	Issue/Receipt Envelope B (947) (£0.12 each)		624.00
£62.40 per 75 or part thereof – joint issue	Envelopes for sending out PV's (947x£0.10)		113.64 (excl.VAT)
Issue of Poll Cards – Purchase and postage costs only	Mailers (947x£0.18)		94.70
	Printing of poll cards		170.46
	Envelopes for poll cards		0.00
	Printing of PV statements		0.00
	Printing of PV quick guide		279.00
			76.80
<b>7. TRAVELLING</b>			
Public transport if available, otherwise inland revenue tax free rate	45p per mile ( 57 miles)		25.65
<b>8. GENERAL</b>			
Printing, Stationery, Equipment, Postage, Hire of Premises as polling station and similar expenses associated with the conduct of the election Actual and necessary expenditure	Polling Station Postages (PVs outward 949)		150.00
	Postages (PVs inward 443) (443 (incl. 2 late) x £0.87)		673.79 (excl.VAT)
	Postage for poll cards		385.41 (excl.VAT)
	P. O. Stationery/sundries pack		15.26 (excl.VAT)
	Ballot Papers		220.00 (excl.VAT)
	Misc postage		10.81
	Misc printing		7.60
<b>TOTAL PAYABLE</b>			<b>£3927.12</b>

*Charge for the Gele Ward Election  
CFIP59. Excluding Pollcards.*



CVA

**ATC Clerk**

---

**From:** Catherine Davies <93bebrats@gmail.com>  
**Sent:** 25 May 2023 21:22  
**To:** ATC Clerk  
**Subject:** Today's election

**This Message Is From an External Sender**  
This message came from outside your organization.

Hello Mandy

I asked the nice ladies at the polling station about who to contact about the Councillor election today, and they said to contact you about the fact that polling cards have not been distributed.

I was surprised this morning when I was on my way to my voluntary work, to see the Polling Station at the church open.

My husband and I had no idea that there was an election, because we had not received any invitation or notice.

If I hadn't passed the polling station, we would have been DENIED OUR RIGHT TO VOTE. (Yes it's in capitals, because I'm shouting, not at you, but at whoever decided this).

We thought that we live in a democracy, but obviously we are wrong.

Like many people, we don't use social media. I look at the town council website from time to time, but have not noticed anything about this election.

If it's due to cost, why not recruit volunteers to deliver polling cards, you would only need about 50 to deliver 200 each, if I have my maths right. We would certainly volunteer.

Even though it's just for a Councillor, the right to vote was a hard fought battle and must not be denied to anyone, no matter whether it's for an MP or just a local Councillor.

Please feed this back to the Town Council.

Thank you  
[Redacted]  
Abergele Resident

CRIP 6

## ATC Clerk

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**From:** ATC Info  
**Sent:** 18 May 2023 09:21  
**To:** ATC Clerk  
**Subject:** From Stephen Cooper

Please see below...

**From:** Steve Cooper <cooperts@tiscali.co.uk>  
**Sent:** 17 May 2023 18:06  
**To:** info@abergele-towncouncil.co.uk  
**Subject:** From Stephen Cooper

### This Message Is From an External Sender

This message came from outside your organization.

Dear Town Council

I was very disappointed to find out today that there will be local councillor elections next week (25<sup>th</sup>) and that I had not received any voting papers/ballot forms. I will be in hospital from next Monday (22<sup>nd</sup>) in Liverpool for two weeks and so will not be able to vote, neither have I had the opportunity for a postal vote. Does not seem very democratic to me!!

Regards

Stephen Cooper  
22 Compton Way  
Abergele, LL22 7BL  
07967 835505

Mandy

Mandy Evans  
Clerc y Dref/Town Clerk  
Cyngor Tref Abergele Town Council

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 Lleihau Ailddefnyddio Ailgylchu ✓ Reduce Re-use Recycle 

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**From:** Tracey Brennan <cllr.t.brennan@abergeletowncouncil.gov.wales>  
**Sent:** 24 May 2023 00:12  
**To:** Rhun ap Iarll <rhun.apgarth@conwy.gov.uk>; Cllr Charlie McCoubrey <cllr.charlie.mccoubrey@conwy.gov.uk>  
**Cc:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Subject:** Abergele Town Council Election

Dear Sir,

I wish to bring your attention to a situation a number of residents have mentioned to me with regards to the above election taking place on the 25th May.

Whilst all the legal notices have been published and publicised correctly, what hasn't been explained to voters is the fact that they will not be receiving polling cards through the post.

This oversight is causing a lot of confusion, especially with our older residents who think if they haven't got a polling card that they cannot vote.

I have looked on both Conwy and Abergele Town websites to see if there is any information that will help residents understand, but have failed to find any. The location and opening and closing times are there but not the fact that people do not need a polling card.

I feel this may have a devastating affect on the number of people that actually go to the polling station. We have an aging population for whom voting without a card will be an unknown process. Can you please advise if this situation has arisen before or how we go about ensuring a differing process is communicated to the electorate.

Apologies if I have missed any information that is available, and if it is, would appreciate a link so at the very least we have a chance to publicise it on social media as a matter of urgency.

Yours faithfully

Tracey Brennan  
Abergele Town Councillor  
Pensarn Ward

## ATC Clerk

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**From:** Sian Branwen Williams (Democrataidd/Democratic)  
**Sent:** 24 May 2023 18:44  
**To:** Tracey Brennan  
**Cc:** Rhun ap Gareth; Cllr Charlie McCoubrey; ATC Clerk; Leanne Davies  
**Subject:** FW: Abergele Town Council Election

Hi Tracey,

Thanks for the e-mail which Rhun has asked me to respond to.

I agree, and experience has shown us, that where poll cards aren't issued turnout at elections is lower. Residents are mainly reliant on campaign literature delivered by candidates to make them aware of the election and which won't always include all the information required about the voting process. Whilst we do publish the formal Notices on the Conwy CBC website this doesn't tend to be the 'go to' place for people to go and look, neither do our social media accounts reach the community groups or the older generation that you refer to.

There is no legal requirement to send poll cards when a Town Council election is being held, but the Town Council can request that we issue them. On this occasion the Town Council decided not to because of the cost so we are very reliant on that body to do what it can in terms of raising awareness; the Returning Officer is somewhat confined to the statutory duty.

With the election taking place tomorrow we can post a message around poll cards on our Twitter account and hope that people share the information – I'll let Mandy know when that's been done. But you'll need to prepare yourselves for the inevitable questions around why the Town Council decided not to issue poll cards.

Practice amongst other Town and Community Councils differs but it isn't unusual for them to decide not to issue poll cards, but they do so on the understanding that turnout will likely be lower. They adopt different ways of promoting the election, mainly social media and word of mouth.

Hope that helps and possibly lessons to be learned here for the potential Pentre Mawr election.

Sian

**Siân Williams** | Pennaeth Gwasanaethau Democrataidd / Head of Democratic Services  
Cyngor Bwrdeistref Sirol CONWY County Borough Council  
**Ffon/Tel:** 01492 576062 **Ebost/Email:** [sian.williams@conwy.gov.uk](mailto:sian.williams@conwy.gov.uk)



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

**From:** Tracey Brennan <[cldr.t.brennan@abergeletowncouncil.gov.wales](mailto:cldr.t.brennan@abergeletowncouncil.gov.wales)>  
**Sent:** 24 May 2023 00:12  
**To:** Rhun ap Gareth <[rhun.apgareth@conwy.gov.uk](mailto:rhun.apgareth@conwy.gov.uk)>; Cllr Charlie McCoubrey <[cldr.charlie.mccoubrey@conwy.gov.uk](mailto:cldr.charlie.mccoubrey@conwy.gov.uk)>  
**Cc:** ATC Clerk <[clerk@abergeletowncouncil.gov.wales](mailto:clerk@abergeletowncouncil.gov.wales)>  
**Subject:** Abergele Town Council Election

Dear Sir,

## ATC Clerk

---

**From:** Tracey Brennan  
**Sent:** 24 May 2023 14:23  
**To:** ATC Clerk; Rhun ap Gareth; Cllr Charlie McCoubrey  
**Subject:** Re: Abergele Town Council Election

Good afternoon Mandy,

Yes, I know everything that is legally required has been published on the websites and this is in no way a criticism of anyone.

What my concern is nowhere (collectively as councils) do we advise that those entitled to vote will not be getting polling cards and that there is a slight change to the process.

This is where some of our older residents are getting confused, they know there is an election and when but because they have always had a polling card, they are still expecting one because we haven't told them any different.

The fear is people who don't know they don't need a polling card won't realise that they can still vote and not turn up.

Hope this helps clears any misunderstanding.

Kind regards

Tracey Brennan

Sent from [Outlook for iOS](#)

---

**From:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Sent:** Wednesday, May 24, 2023 12:41:09 PM  
**To:** Tracey Brennan <cllr.t.brennan@abergeletowncouncil.gov.wales>; Rhun ap Gareth <rhun.apgareth@conwy.gov.uk>; Cllr Charlie McCoubrey <cllr.charlie.mccoubrey@conwy.gov.uk>  
**Subject:** RE: Abergele Town Council Election

Good morning Cllr. Brennan

Apologies for coming in on your email, but it was the decision of Abergele Town Council to not purchase the polling cards, as stated in my email to you yesterday, you were present at meeting that made that decision in April.

The Town Council have then published all the required information on the website and noticed boards, and subsequently updated the information as queries have arose.

As stated in the email if the public are not on social media or looking at the notice boards it is difficult to pass on the message, other than through word of mouth. Additional posts have been sent out again today to ensure that the message is spread as far and wide as possible.

Kind regards

1  
CFIP10

**Due to the cost of the cards and postage it was RESOLVED to NOT APPROVE the sending of Poll cards on this occasion.**

It has also been shared on social media and the notices are up on the notice boards.

Kind regards

*Mandy*

Mandy Evans  
Clerc y Dref/Town Clerk  
Cyngor Tref Abergele Town Council

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If you have received this email in error, please forward it to [info@abergeletowncouncil.gov.wales](mailto:info@abergeletowncouncil.gov.wales)

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 Lleihau Ailddefnyddio Ailgylchu ✓ Reduce Re-use Recycle 

---

**From:** Ann Williamson <cllr.a.williamson@abergeletowncouncil.gov.wales>  
**Sent:** 24 May 2023 10:23  
**To:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Subject:** Tomorrows election

Good morning Mandy

I've been contacted by a resident re the non voting cards for tomorrow - I've had a quick look at the TC website and can't see any information on there about this. Also, my phone number is incorrect on my councillor details - should be 07824341946

Regards

Ann

**Ann Williamson**  
**Cynghorydd / Councillor**  
**Cyngor Tref Abergele / Abergele Town Council**  
**Ffon/Tel: [07824 341 946](tel:07824341946)**

"Mae'r e-bost hwn ac unrhyw atodiadau iddo yn gyfrinachol ac wedi eu bwriadu i sylw'r derbynnydd a enwir yn unig. Gallai'r neges fod yn cynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd ar ddamwain, ni ddylech ei gopïo, na'i ddsbarthu neu ddangos y cynnwys i unrhyw un, yn hytrach dylech gysylltu â'r sawl a'i danfonodd ar unwaith. Nid yw Cyngor Tref Abergele na'r sawl sy'n anfon yr e-bost yn derbyn cyfrifoldeb am unrhyw firyssau, a'ch cyfrifoldeb chi yw sganio pob atodiad."

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2  
CFIP11

## ATC Clerk

---

**From:** Ann Williamson  
**Sent:** 24 May 2023 13:41  
**To:** ATC Clerk  
**Subject:** Re: Tomorrows election

Thanks Mandy. I remember agreeing to the non sending of poll cards. I had a resident who on several occasions asked me to post Arran Lennox's candidate leaflet with the information on re voting but I refused and explained that I didn't want to appear as though I was supporting a particular candidate and as a sitting councillor I needed to remain neutral. The resident said it wasn't on the website.

Apologies for taking up your time.

Regards  
Ann

**Ann Williamson**  
**Cynghorydd / Councillor**  
**Cyngor Tref Abergele / Abergele Town Council**  
**Ffon/Tel: [07824 341 946](tel:07824341946)**

"Mae'r e-bost hwn ac unrhyw atodiadau iddo yn gyfrinachol ac wedi eu bwriadu i sylw'r derbynnydd a enwir yn unig. Gallai'r neges fod yn cynnwys gwybodaeth freintiedig. Os yw wedi eich cyrraedd ar ddamwain, ni ddylech ei gopïo, na'i ddosbarthu neu ddangos y cynnwys i unrhyw un, yn hytrach dylech gysylltu â'r sawl a'i danfonodd ar unwaith. Nid yw Cyngor Tref Abergele na'r sawl sy'n anfon yr e-bost yn derbyn cyfrifoldeb am unrhyw frysau, a'ch cyfrifoldeb chi yw sganio pob atodiad."

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 Peidiwch a printio'r neges yma os nad oes angen - Please don't print this e-mail unless you really need to  
 Lleihau Ailddefnyddio Ailgylchu ✓ Reduce Re-use Recycle 

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**From:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Sent:** Wednesday, May 24, 2023 11:28:50 AM  
**To:** Ann Williamson <cldr.a.williamson@abergeletowncouncil.gov.wales>  
**Cc:** ATC Admin <Assistantclerk@abergeletowncouncil.gov.wales>  
**Subject:** RE: Tomorrows election

Good morning Cllr. Williamson

The information is on the website, please see link to the news page [Abergele | Abergele Town Council News \(abergelepensarn.co.uk\)](https://www.abergele.gov.wales/news)

The purchase of Poll cards was discussed at the April Ordinary meeting:

631/22

**Quotes**

- a) The cost for poll cards for the forthcoming Gele ward election was RECEIVED and CONSIDERED.

Mayor's Diary June 2023

Date	Fee	Start Time	Expected End Time	Name of Organisation	Details	Venue	Invitation Sent	Mayor	Deputy	Confirmed(C)/(TBC)
01/06/2023										
02/06/2023										
03/06/2023										
04/06/2023										
05/06/2023										
06/06/2023										
07/06/2023										
08/06/2023										
09/06/2023		2pm	4pm	North Wales Eye Specialist	Inauguration Day - 1st Year Celebration	NWESC, N W Business Par, Cae Eithin	Y	Y		Yes
10/06/2023										
11/06/2023		2pm	5pm	Rhuddlan Town Council	Mayor Cllr Mike Kermode Civic Service	St. Mary's Church, Rhuddlan / Community Centre	Y	Y		Yes
12/06/2023										
13/06/2023										
14/06/2023										
15/06/2023										
16/06/2023										
17/06/2023										
18/06/2023										
19/06/2023										
20/06/2023										
21/06/2023										
22/06/2023										
23/06/2023										
24/06/2023										
25/06/2023		10:45	1pm	Prestatyn & Meliden Town Council	Mayor Cllr Bob Murray Civic Service	Christ Church, Prestatyn High Street	Y	Y		Yes
26/06/2023										
27/06/2023										
28/06/2023										
29/06/2023										
30/06/2023										

Mayor's Diary July 2023

01/07/2023										
02/07/2023		3pm	5pm	Abergele Town Council	Mayor's Civic Service	Canolfan Dew Sant	Y	Y	Y	All Cllrs
03/07/2023										
04/07/2023										
05/07/2023										
06/07/2023										
07/07/2023										
08/07/2023		9.45am	12pm	St Asaph City Council	Freedom of City - Royal Welsh	Cathedral/Parade/leisure Centre	Y	Y	Y	Yes
09/07/2023		10.30am	3pm	Conwy Town Council	Mayor Eva Roberts Civic Service	Parade/St Mary's Church/Conwy Golf Club	Y	Y	Y	Yes
09/07/2023		3pm	5pm	Denbigh Town Council	Mayor Alyn Ashworth Civic Service	St. Mary's Church, Denbigh	Y	N	N	Yes - Dep & Consort
10/07/2023										
11/07/2023										
12/07/2023										
13/07/2023										
14/07/2023										
15/07/2023										
16/07/2023		TBC	TBC	Colwyn Bay Town Council	Mayor Cllr Civic Service		TBC			
17/07/2023										
18/07/2023										
19/07/2023										
20/07/2023										





## Cyngor Tref Abergele Town Council

### FORTHCOMING MEETINGS - JUNE/JULY 2023

5<sup>th</sup> June 2023

All meetings will be held in the Town Hall and Council Offices, Llanddulas Road unless otherwise stated below. Members of the public and press are welcome to attend and observe all meetings of the Council. A copy of the agenda for meetings can be viewed on the council's website at [abergele-towncouncil.co.uk](http://abergele-towncouncil.co.uk), at the Library or on request from the Clerk.

Date	Time / Venue	Meeting
Monday 5 <sup>th</sup> June	6.45 p.m. By remote attendance	Events Sub Committee
Thursday 8 <sup>th</sup> June	6.45 p.m. By Hybrid attendance	General Purposes & Planning Committee
Monday 12 <sup>th</sup> June	6.45 p.m. By remote attendance	Executive Committee
Thursday 15 <sup>th</sup> June	6.45 p.m. By Hybrid attendance	Ordinary Meeting/Policy and Finance Committee
*Monday 19 <sup>th</sup> June	6.45 p.m. By remote attendance	Marketing & Promotion Sub Committee
Thursday 22 <sup>nd</sup> June	6.45 p.m. By Hybrid attendance	Place Plan Committee
Monday 26 <sup>th</sup> June	6.45 p.m. By remote attendance	Staffing Committee
Thursday 29 <sup>th</sup> June	6.45 p.m. By remote attendance	Special Ordinary Committee
*Monday 3 <sup>rd</sup> July	6.45 p.m. By remote attendance	Marketing & Promotion Sub Committee
Thursday 13 <sup>th</sup> July	6.45 p.m. By Hybrid attendance	General Purposes & Planning Committee

\* Date/time to be confirmed.

#### Other meetings:

Sunday 2<sup>nd</sup> July - Civic Sunday, Canolfan Dewi Sant

CF1 pg 14

## ATC Clerk

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**From:** ATC Admin  
**Sent:** 23 May 2023 15:23  
**To:** ATC Clerk  
**Subject:** MAY & JUNE 2023 TRAINING DATES / DYDDIADAU HYFFORDDIANT MAI & MEHEFIN 2023  
**Attachments:** Bursary letter up to Feb 2023-24 £100 Cym.docx; Bursary letter up to Feb 2023-24.docx; Free Places Form 2023-2024 Cym.docx; Free Places Form 2023-2024.docx; Overview Modules Jan 2018 ENG.pdf; Overview Modules Jan 2018 CYM.pdf  
**Importance:** High

Good afternoon Members,

Please the latest training dates for May/June from One Voice Wales, please advise of any you would like to be booked onto, it is particularly advised to attend the following as a minimum;

- ❖ The Councillor
- ❖ The Council
- ❖ The Council Meeting
- ❖ Code of Conduct

Many thanks,  
Fiona

**Fiona Taggart**

Clerc Cynorthwyol y Dref / Assistant Town Clerk  
Cyngor Tref Abergele / Abergele Town Council

**From:** Wendi Patience <wpatience@onevoicewales.wales>  
**Sent:** 23 May 2023 13:20  
**To:** Wendi Patience <wpatience@onevoicewales.wales>  
**Cc:** Wendi Patience <wpatience@onevoicewales.wales>  
**Subject:** MAY & JUNE 2023 TRAINING DATES / DYDDIADAU HYFFORDDIANT MAI & MEHEFIN 2023

### This Message Is From an External Sender

This message came from outside your organization.

Bilingual Message - Please See Below for a Welsh Version / Neges Ddwyeithog - Wele Isod am Fersiwn Cymraeg

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Dear Colleagues,

Please find below details of Remote training sessions that are taking place in May & June 2023 please bring this to the attention of your council.

The cost of the training is **£38** for members or **£59** per person for non-members. You will be invoiced after the training has taken place.

There is a bursary available to eligible councils.

Session times are listed against the module date – Please note all training sessions are in English unless otherwise stated.

Date	Day	Module	Time
23/05/2023	Tuesday	Understanding the Law - Module 4	6.30-8.00pm
23/05/2023	Tuesday	Health & Safety - Module 7	6.30-8.00pm
23/05/2023	Tuesday	Use of IT, Websites and Social Media - Module 16	6.30-8.00pm
24/05/2023	Wednesday	The Council as an Employer - Module 3	6.30-8.00pm
24/05/2023	Wednesday	Sustainability/Well Being of Future Generations Act - Module 20	6.30-8.00pm
24/05/2023	Wednesday	New Councillor Induction	6.30-8.00pm
24/05/2023	Wednesday	Code of Conduct - Module 9	6.30-8.00pm
25/05/2023	Thursday	Creating a Community Place Plan - Module 12	2.00-3.30pm
25/05/2023	Thursday	Local Government Finance - Module 6	6.30-8.00pm
25/05/2023	Thursday	The Council Meeting - Module 5	6.30-8.00pm
25/05/2023	Thursday	Advanced Local Government Finance - Module 21	6.30-8.00pm
25/05/2023	Thursday	Chairing Skills - Module 10	6.30-8.00pm
29/05/2023	Monday	Local Government Finance - Module 6	6.30-8.00pm
29/05/2023	Monday	The Councillor - Module 2	6.30-8.00pm
30/05/2023	Tuesday	Equality & Diversity - Module 14	6.30-8.00pm
30/05/2023	Tuesday	The Council as an Employer - Module 3	6.30-8.00pm
30/05/2023	Tuesday	Understanding the Law - Module 4	6.30-8.00pm
31/05/2023	Wednesday	The Council - Module 1	6.30-8.00pm
31/05/2023	Wednesday	Community Engagement Part II - Module 13	2.00-3.30pm
01/06/2023	Thursday	Devolution of Services - Module 19	6.30-8.00pm
01/06/2023	Thursday	Code of Conduct - Module 9	2.00-3.30pm

05/06/2023	Monday	The Council Meeting - Module 5	6.30-8.00pm
05/06/2023	Monday	Understanding the Law - Module 4	6.30-8.00pm
06/06/2023	Tuesday	Health & Safety - Module 7	6.30-8.00pm
06/06/2023	Tuesday	Creating a Community Place Plan - Module 12	2.00-3.30pm
07/06/2023	Wednesday	Local Government Finance - Module 6	6.30-8.00pm
07/06/2023	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
07/06/2023	Wednesday	New Councillor Induction	2.00-3.30pm
07/06/2023	Wednesday	The Councillor - Module 2	6.30-8.00pm
08/06/2023	Thursday	Code of Conduct - Module 9	6.30-8.00pm
08/06/2023	Thursday	Equality and Diversity - Module 14	6.30-8.00pm
08/06/2023	Thursday	The Council as an Employer - Module 3	6.30-8.00pm
12/06/2023	Monday	Local Government Finance - Module 6	6.30-8.00pm
12/06/2023	Monday	Code of Conduct - Module 9	6.30-8.00pm
13/06/2023	Tuesday	Chairing Skills - Module 10	6.30-8.00pm
13/06/2023	Tuesday	The Council as an Employer - Module 3	6.30-8.00pm
13/06/2023	Tuesday	Information Management - Module 15	6.30-8.00pm
13/06/2023	Tuesday	Introduction to Community Engagement - Module 8	2.00-3.30pm
13/06/2023	Tuesday	Understanding the Law - Module 4	6.30-8.00pm
14/06/2023	Wednesday	The Council Meeting - Module 5	6.30-8.00pm
14/06/2023	Wednesday	The Council - Module 1 - In Welsh	6.30-8.00pm
14/06/2023	Wednesday	Code of Conduct - Module 9	6.30-8.00pm
14/06/2023	Wednesday	Use of IT, Websites and Social Media - Module 16	6.30-8.00pm
14/06/2023	Wednesday	Advanced Local Government Finance - Module 21	6.30-8.00pm
15/06/2023	Thursday	Chairing Skills - Module 10	2.00-3.30pm
15/06/2023	Thursday	Community Engagement Part II - Module 13	6.30-8.00pm
15/06/2023	Thursday	Local Government Finance - Module 6	6.30-8.00pm
19/06/2023	Monday	Understanding the Law - Module 4	6.30-8.00pm
19/06/2023	Monday	Local Government Finance - Module 6 - in Welsh	6.30-8.00pm
20/06/2023	Tuesday	Advanced Local Government Finance - Module 21	6.30-8.00pm

20/06/2023	Tuesday	Creating a Community Place Plan - Module 12	6.30-8.00pm
20/06/2023	Tuesday	Local Government Finance - Module 6	6.30-8.00pm
21/06/2023	Wednesday	The Councillor - Module 2	6.30-8.00pm
21/06/2023	Wednesday	Effective Staff Management - Module 18	6.30-8.00pm
21/06/2023	Wednesday	The Council - Module 1	6.30-8.00pm
21/06/2023	Wednesday	Understanding the Law - Module 4	2.00-3.30pm
22/06/2023	Thursday	Community Engagement Part II - Module 13	6.30-8.00pm
22/06/2023	Thursday	The Council Meeting - Module 5	6.30-8.00pm
22/06/2023	Thursday	The Council as an Employer - Module 3	6.30-8.00pm
22/06/2023	Thursday	Chairing Skills - Module 10	6.30-8.00pm
26/06/2023	Monday	The Council Meeting - Module 5	6.30-8.00pm
26/06/2023	Monday	Advanced Local Government Finance - Module 21	6.30-8.00pm
26/06/2023	Monday	Creating a Community Place Plan - Module 12	6.30-8.00pm
27/06/2023	Tuesday	Introduction to Community Engagement - Module 8	6.30-8.00pm
27/06/2023	Tuesday	Understanding the Law - Module 4 - Welsh	2.00-3.30pm
27/06/2023	Tuesday	Health & Safety - Module 7	6.30-8.00pm
27/06/2023	Tuesday	New Councillor Induction	6.30-8.00pm
28/06/2023	Wednesday	The Council as an Employer - Module 3	6.30-8.00pm
28/06/2023	Wednesday	Use of IT, Websites and Social Media - Module 16	6.30-8.00pm
28/06/2023	Wednesday	Information Management - Module 15	6.30-8.00pm
29/06/2023	Thursday	Code of Conduct - Module 9	2.00-3.30pm
29/06/2023	Thursday	Local Government Finance - Module 6	6.30-8.00pm
29/06/2023	Thursday	Understanding the Law - Module 4	6.30-8.00pm
29/06/2023	Thursday	Devolution of Services - Module 19	6.30-8.00pm

Please contact me via email to place a booking.

Many thanks.  
Wendi

Mobile – 07929 715990

CAPI8  
4

**Our reference: Section 42(1)(d) letter – Land interest – 242978**

Date: 22 May 2023

T: 0800 860 6263

E: [info@monaoffshorewind.com](mailto:info@monaoffshorewind.com)

The Chief Executive  
Abergele Town Council  
Abergele Town Hall & Town Council Offices  
Llanddulas Road  
ABERGELE  
LL22 7BT

**Mona Offshore Wind Project**  
**Statutory consultation: 23 May to 20 June**  
**Section 44 of the Planning Act 2008 ('the Act')**

Dear Sirs,

Mona Offshore Wind Limited ('Mona') is developing its plans for a wind farm in the Irish Sea, off the coast of North Wales.

The Mona Offshore Wind Project (the Project) includes provision for the construction, operation, maintenance and decommissioning of an offshore wind farm located approximately 28 kilometres from the coast of North Wales, including up to 107 wind turbine generators and associated infrastructure making landfall between Pensarn and Llanddulas, the installation of underground cables, and the construction of an electrical substation and associated infrastructure in order to connect the development to National Grid's Bodelwyddan substation. All onshore infrastructure would be located in the Counties of Conwy and Denbighshire.

As the Project has a generating capacity up to 1500MW, it is considered a Nationally Significant Infrastructure Project under section 15(3B) of the Planning Act 2008 ('the Act'). As such, we must apply for a Development Consent Order (DCO) from the Secretary of State to build and operate the project.

Between **23 May and 20 June 2023** Mona is consulting on its proposals, including with those defined under Section 42(1)(d) of the Planning Act 2008 ('the Act') as having an interest in the land.

The requirements for applications to the Secretary of State for a DCO are set out in the Act, and subsequent guidance issued by the Government and the Planning Inspectorate. The relevant information can be found here: <https://infrastructure.planninginspectorate.gov.uk>

Mona is writing to parties that we have recently identified as having an interest in the land within the proposed development area for the Project ('affected persons'), or otherwise meets the criteria of section 44 of the Act. Plans showing the extent of the development area can be found on our website as part of the consultation. The identification of affected persons under section 44 of the Act is an ongoing process that will be finalised prior to submission of the DCO application.

Mona has published documents, all of which can be accessed via our website [www.morganandmona.com](http://www.morganandmona.com), as part of this consultation including but not limited to:

- The **Preliminary Environmental Information Report**, which sets out the current environmental baseline, the Project's potential benefits and impacts, and our proposals to mitigate those impacts.
- This will include a **Non-Technical Summary**.

The full Preliminary Environmental Information Report can be accessed at [www.morganandmona.com](http://www.morganandmona.com) from 19 April 2023. If you would like a paper copy of any document that has been published as part of this consultation, please let us know. In accordance with the Section 48 notice, a cost may be associated with larger requests to cover printing and postage. Alternatively, if you would like a USB containing the documents, please let us know and we will send one free of charge.

CF1919

This letter and its contents form part of the consultation process required by the Act and we would like your feedback on our proposals and the Preliminary Environmental Information Report. Your comments will help us refine our proposals. The deadline for submitting responses to the consultation is 23:59 on 20 June 2023.

You can respond to the consultation through the following channels:

- **A feedback form** will be available on the project website and copies will be available at consultation events, deposit locations, or can be provided on request from the community relations team
- **An interactive map** will be available on the project website [www.morgandandmona.com](http://www.morgandandmona.com)
- **By email** to [info@monaoffshorewind.com](mailto:info@monaoffshorewind.com)
- **In writing to FREEPOST MONA**  
(please be advised it is not possible to send registered post to a freepost address)
- **By telephone to 0800 860 6263**

When providing your response, please include your name and contact details (a postal or email address) and confirm the nature of your interest in the proposed Project.

Mona welcomes further engagement with you on any other matters that interest you, outside of this consultation. The DCO regime expects the developer and consultees to work together to resolve as many issues as possible before an application is submitted. This consultation and our wider engagement are key parts of this process, and we hope that you will use this opportunity to engage with us. Any consultation responses will be considered by us as the Project plans are progressed and will be reported in the Consultation Report which will accompany the DCO application.

If you have any questions about the consultation then you can contact the consultation team using the details above.

If you wish to discuss your land interests, then please contact our land agent team by email at [MonaOWF@dalcourmaclaren.com](mailto:MonaOWF@dalcourmaclaren.com) or by calling 0333 188 5310.

Kind regards,

*Richard Haydock*

**Richard Haydock**  
**Project Director, Mona Offshore Wind Ltd**  
T: 0333 880 5306  
E: [info@monaoffshorewind.com](mailto:info@monaoffshorewind.com)  
W: [www.morganandmona.com](http://www.morganandmona.com)

CFIP20

MONA OFFSHORE WIND PROJECT (THE "PROJECT")

PLANNING ACT 2008 – SECTION 48 'DUTY TO PUBLICISE'

INFRASTRUCTURE PLANNING (APPLICATIONS: PRESCRIBED FORMS AND PROCEDURE)  
REGULATIONS 2009 REGULATION 4

INFRASTRUCTURE PLANNING (ENVIRONMENTAL IMPACT ASSESSMENT) REGULATIONS 2017 –  
REGULATION 13

## **NOTICE OF PUBLICISING A PROPOSED APPLICATION FOR A DEVELOPMENT CONSENT ORDER ("DCO") FOR THE MONA OFFSHORE WIND PROJECT**

### **The Application**

Notice is hereby given that Mona Offshore Wind Limited (the "Applicant") of Chertsey Road, Sunbury on Thames, Middlesex, is proposing to submit an application to the Secretary of State for Energy Security and Net Zero under Section 37 of the Planning Act 2008 for development consent (the "Application") for the Project. The Applicant is a joint venture between bp Alternative Energy Investments Ltd and Energie Baden-Württemberg AG.

*The DCO application will cover:*

- construction, operation and maintenance and decommissioning of the Project;
- the compulsory acquisition of land including rights in or over land required for the purposes of the Project, and land required to facilitate or is incidental to the Project;
- the application and/or disapplication of legislation relevant to the Project including that relating to the compulsory acquisition of land; and
- further provisions, permissions or consents as are necessary and/or convenient including a deemed marine licence.

### **The Project**

The Project consists of a proposed offshore wind farm located in the Irish Sea, and associated offshore and onshore infrastructure. The wind farm is expected to comprise up to 107 wind turbine generators and expected to have an installed capacity of approximately 1.5GW. It will be located approximately 28km from the coast of Anglesey, approximately 40km from the north west coast of England and approximately 42km from the Isle of Man. The wind farm will form a key contribution to the UK's target of generating 50GW of power from offshore wind by 2030.

Wind turbine generators and offshore substation platforms will be located within the offshore wind farm site. The wind turbine generators and offshore substation platforms will be connected to each other via interarray and interconnector cables and will be fixed to the seabed with foundation structures. The electricity generated by the wind turbine generators will be transported to the national grid via underground offshore and onshore cables. The cables will make landfall to the west of Pensarn and east of Llanddulas in Conwy and connect the Project to the existing National Grid substation at Bodelwyddan, Denbighshire via the Project's onshore substation.

### **Environmental Impact Assessment**

The Project is an Environmental Impact Assessment (EIA) development as defined in the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017. Consequently, the Applicant will submit an Environmental Statement as part of the Application.

Information compiled about the Project so far is contained in a Preliminary Environmental Information Report (PEIR). A Non-Technical Summary ("NTS") of the PEIR is also available.

### **Consultation Documents**

The PEIR, NTS and other documents relating to the Project, including a draft Development Control Order (dDCO) plans and maps showing the nature and location of the Project (Consultation Documents), are available to download and view free of charge from the Project website: [www.morganandmona.com](http://www.morganandmona.com). They will be available to download at the start of the statutory consultation on **19 April 2023**. Details of consultation events will also be available on this website from this date

If you are unable to access the Project website, the consultation documents can be obtained by calling the project team on **0800 860 6263** or by emailing [info@monaoffshorewind.com](mailto:info@monaoffshorewind.com). A reasonable copying charge will apply for paper copies only. Electronic copies will be provided free of charge.

CA1P21



Additionally, copies of the Statutory Consultation Brochure, Statutory Consultation Feedback Form, Statement of Community Consultation (SoCC) and PEIR NTS can be viewed at various reference locations in the Project area from 19 April 2023. The reference locations are listed below. They can also be found on the Applicant's website and the documents will be available for inspection both online and at these locations until **4 June 2023**.

Reference location	Opening times*
<b>Amlwch Library</b> <b>Lôn Parys</b> <b>Amlwch</b> <b>Anglesey</b> <b>LL68 9EA</b>	Sunday-Monday: CLOSED Tuesday: 9:30am-12:30pm, 2pm-5pm Wednesday: 9:30am-12:30pm Thursday: 2pm-7pm Friday: 9:30am-12:30pm Saturday: 9:30am-12:30pm
<b>Rhyl Library</b> <b>Church Street</b> <b>Rhyl</b> <b>LL18 3AA</b>	Monday: 9:30am-6pm Tuesday – Friday: 9:30am-5pm Saturday: 9:30am-12:30pm Sunday: CLOSED
<b>Llandudno Library</b> <b>Mostyn Street</b> <b>Llandudno</b> <b>LL30 2RP</b>	Monday – Wednesday: 9am-5:30pm Thursday: 10am-7pm Friday: 9am-5:30pm Saturday: 9:30am-3pm Sunday: CLOSED
<b>Bangor Public Library</b> <b>Gwynedd Road</b> <b>Bangor</b> <b>LL57 1DT</b>	Monday – Tuesday: 9:30am-6:30pm Wednesday – Friday: 9:30am-5pm Saturday: 9:30am-1pm Sunday: CLOSED
<b>Henry Bloom Noble Library</b> <b>Douglas Borough Council</b> <b>8 Duke Street</b> <b>Douglas</b> <b>Isle of Man</b> <b>IM1 2AY</b>	Monday – Wednesday: 8:30am-5pm Thursday: 10am-7pm Friday: 8:30am-5pm Saturday: 9am-4pm Sunday: CLOSED
<b>Ramsey Library</b> <b>Town Hall</b> <b>Parliament Square</b> <b>Ramsey</b> <b>Isle of Man</b> <b>IM8 1EG</b>	Monday – Thursday: 9am-4:30pm Friday: 9am-4:30pm Saturday: 9am-4:30pm Sunday: CLOSED

\* Opening times for these venues are correct at the time of publication. Please confirm that times listed are still correct, if you are planning a visit.

### **Responding to this notice**

If you wish to respond to this notice or make comments or representations in respect of the Project, these should be sent to the Applicant. Please include your name and an address where any correspondence relating to the Project can be sent.

A feedback form will be available on the project website and copies will be available at consultation events, reference locations, or can be provided on request from the community relations team, via the Project contacts below.

There are several ways to submit feedback:

- **Completed hard copy feedback forms** to a Project representative
- **An interactive map** will be available on the Project website: [www.morganandmona.com](http://www.morganandmona.com)
- **By email** to [info@monaoffshorewind.com](mailto:info@monaoffshorewind.com)
- **In writing to FREEPOST MONA**  
(please be advised it is not possible to send registered post to a freepost address)

Any comments received will be reviewed by the Applicant and any appointed agent of the Applicant. Copies may be made available in due course to the Secretary of State, the Planning Inspectorate, and other relevant statutory authorities so that your comments can be noted. Responses and other representations may be copied and may be made public.

Please note that all comments and representations must be received by the Applicant **by 23:59 on 4 June 2023**.

**Mona Offshore Wind Project**

CFIP22

## ATC Clerk

---

**From:** Claire Whitley  
**Sent:** 06 June 2023 09:57  
**To:** ATC Clerk; clerk@colwyn-tc.gov.uk; ecrhoslan@yahoo.com;  
clerc@betwsallanelian.org.uk; eirian\_roberts@yahoo.co.uk;  
clerc@cyngorbromachno.cymru; sianwyngriffiths\_caerhuncc@yahoo.co.uk; Capel  
Curig Community Council; Capel Curig Community Council; Carol Humphreys;  
Rachel.lees@conwytowncouncil.gov.uk; Sadie.morris19@outlook.com; G ROBERTS;  
Clerc Eglwysbach; rhiancaed@hotmail.com; Delyth Algieri;  
clerk@llanddulascc.org.uk; Llandudno TC; jayne@llanfairfechan.net;  
yrefail@gmail.com; carol-humphreys@hotmail.com;  
cyngorcymunedllangernyw@gmail.com; rhianellis1@btinternet.com;  
emrystw@gmail.com; clercllanrwst@outlook.com;  
glanconwycommunityclerk@gmail.com; emrystw@gmail.com;  
llansannancc@gmail.com; Brenda Davies; nikkidibb@tiscali.co.uk;  
Issy.hart@penmaenmawr.org; pentrefoelascc@gmail.com;  
clerk@trefriwcommunitycouncil.co.uk; eirian\_roberts@yahoo.co.uk  
**Subject:** Council Tax Premiums Consultation

### ANFONWYD AR RAN SUSAN PLUMB - RHEOLWR TRETHI LLEOL

Mae'r Ymgynghoriad ynghylch Treth y Cyngor i ail gartrefi a chartrefi gwag ar ein gwefan, ar y ddolen ganlynol:-

<https://www.conwy.gov.uk/cy/Resident/Council-Tax/Council-Tax-Consultation.aspx>

### SENT ON BEHALF OF SUSAN PLUMB – LOCAL TAXATION MANAGER

The Council Tax Consultation on second and empty homes is now on our website, on the following link-

<https://www.conwy.gov.uk/en/Resident/Council-Tax/Council-Tax-Consultation.aspx>

Kind Regards

*Claire*

#### TÎM GWEINYDDU CORFFORAETHOL / CORPORATE ADMIN TEAM

Cyngor Bwrdeistref Sirol CONWY County Borough Council

✉ corporateadminteam@conwy.gov.uk

☎ (01492) / 576202 / 576201 / 575539

🌐 [www.conwy.gov.uk](http://www.conwy.gov.uk)

From 1 April 2017 under Part 7, Section 139 of the Housing (Wales) Act 2014, Authorities in Wales have the discretion to charge Council Tax Premiums on long-term empty properties and second homes.

Conwy County Borough Council, at its meeting on 8th December 2022 (in accordance with section 12a and 12b of the Local Government Finance Act 1992, as inserted by section 139 of the Housing (Wales) Act 2014), made the following determinations:

- 1 That the decision to charge a 50% Council Tax Premium for both Second Homes and Long-Term Empty Homes from 1st April 2023 be approved, and also to
- 2 Recommend an indicative level of 100% Council Tax Premium on Second Homes and Long-Term Empty Homes from 1st April 2024 (subject to review during 2023/2024).

The Affordable Housing (Council Tax Premium) Working Group of Members meet each financial year to review the position, duly taking into account all of the available information and latest consultation results prior to proposing a recommendation, which is then reviewed and considered through the democratic process.

The levying of the Premium has the potential to generate additional revenue, it is intended to be a tool to -

- Bring Long-Term Empty Homes back into use
- Increase the supply of affordable housing
- Enhance the sustainability of local communities
- Help meet local housing needs.

The Premium income currently helps to support the Housing and Homelessness budget.

A further consultation on the proposed premiums is currently being undertaken by Conwy County Borough Council and we would value your input into the consultation. The consultation results will be considered by the Affordable Housing (Council Tax Premium) Working Group.

CF1P24

This consultation ends on 14 July 2023.

If you have any questions please contact [counciltax@conwy.gov.uk](mailto:counciltax@conwy.gov.uk)

[Click here to view our privacy notice.](#)

[Click here to share your views.](#)

CAIPZS

The Council proposes an increase to a premium of 100% for long-term empty properties from April 2024 (currently 50% for 2023/24).

Do you agree with this decision?

- Yes
- No

The Council proposes an increase to a premium of 100% for second homes from April 2024 (currently 50% for 2023/24).

Do you agree with this decision?

- Yes
- No



Please indicate at what level you think it would be most appropriate to set a Council Tax premium for long-term empty properties in Conwy for 2024/25

- Remain at 50%
- Increase to 75%
- Increase to 100%
- Increase to 200% *(Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)*
- Increase to 300% *(Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)*
- Reduce to 25%
- Reduce to nil

Please indicate at what level you think it would be most appropriate to set a Council Tax premium for second homes in Conwy for 2024/25

- Remain at 50%
- Increase to 75%
- Increase to 100%
- Increase to 200% *(Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)*
- Increase to 300% *(Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)*
- Reduce to 25%
- Reduce to nil



Please indicate at what level you think it would be most appropriate to set a Council Tax premium for long-term empty properties in Conwy for 2025/26

- Remain at 50%
- Increase to 75%
- Increase to 100%
- Increase to 200% (Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)
- Increase to 300% (Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)
- Reduce to 25%
- Reduce to nil

Please indicate at what level you think it would be most appropriate to set a Council Tax premium for second homes in Conwy for 2025/26

- Remain at 50%
- Increase to 75%
- Increase to 100%
- Increase to 200% (Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)
- Increase to 300% (Welsh Government have recently announced that Local Authorities in Wales can apply a premium of up to 300% on properties classed as either a second home or long-term empty property from 1st April 2023)
- Reduce to 25%
- Reduce to nil



**What impact, if any, do you think that increasing the premium from 50% on second homes will have for tourism and the economy in Conwy?**

- Positive
- Neutral
- Negative

**What impact, if any, do you think that increasing the premium from 50% on second homes will have for the Welsh language in Conwy?**

- Positive
- Neutral
- Negative

**What impact, if any, do you think that increasing the premium from 50% on second homes will have on affordable housing in Conwy?**

- Positive
- Neutral
- Negative

**What impact, if any, do you think that increasing the current premium from 50% on long-term empty properties might have on affordable housing in Conwy?**

- Increase overall
- No impact
- Reduce Overall





## ATC Clerk

---

**From:** Philip Vipond  
**Sent:** 06 June 2023 13:10  
**To:** ATC Clerk  
**Cc:** Peter Barton-Price; Steven P Owen; Amelia Routledge  
**Subject:** FW: Local Member Consultation on Park Signage - Pentre Mawr Park  
**Attachments:** Pentre Mawr park signage extra QR codes.pdf

Good afternoon Mandy

Please see the attached draft sign with the additional QR codes attached along with Amelia's observations and suggestions below.

The final draft will have the full Welsh Language conversion (this is draft for agreement in principle).

Can I ask please if you can review and consult this draft and let me know your thoughts. One suggestion would be to produce separate signage for the park history but would in turn add further costs to the project.

Once we have a final agreed draft document, I will have it costed for production and installation and present it for S106 approval.

Many thanks

Phil

---

**From:** Amelia Routledge <amelia.routledge@conwy.gov.uk>  
**Sent:** 23 May 2023 12:00  
**To:** Philip Vipond <philip.vipond@conwy.gov.uk>; Abigail Gilbert <abigail.gilbert@conwy.gov.uk>  
**Cc:** Peter Barton-Price <Peter.Barton-Price@conwy.gov.uk>; Steven P Owen <steven.owen@conwy.gov.uk>  
**Subject:** RE: Local Member Consultation on Park Signage - Pentre Mawr Park

Hi Phil,

Here is a draft version with all of the QR codes.

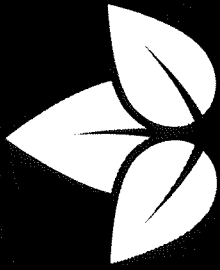
If this design did end up being used it would be preferable for the abergelepensarn websites to have shortened/vanity links and we would need confirmation on the phrasing. The stacked QR codes work when I test them but may be difficult to use on slightly older phones. This is the only position that can be placed in as people may not be able to scan at the top of the sign.

If the TC were to add their own history related signage their own Abergele smile branding could be used to match their website.

Kind regards,

Amelia Routledge  
Swyddog Cyfathrebu / Communications Support Officer

AFfCh - Yr Amgylchedd, Ffyrdd a Chyfleusterau  
ERF - Environment, Roads and Facilities  
Cyngor Bwrdeistref Sirol CONWY County Borough Council  
✉ [amelia.routledge@conwy.gov.uk](mailto:amelia.routledge@conwy.gov.uk)  
☎ 01492575985  
🌐 [www.conwy.gov.uk](http://www.conwy.gov.uk)



Croeso i

Welcome to

# Parc Pentre Mawr Park

Mae Is-ddeddfau Mannau Agored  
Cyngor Bwrdeistref Sirol Conwy  
ar waith yn y parc hwn.

I gael gwybod mwy, sganiwch:



[www.conwy.gov.uk/parciau](http://www.conwy.gov.uk/parciau)  
01492 575 337

**(CYMRAEG)** To learn about our  
town history visit:  
[www.abergelepensarn.co.uk/cy/](http://www.abergelepensarn.co.uk/cy/)  
ein-cymunedau/history



Conwy County Borough Council  
Open Spaces Byelaws  
operate in this park.

To find out more scan here:



[www.conwy.gov.uk/parks](http://www.conwy.gov.uk/parks)  
01492 575 337



To learn about our  
town history visit:  
[www.abergelepensarn.co.uk/](http://www.abergelepensarn.co.uk/)  
we-love/history



CF1P31

## Terms of Reference

### Events Sub-Committee

Membership (2022/23): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee  
(unless they signify, they do not wish to serve)

Cllrs. T Brennan; D Green; S Jones-Roberts; N. Williams;  
A Williamson; A. Wood; K Yarwood

Chairman (2022/23): Cllr A Wood

Quorum: One third of the Members of the Sub-Committee (three members)

Reporting: The Events Sub-Committee reports to the Policy & Finance Committee.

It has delegated powers to commit to expenditure on behalf of the Council, within the limits of the budget approved by the Council each year for Christmas Lighting and Events.

The Sub-Committee advises the Council and oversees and arranges Events that the Town Council is involved with or wishes to organise, with a delegated budget for this purpose under the Local Government Act 1972, s.142.

The sub-Committee advises the Council on all matters in connection with the provision of Christmas Lighting, which uses the power given in S.144 of the Local Government Act 1972 to attract visitors to the town.

The sub-Committee reports to the Policy & Finance Committee

Approved Min No 18/22  
Date 12/05/2022

CFIP/32

## Terms of Reference

### Marketing & Promotion Sub-Committee

Membership (2022/23): **Seven members** and the Chairman and Vice-Chairman, Policy & Finance Committee (unless they signify that they do not wish to serve)

Cllrs T Brennan; D Fetherstonhaugh; J Jones;  
S Jones-Roberts; N Williams; P Heap-Williams; Vacancy

Chairman (2022/23): Cllr. N. Williams

Quorum: One Third of the Members of the Sub-Committee or three Members whichever is the greater

Reporting: The Sub-Committee reports to the Policy & Finance Committee

The Marketing & Promotion Sub-Committee has delegated responsibility to consider and approve the content (articles and photographs), layout, printing and delivery arrangements for the Town Council's biennial Town Guide and Newsletter, within the budget approved by the Council. Any expenditure over and above the approved budget must be approved beforehand by the Policy & Finance Committee.

In carrying out these duties, the Sub-Committee will adhere to the current policy of the Council regarding the use of the Welsh language and any statutory requirements of the Welsh Language Wales Measure Act 2011 which apply to Town and Community Councils and the power to provide information relating to matters affecting Local Government under the Local Government Act 1972, s. 142.

The Committee is also responsible for overseeing the Town Council's website, Twitter, E-mail host, and any other tool that the Town Council may use in the marketing and promotion of the Town and the Council in line with legislation as set out by the Wales Measures Act 2012.

**Terms of Reference**  
**Staffing Sub-Committee**

Membership: The Mayor  
Cllrs. S. Jones-Roberts; P Luckock; C McCoubrey; A Wood;  
T Brennan; D Green

Chairman (2022/23): Cllr C McCoubrey

Quorum: One Third of the Members of the Sub-Committee (three members)

Reporting: The Staffing Sub-Committee reports to the Estimates Committee and the Full Council

Under the following legislation - Employment Relations Act 2004, Employment Act 2008, Small Business, Enterprise and Employment Act 2015, Work and Families Act 2006 the Staffing Committee will :

1. establish and keep under review the staffing structure of the Council and to make recommendations for any changes to the Council, including current and projected staffing needs
2. draft, implement and review, monitor and revise policies for staff.
3. establish and review salary paycales and to be responsible for their administration and review.
4. **To oversee the recruitment and appointment of staff.**
5. **To arrange the execution of new employment contracts and changes to contracts.**
6. **To establish and review performance management (including annual appraisals) and staff training programmes.**
7. **To oversee any process leading to dismissal of staff (including redundancy).**
8. **To keep under review working conditions and health and safety matters.**
9. **To monitor and address regular or sustained staff absence.**
10. To make recommendations on staffing related expenditure to the Council.

Updated 12/05/2022  
Min no: 18/22

CFIP~~12~~34

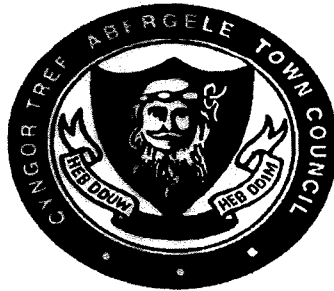
11. **To consider any appeal against a decision in relation to pay.**
12. **To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).**
13. **To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.**
14. The Mayor/Deputy Mayor and/or Chairman of the Committee will be responsible for undertaking the annual personal development review for the Clerk (no more than two members at any one time)

It is suggested that those items emboldened might usefully be delegated to the Committee without a requirement to gain specific approval.

## Abergele Town Council

### Representation on Outside Bodies 2022/24

Abergele Royal British Legion (Branch)	A Wood
Abergele Dementia Friends	A Hunter, S Jones-Roberts
Abergele Fairtrade Coalition	T Brennan?
Abergele Regeneration Board	T Brennan?
Canolfan Dewi Sant	A Hunter; N Williams; T Brennan
Conwy County Access Group	A Wood
Community Council Forum	The Mayor; A Wood
Charity of Robert Roberts	T Brennan; D Fetherstonhaugh; S Jones-Roberts; (3 ATC Members)?
East Promenade Consultative Group	A Hunter; A Wood; N Williams
Llandrillo College Council	D Green
Morfa Rhuddlan West Flood Partnership Group	A Hunter
North Wales Mid Wales Association of Town & Larger Community Councils	S Jones-Roberts; A Wood (3 ATC members) Vacancy?
North Coast Transport Liaison Committee	A Wood
One Voice Wales	2 representatives?
<b><u>SCHOOL GOVERNING BODIES</u></b>	
St George	P Heap-Williams
Glan Gele	A Hunter
Glan Morfa	Vacancy – require Welsh speaker?
St Elfod	S Jones-Roberts
St George Quarry Liaison	A Hunter
St George Village Hall Trust	A Wood
Menter Iaith	A Hunter



## **Abergele Town Council**

# **Statement of Accounts**

**1st April 2022**

**to**

**31st March 2023**

Prepared in Accordance with the  
Account and Audit (Wales) Regulations 2005 (as amended)  
by Mrs M. J. Evans, Responsible Financial Officer  
Abergele (01745) 833242

CF1P37



# **Abergele Town Council**

## **Statement of Accounts for Year Ending 31st March 2023**

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Page 3	Balance Sheet as at 31st March 2023
Page 4	Cumulative Funds as at 31st March 2023
Page 5	Accounts for year end as at 31st March 2023
Page 6	Continuation of Supporting Statement
Page 7	Bank Reconciliation
Page 8	Section 137 Expenditure

2021'22	<u>INCOME</u>	Income & Expenditure 2022'23
£297,249.00	Precept	£299,749.00
£142.00	Bank Interest: General Accounts & Hall & Development Reserve	£1,175.00
£0.00	Hire of Rooms	£1,739.00
£102.00	Newsletter (Advertising)	£295.00
£27,268.00	Grants/Donations	£43,268.00
£10,597.00	Other Income	£3,969.00
<u>£335,358.00</u>		<u>£350,195.00</u>
	<u>EXPENDITURE</u>	
£113,885.00	Staff Costs	£177,982.00
£16,272.00	Administration Costs	£10,038.00
£1,776.00	Mayoral & Civic Expenses	£5,962.00
£2,150.00	Members Allowances	£2,450.00
£21,154.00	Premises - Town Hall & Offices	£18,658.00
£2,276.00	Printing, Stationery & Supplies	£2,071.00
£390.00	Annual Audit	£1,850.00
£3,049.00	Subscriptions	£2,944.00
£0.00	War Memorials	£0.00
£5,861.00	General Maintenance	£18,058.00
£680.00	Conferences & Training	£1,641.00
£3,741.00	Election Expenses	£540.00
£99,688.00	Community Schemes	£98,490.00
£9,250.00	S137 Donations & Grants	£12,650.00
£4,300.00	Other Donations & Grants	£4,475.00
£4,714.00	Legal, Advertising & Publicity & Additional	£2,384.00
£91.00	Bank Charges	£134.00
<u>£289,277.00</u>		<u>£360,327.00</u>
£46,081.00	Variance of income to expenditure	-£10,132.00

# Abergele Town Council

## Balance Sheet as at 31st March 2023

31/03/2022	<u>LONG TERM ASSETS</u>	31/03/2023
<u>£428,447.00</u>	Fixed Assets	<u>£426,905.00</u>
	<u>CURRENT ASSETS</u>	
£25,109.79	Debtors	£29,234.57
£0.00	Advance payments	£0.00
£368,665.58	Cash Balances	£331,327.76
<b>£393,775.37</b>	<b><u>TOTAL ASSETS</u></b>	<b>£360,562.33</b>
£18,587.61	Less Creditors	£15,506.67
£40,000.00	Receipts in Advance	£20,000.00
£58,587.61	<b><u>TOTAL LIABILITIES</u></b>	<b>£35,506.67</b>
<b>£335,187.76</b>	<b>Total Assets less Liabilities</b>	<b>£325,055.66</b>

\_\_\_\_\_  
Chairman Policy & Finance 2023/24

\_\_\_\_\_  
Town Mayor 2023/24

\_\_\_\_\_  
Responsible Financial Officer

# Abergele Town Council

## Cumulative Funds as at 31st March 2023

31/03/2022		31/03/2023
£702,260.17	Balance Brought Forward	£763,132.17
£14,791.00	Add/less Fixed assets purchased/disposed of in 2022/23	-£1,542.00
£717,051.17		£761,590.17
<u>£335,358.00</u>	Add Total Income	<u>£350,195.00</u>
£1,052,409.17		£1,111,785.17
£289,277.00	Less Total Expenditure	£360,327.00
<u>£763,132.17</u>	Balance Carried Forward:	<u>£751,458.17</u>

CFIP41

# Abergele Town Council

## Accounts for Year Ending 31st March 2023

### SUPPORTING STATEMENT

#### **Community Assets at Insurance Valuation:**

Town Hall and Council Offices, Llanddulas Road	£170,000.00
Land at The Mount, Abergele (Nominal value)	£1,000.00
Town Hall Furniture, Fixtures & Fittings	£69,121.00
Noticeboards & Street Furniture	£56,399.00

#### **Other Civic Assets:**

Civic Regalia	£9,693.00
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#### **Other Fixed Assets:**

Christmas Decorations	£13,335.00
Office & IT Equipment	£16,786.00
Equipment & Furniture Elsewhere	£397.00
Other Contents and Stock	£6,281.00
War Memorials	£83,893.00

**TOTAL ASSETS AS AT 31/3/2023**

**£426,905.00**

## Abergele Town Council

### Creditors at Year End:

North Wales Police - utilities recharge	8000.00
WAO (External Audit)(22'23)	900.00
JDH Business Services Ltd (Internal Audit)	613.00
RBS	755.00
Racecraft	86.00
National Lottery	4,232.00
CCBC	89.00
Amazon	5.60
Amazon	8.32
T Heath Travel	12.15
J Lock Travel	52.20
Bevans Ltd	204.08
DCK	118.80
Waterloo	155.00
SLCC	108.00
SLCC	108.00
Go Daddy	35.95
Amazon	23.57
	£15,506.67

### Debtors at Year End:

Dysgu Cymraeg Hall Hire	479.60
CCBC Hall Hire	119.95
BCUHB	1,079.40
	27,555.62
HM Revenue & Customs - VAT Refund	£29,234.57

### Payments in Advance:

None	£0.00
------	-------

### Receipts in Advance:

Gwynt y Mor Grant	£20,000.00
	£20,000.00

### Borrowings:

None	£0.00
------	-------

### Tenancies:

none	£0.00
------	-------

### Rent Commitments:

The Council has a five year Rental and Service agreement with Ricoh for a RICOH photocopier and accessories (Serial Number: 3100RA30612 - commenced February 2021 ). The quarterly rental is £197.68

### Agency Work:

Agency Staff from Supertemps	£15,555.00
------------------------------	------------

### Advertising and Publicity:

The Council published the following documents during the year to 31st March 2023	
Newsletter for residents with a net cost (after advertising revenue)	£1,818.00
Website and Advertising costs	£566.00
	£2,384.00

Total Net Publicity Costs:

### Pensions:

The Council resolved to join the Gwynedd Local Government Pension Scheme (Min. 8035) in March 2004.

Employer's contributions at the rate of 19.1% - Total for the year =	£19,225.54
--	------------

### Hall & Development Fund

Balance as at 31st March 2023 =	£36,148.92
---------------------------------	------------

Abergele Town Council

Bank Reconciliation as at:

31st March 2023

£

Bank Statement Balances		
Current Account	3649.02	
Quarterly Interest Ac	212000.00	
Swansea b soc	79379.82	
Hall & Development Investment Ac	36148.92	
Petty Cash	150.00	
		331,327.76
		<u><u>331,327.76</u></u>

Current Account	3649.02	
Quarterly Interest Ac	212000.00	
Swansea b soc	79379.82	
Hall & Development Investment Ac	36148.92	
Petty Cash	150.00	
		331327.76
		<u><u>331,327.76</u></u>

# Abergele Town Council

## Section 137 Expenditure

\*\* Section 137 of the Local Government Act 1972 gives Town & Community Councils the power to spend upto £8.82 per head of the electorate to benefit the area or it's inhabitants where no other specific powers are held.

Total electorate as at December 2022= 8886 £78,374.52

### Donations and Grants made under Section 137, Local Government Act 1972: \*\*

£

Ysgol Glan Gele - annual grant	3,079.13
Ysgol Glan Morfa - annual grant	2,664.35
Ysgol St Elfod - annual grant	2,977.39
St George Primary school - annual grant	£1,279.13
SSAFA	500.00
Abergele Round Table - Fireworks	950.00
Samaritans of Rhyl	200.00
Hope House Childrens Hospice	1,000.00

**sub-total**

12,650.00

### Other Section 137 Expenditure:

Advertising / Publicity

2,384.00

### Total Section 137 Payments:

£15,034.00

### Other Donations / Grants:

£

St. Micheals Clock	Parish Coun Act 1957 S.2	250.00
Benefits Advice Shop		£1,000.00
Canolfan Dewi Sant		£250.00
St. Micheals church		£250.00
Humingbird		£350.00
Foodshare		£325.00
Abergele District Action Group		£150.00

### Local Government (Miscellaneous Provisions) Act 1976 Sect. 19:

Donations to Sports Clubs	550.00
Donations to Voluntary Bodies Providing Social / Recreational Facilities	750.00

Youth	500.00
Donations to miscellaneous groups	0.00

### Local Government Act 1972 Sect. 145 - Provision of Entertainment/Arts:

100.00

### Total 'Other' Donations / Grants:

£4,475.00



**INTERNAL AUDIT REPORT – YEAR-END  
ABERGELE TOWN COUNCIL – 2022/2023**

The internal audit is carried out by the following testing of the internal controls specified on the Annual Return for local councils in Wales:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements
- Where the Council is sole trustee of a charity, checking that the Council has procedures in place to meet its responsibilities as a sole trustee

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited 25/05/2023**

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INTERNAL AUDIT REPORT – YEAR-END  
 ABERGELE TOWN COUNCIL – 2022/2023

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The reversal of the 2021/22 payroll agency creditor totalling £739.78 has been made incorrectly against the salaries ledger code resulting in staff costs being understated by this amount.	<i>The annual return should be amended as follows:  Total staff costs = £162,417 Total other payments = £197,910</i>	Annual return amended prior to internal audit signing of annual return.
2	The Clerk informs the payroll agent of changes to staff salaries.	<i>The Chair should be copied into any emails informing the payroll agent of changes to staff salaries.</i>	Noted
3	Total fixed assets has decreased by £1542. The Clerk has provided a list of movements on the asset register, however this only accounts for a change of £524.73.	<i>The movements on the asset register should be reconciled to the asset register to ensure that the register is accurate.</i>	?
<b>2022/23 interim internal audit recommendations</b>			
1	The Council have introduced a credit card in 22/23. The financial regulations do not state the controls over the credit card only a debit card. The financial regulations do not state the monthly and individual	<i>The financial regulations should be updated to include controls over the use of the credit card.</i>	To be implemented

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**INTERNAL AUDIT REPORT – YEAR-END  
ABERGELE TOWN COUNCIL – 2022/2023**

	transaction limits in place, controls over physical security and the reporting of transactions to Council.		
2	<p>Payments are approved by Council in a supporting schedule (schedule A) which is not included within the minutes. The total amount of payments approved has not been stated in the minutes for May 2022.</p> <p>The August minutes approve total payments of £18,920.74, however this does not agree to the supporting schedule showing total payments of £17,564.66.</p>	<p><i>When the Council approve payments in a supporting schedule they should state the total amount of payments approved within the minutes, this should agree to the total payments on the supporting schedule.</i></p>	<p>Discrepancy arose when the Clerk was away with Covid and the information was not available</p>
<b>2021/22 internal audit recommendations</b>			
1	<p>Staff costs includes payments to temp employment agencies amounting to £3619.37.</p> <p>These payments are not in respect of employees of the Council and should be classed as</p>	<p><i>The annual return should be amended as follows:</i></p> <p><i>Staff costs £113,885</i></p> <p><i>Total other payments £175,392</i></p>	<p>Amended by Council during internal audit</p>

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**INTERNAL AUDIT REPORT – YEAR-END  
ABERGELE TOWN COUNCIL – 2022/2023**

	‘Total other payments’.		
2	<p>The risk assessment has been approved by the Executive Committee. The terms of reference for the Executive committee includes the following designated responsibility:</p> <p>4. <i>To undertake an annual assessment of risks, to include: financial; administrative and organisational; employers; members; public; assets; health and safety; and fire safety and report to the Council on the management of identified risks.</i></p> <p>We have not seen minutes from full council stating that the Executive Committee have reported to them on the management of risks and full Council therefore approving the annual risk assessment.</p>	<p><i>Full Council should formally approve the annual risk assessment.</i></p>	Implemented
<b>2021/22 interim audit recommendations</b>			
1	The Clerk was reimbursed in the year for a zoom subscription paid for with a personal credit card.	<i>Personal debit or credit cards should not be used to make purchases for the Council.</i>	Implemented

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**INTERNAL AUDIT REPORT – YEAR-END  
ABERGELE TOWN COUNCIL – 2022/2023**

	<p>The financial regulations state:  6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk /RFO and shall be subject to automatic payment in full at each month end. Personal credit or debit cards of members or staff shall not be used under any circumstances.</p>	<p><i>The Council should consider the use of a Council credit card for instances where payments cannot be made by other means.</i></p>	
2	<p>The May 2021 payments schedule has not been signed to evidence it is the schedule of payments approved in the minutes.</p>	<p><i>The payments schedule should be signed to evidence approval.</i></p>	Implemented

CFIP50

# Community and Town Councils in Wales

## Annual Return for the Year Ended 31 March 2023

### Accounting statements 2022-23 for:

Name of body: **Abergele Town Council**

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	289,107	335,188	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	297,249	299,749	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	38,109	50,446	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	113,885	161,677	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	175,392	198,650	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	335,188	325,056	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	25,110	29,235	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	368,666	331,328	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	58,588	35,507	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	335,188	325,056	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	428,447	426,905	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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## Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref	
	Yes	No*			
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	X		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12	
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	X		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7	
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	X		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6	
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	X		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23	
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9	
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	X		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8	
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	X		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6	
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	X		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23	
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6
			X		

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

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## Additional disclosure notes\*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.

In 2022-23, the Council made payments totalling £15,034.00 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

### 2.

Ysgol Glan Gele - annual grant	3,079.13
Ysgol Glan Morfa - annual grant	2,664.35
Ysgol St Elfod - annual grant	2,977.39
St George Primary school - annual grant	£1,279.13
SSAFA	500.00
Abergele Round Table - Fireworks	950.00
Samaritans of Rhyl	200.00
Hope House Childrens Hospice	1,000.00

### 3.

**sub-total** 12,650.00

#### **Other Section 137 Expenditure:**

Advertising / Publicity 2,384.00

#### **Total Section 137 Payments:**

**£15,034.00**

\* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

## Council/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p><b>RFO signature:</b></p>	<p><b>Minute ref:</b></p>
<p><b>Name:</b></p>	<p><b>Chair signature:</b></p>
<p><b>Date:</b></p>	<p><b>Name:</b></p>
	<p><b>Date:</b></p>

CF1P53



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- 1 JUN 2023

**Annual internal audit report to:**

Name of body:

ABERGELE TOWN COUNCIL

BY ATC

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	✓				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

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	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 25/05/2023.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	JDM BUSINESS SERVICES LTD
Signature of person who carried out the internal audit:	JDM Business Services Ltd
Date:	26/05/2023

CP1PSS