

**Correspondence File 1**

**Ordinary Meeting**  
**3<sup>rd</sup> February 2022**

## Local Government Wales Act 2021

### 3 areas for consideration

- a) Part 2 Chapter 2 section 36 guidance on the exercise of functions in relation to eligible community Councils comes into force 5<sup>th</sup> May 2022  
The Council must meet all three conditions:
  - 2/3 of the Council must be elected
  - A qualified Clerk
  - An unqualified Audit in the last two years.
- b) Part 3, Chapter 4, section 48 (3) guidance may cover what constitutes a reasonable opportunity to make representations and what constitutes effective conduct in a meeting, and Chapter 5 section 52 (2) (power to issue guidance on Annual Reports) comes into force 1<sup>st</sup> April 2022
- c) Part 4, section 67 (7) (the power to issue guidance on community council training plans. This means that Councils must take account of the guidance, and if they decide to depart from it have a clear and justifiable reason comes into force 1<sup>st</sup> April 2022 and the first plan been published by November 2022.  
Councillors and staff will be asked to carry out self-appraisals following the election, the plan once drafted will include the type of training, number participating, timeframe for completion and the cost for approval. Once approved the plan will be published on the website. Once published subsequent plans must be published within three months of every ordinary election.
- d) In addition to the above and following on from an agreement by Council back in 2020, Members of the public will also be able to make comment on any Agenda item as part of a meeting. This offer will be made at the beginning of the meeting and must relate to business been discussed at that meeting. The Chairman will open the meeting and members of the public will be invited to speak for no longer than 3 minutes regarding the Agenda item.
- e) No later than 7 days after a meeting the Town Council must publish a 'note' (Draft Minutes) stating the names of members present and apologies, Declarations of interest, decisions at the meeting and resolutions.

Mayor's Diary February 2022

Date	Fee	Start Time	Expected End Time	Name of Organisation	Details	Venue	Invitation Sent	Reply & Consort		Confirmed(C)/(TBC)
								Mayor	Deputy	
01/02/2022										
02/02/2022										
03/02/2022										
04/02/2022										
05/02/2022										
06/02/2022										
07/02/2022										
08/02/2022										
09/02/2022										
10/02/2022										
11/02/2022										
12/02/2022				Mayor's Charity Valentine's Ball		Stamford Gate, Holywell	06.08.2021	20.01.2022	20.01.2022	email sent to advise we cannot attend POSTPONED
13/02/2022										
14/02/2022										
15/02/2022										
16/02/2022										
17/02/2022										
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25/02/2022										
26/02/2022										
27/02/2022										
28/02/2022										

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Swimming with Sharks

Blue Planet Aquarium

TBC

CFIP2



## Cyngor Tref Abergele Town Council

### FORTHCOMING MEETINGS - FEBRUARY 2022

24<sup>th</sup> January 2022

All meetings will be held in the Town Hall and Council Offices, Llanddulas Road unless otherwise stated below. Members of the public are welcome to attend to observe the proceedings at these meetings.

Date	Time / Venue	Meeting
Thursday 3 <sup>rd</sup> February	6.45 p.m. Remote attendance	Ordinary
*Monday 7 <sup>th</sup> February	6:45 p.m. Remote attendance	Staffing Committee
Thursday 10 <sup>th</sup> February	6:45 p.m. Remote attendance	General Purposes and Planning Committee
*Monday 14 <sup>th</sup> February	6:45 p.m. Remote attendance	Staffing Committee
Thursday 17 <sup>th</sup> February	6.45 p.m. Remote attendance	Policy and Finance Committee

\* Date/time to be confirmed.

Other meetings:

CFIP3

## ATC Clerk

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**From:** Wendi Patience <wpatience@onevoicewales.wales>  
**Sent:** 26 January 2022 16:48  
**To:** Wendi Patience  
**Cc:** Wendi Patience  
**Subject:** FREE PLACES ON ONE VOICE WALES/CONWY COUNTY BOROUGH COUNCIL TRAINING WEBINARS - LLEOEDD RHAD AC AM DDIM AR WEMINARAU HYFFORDDIANT UN LLAIS CYMRU/CYNGOR BWRDEISTREF SIROL CONWY  
**Attachments:** Application for free training place Conwy area January 2022.docx; Overview Modules Jan 2018 CYM.pdf; Overview Modules Jan 2018 ENG.pdf

To the Clerks of all Community and Town Councils in the Conwy County Borough Council area

26 January 2022

Dear Clerk,

### FREE PLACES ON ONE VOICE WALES TRAINING WEBINARS

You will have received an e-mail on 20 January 2022 from Haf Jones who is the Senior Community Development and Engagement Officer from Conwy County Borough Council advising you of free places on the following One Voice Wales training webinars:

The Council  
The Councillor  
The Council as an employer  
Understanding the Law  
The Council meeting  
Local Government Finance  
Introduction to community engagement  
Code of conduct  
Chairing skills  
Use of IT, websites and social media  
Managing Staff  
Understanding Local Government Finance advanced

One Voice Wales is delighted to be commissioned by the County Borough Council to deliver these webinars for all community and town councils in the Conwy area. You should be aware that there is a limit on the number of participants that can attend the webinars and this is normally set at 20. It is important therefore that you make bookings to attend the sessions at the earliest opportunity.

Each webinar will be delivered in English and Welsh giving your Clerk/members the option of which language they prefer. Handouts to support each module will be supplied to each participant. A schedule of the webinar dates and times is attached.

A booking form is attached for your use which should be e-mailed to Wendi Patience who will be dealing with the administration of bookings.

I sincerely hope that your Council will take up this opportunity to participate in these important training webinars.

Yours faithfully,

Paul R. Egan  
Deputy Chief Executive

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At Glercod pob Cyngor Cymuned a Thref yn ardal Cyngor Bwrdeistref Sirol Conwy

26 Ionawr 2022

Annwyl Glerc,

LLEOEDD RHAD AC AM DDIM AR WEMINARAU HYFFORDDIANT UN LLAIS CYMRU

Byddwch wedi derbyn e-bost ar 20 Ionawr 2022 oddi wrth Haf Jones sef yr Uwch Swyddog Datblygu ac Ymgysylltu Cymunedol gyda Chyngor Bwrdeistref Sirol Conwy yn rhoi gwybod ichi am leoedd rhad ac am ddim ar y gweminarau hyfforddiant canlynol a drefnir gan Un Llais Cymru:

Y Cyngor  
Y Cynghorydd  
Y Cyngor fel cyflogydd  
Deall y Gyfraith  
Cyfarfod y Cyngor  
Cyllid Llywodraeth Leol  
Cyflwyniad i ymgysylltu cymunedol  
Cod ymddygiad  
Sgiliau cadeirio  
Defnyddio TG, gwefannau a chyfryngau cymdeithasol  
Rheolaeth Staff Effeithiol  
Deall Cyllid Llywodraeth Leol Uwch

Mae Un Llais Cymru yn falch iawn o gael ei chomisiynu gan y Cyngor Bwrdeistref Sirol i ddarparu'r gweminarau hyn ar gyfer pob cyngor cymuned a thref yn ardal Conwy. Dylech wybod fod cyfyngiad ar nifer y bobl all fynychu'r gweminarau, a gosodir hynny ar 20 fel arfer. Mae'n bwysig felly eich bod yn archebu eich lleoedd yn y sesiynau hyn cyn gynted ag y gallwch.

Cyflwynir pob gweminar yn y Saesneg a'r Gymraeg a rhoddir dewis i'ch Clerc/aelodau ynghylch pa iaith fyddai orau ganddynt. Danfonir taflenni i gefnogi pob modiwl at bawb sy'n cymryd rhan. Atodir rhaglen o ddyddiadau ac amserau pob gweminar.

Atodir ffurflen archebu ar eich cyfer a dylid ei e-bostio at Wendi Patience fydd yn gyfrifol am weinyddu archebion.

Hyderaf yn fawr y bydd eich cyngor yn manteisio ar y cyfle hwn i gymryd rhan yn y gweminarau hyfforddiant pwysig hyn.

## ATC Clerk

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**From:** Portal E-mail Address <friends@fieldsintrust.org>  
**Sent:** 26 January 2022 12:54  
**To:** Mandy Evans  
**Subject:** Please Renew Your Fields in Trust Membership  
**Attachments:** Fields in Trust Renewal Form DD.docx

Dear Mandy,

**Membership number:** 72076

**Expiry date:** 28/02/2022

**Membership fee:** 65.00

I hope this email finds you well. Abergele Town Council's annual membership is up for renewal next month and we hope that you decide to renew - we depend on our members and donors to continue our work supporting the parks and green spaces that live at the heart of our communities.

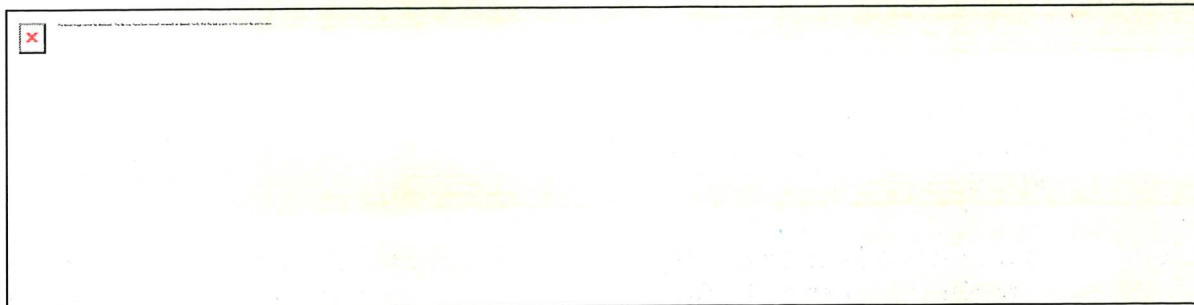
For 95 years we have worked with landowners, community groups, policymakers and our members to champion the value of our parks and achieve better protection for their future at local and national levels. Research has shown that parks and green spaces are vital, not only to help mitigate the effects of climate change such as temperature, flooding and supporting biodiversity, but also supporting our mental and physical health and wellbeing.

Even before the pandemic, two thirds of us spent time in our local green space at least once a week. We believe everybody has the right to live no more than a 10-minute walk from home – with Covid-19 demonstrating just how important that is. Yet despite the benefits to our planet and our lives, our parks have never been more threatened – from budget cuts to development. **Fields in Trust works to protect parks and green spaces so that everyone can enjoy them and depend on them to always be there, now and for future generations.**

The work continues – yet we cannot succeed alone, it is up to all of us to protect, support and champion these spaces across the UK. Because once they are gone, they are gone forever. You can review our work over the past year through our [impact report](#). Our monthly e-bulletins will keep you in-touch with the latest news and stories – you can sign up [here](#). Thank you again and we look forward to sharing our progress with you soon.

Kind Regards,

The Membership Team



RECEIVED

19 JAN 2022

BY ATC

0000003

Mrs Mandy Evans  
Abergele Town Council  
Town Hall & Council Offices  
Llanddulas Road  
Abergele  
Conwy  
LL22 7BT

January 2022

Dear Mandy,

**Renew your SLCC membership online TODAY!**

Firstly, we would like to thank you for your valued support over the past year. We hope that your membership has provided you with training, guidance, advice and support so that you can develop the professional skills, knowledge and experience necessary to best serve your council(s) and community.

Your membership has enabled us to accomplish so much in 2021, some of the highlights include:

- **Local Governance Toolkit** – the Toolkit, available to members on the website, provides information on a range of issues including governance, roles and responsibilities, public engagement, managing information and elections, along with template policies, protocols and forms
- **Financial Introduction to Local Council Administration (FILCA)** – the Level 2, online learning tool provides an introduction to council finance for RFO's or officers with a financial element to their role
- Dedicated resource for external affairs and policy development covering priorities such as standards and behaviour, business rates, direct access to government funding and remote meetings

**Join us in 2022 to help us celebrate 50 years of SLCC!** As a thank you for your loyalty and to mark the anniversary we are excited to announce a schedule of enhancements for 2022:

- **SLCC Rewards** - an exclusive new benefit for SLCC members. The comprehensive discount scheme will provide a range of wellbeing discounts for the clerk as well as savings for the council
- **Inclusive training** – national and local events delivered in-person and virtually covering topical training such as climate change, wellbeing, finance, community engagement, management etc.
- **The Clerk magazine** – a special souvenir edition of The Clerk as well as access to all editions at a touch of a button using a new app!

**According to our records your annual membership is due for renewal on the 1<sup>st</sup> March 2022.**

To renew your membership please visit [www.slcc.co.uk](http://www.slcc.co.uk) and follow these simple steps:

1. Login using your existing SLCC login details – your username is EvansM003 and password is Reset By User
2. Once on your 'My Account' page, on the menu on the right click 'Membership'
3. Click the button 'Click here to renew'
4. This will show the membership that is due for renewal. Click the button 'Click here to renew'
5. This will take you to the form that needs to be completed. Renew your membership and pay via cheque, bank transfer, credit or debit card.

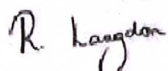
**\*\*Please ensure that you complete this online renewal before sending payment\*\***

For help with renewing your membership online call 01823 253646 or email [membership@slcc.co.uk](mailto:membership@slcc.co.uk)

We hope that you continue to find your membership beneficial to your role and look forward to hearing from you soon.

If you are no longer working for the council, please let us know so we can update our records.

Yours sincerely,



Roxanne Langdon  
SLCC Membership Officer

CF1P7





## 2022 Membership Subscription Rates

### Full Membership

(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Up to £1,000	£5	£55
£1,001 - £2,000	£5	£70
£2,001 - £3,000	£5	£80
£3,001 - £4,000	£8	£98
£4,001 - £6,000	£8	£112
£6001 - £8,000	£10	£134
£8,001 - £10,000	£10	£144
£10,001 - £15,000	£12	£171
£15,001 - £20,000	£12	£186
£20,001 - £25,000	£15	£215
£25,001 - £30,000	£15	£234
£30,001 - £35,000	£15	£270
£35,001 - £40,000	£20	£294
£40,001 - £45,000	£20	£327
£45,001 - £50,000	£20	£351
£50,001 - £55,000	£20	£391
£55,001 - £60,000	£20	£414
> £60,000	£20	£467

### Membership Type

Membership Type	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Principal or Principal (Affiliate) <small>(In addition to the cost of full or affiliate membership)</small>	£0	£55
Fellow or Fellow (Affiliate) <small>(In addition to the cost of full or affiliate membership)</small>	£0	£85
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

**Not sure which membership to apply for?**  
Whether you're new to the sector or have years of experience, our range of membership means that there is a level to suit everyone.

- **Full membership** - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership** - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM). Membership is available to anyone with a role or interest in local councils.
- **Principal / Fellow membership** – progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit [www.slcc.co.uk/develop](http://www.slcc.co.uk/develop) to view the criteria.
- **Past Service membership** – Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - Need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

# SLCC

For Local Council Professionals

50 YEARS  
1972-2022  
ANNIVERSARY



## Join our Community

Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees in England and Wales.

We ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Founded in 1972 and celebrating our 50th anniversary in 2022, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 parish, town and community councils.

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.

*'I would just like to record my appreciation of the support and help I have received over the years from SLCC; the role of a clerk can be very solitary as we face varied challenges and I would have found it incredibly difficult without the advice and assistance that I have been given from SLCC, so many thanks to you all, it has been much appreciated.'*

*The Staffordshire branch of SLCC has been a source of friendship and useful knowledge and this has been invaluable.' Liz Harrington-Jones, former clerk to Chebsey Parish Council*



*"I am glad to be a member and I would say that any clerk ought to belong to the SLCC as a matter of course. Membership of one's professional body is just one of those things that should be automatic – it is a constant source of information and fellow-feeling and you never know when you will need more substantive support." David O'Driscoll, clerk to Forest Row Parish Council, SLCC member since 2015*



# 10 Reasons to Join

1. Access fantastic money-saving benefits with **SLCC Rewards!** Take advantage of a wide range of online and offline discounts for the clerk as well as the council **New for 2022!**
2. Contact our team of experienced, expert advisors by telephone or email for answers to your professional queries
3. Read our bi-weekly news bulletin containing the latest sector news and information
4. Join our online, professional forum to participate in open discussions with your colleagues and benefit from their experience
5. Access over 700 best practice advice documents on a range of topics
6. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies
7. Discover the latest sector legislation and regulation at our events for a reduced rate
8. Advertise your councils' job on our website for a reduced rate
9. Maintain good practice by studying for a sector qualification or attending a training course for a reduced rate
10. Network with fellow clerks and discuss current issues at regular county based branch meetings

# Making your Case for Membership

We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be utilized to help your council to understand the value of membership:



Under what power may councils pay the subscription of their clerk to SLCC?  
The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'

Do many councils pay the SLCC subscriptions of their clerk under these powers?  
The majority of SLCC members have their subscriptions paid by their council under this power.

Well that's all very well but you would say that wouldn't you. Who else agrees with you?  
National Association of Local Council (NALC), Local Government Association (LGA) the Ministry of Housing, Communities and Local Government (MHCLG) now known as the Department for Levelling Up, Housing and Communities (DLUHC).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. The SLCC provides legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website [www.slcc.co.uk](http://www.slcc.co.uk). As stated in the Good Councilors Guide 2018.

Okay but isn't SLCC in competition with NALC and the County Associations which represents councils?  
No. SLCC and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

*CRP9*

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.



NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

For more information or to join visit [www.slcc.co.uk/membership](http://www.slcc.co.uk/membership)

**Are you a new clerk?**

**Or have you been clerking for less than 12 months?**

Our New Clerk Events are packed with best practice advice, tips and information on your new clerking role. Understand how to compile lawful agendas including tips on writing minutes and much more!

**Only £15 + VAT to attend.**

Visit [www.slcc.co.uk/event](http://www.slcc.co.uk/event) for more information.

## ATC Clerk

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**From:** ATC Clerk  
**Sent:** 25 January 2022 14:49  
**To:** Dylan Jones  
**Cc:** Cllr Charlie McCoubrey (cllr.charlie.mccoubrey@conwy.gov.uk); Rowlands, Sam (Swyddfa Sam Rowlands Office of Sam Rowlands); ATC Admin  
**Subject:** FW: Bowling Green Zebra Crossing Suggestion

**Categories:** Egress Switch: Unprotected  
**Tracking:** Recipient Read

Dylan Jones

Cllr Charlie McCoubrey  
(cllr.charlie.mccoubrey@conwy.gov.uk)

Rowlands, Sam (Swyddfa Sam Rowlands Office of Sam Rowlands)

ATC Admin

Read: 25/01/2022 14:53

**Switch-MessageId:** de8712c8e0884ca0bede00bb6aa742f5

Good afternoon Dylan

Please see email below from a local resident with regard to the provision of a crossing on Water Street. Are you able to confirm what would be the best method of raising this matter with CCBC? I have copied the County Ward members into this email for their information and will add to a future Agenda for members observations.

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

**From:** [REDACTED]  
**Sent:** 21 January 2022 15:43  
**To:** [info@abergele-towncouncil.co.uk](mailto:info@abergele-towncouncil.co.uk)  
**Subject:** Bowling Green Zebra Crossing Suggestion

Dear Sir/Madam,

I hope you are well. Several staff members and students from Emrys Ap Ewan take the bus from the bowling green bus stop, to get to and from school.

It is excessively dangerous for children to cross the road there, which they have to do to get to school once they leave the bus, and from school on the way home. There is no zebra crossing on the road, and no traffic warden to assist children.

As a result, many young students (lost in their own world) simply run across. I have just witnessed three in the space of 5 minutes run directly into traffic and directly in front of cars on their way past, which barely have time to brake.

A zebra crossing is desperately \*desperately\* needed, and it is only a matter of time before somebody gets seriously hurt or worse? I am sure i am not the first to mention it and I hope it's within your power and interest as leaders of the community to install a zebra crossing as soon as possible.

Thank you and Kind Regards,



Get Outlook for Android



## **MINUTES**

of the quarterly meeting of the **Association** held on  
**Friday 21<sup>st</sup> January 2022 at 10.30am**  
held by Zoom

### **Record of attendance:**

#### **Present were:**

Cllr Peter Morton Chair	City of St Asaph Council
Cllr Alyn Ashworth Vice Chair	Denbigh Town Council
Veronica Crosby	MP Anglesey
Bethan Davies	PA to MP Anglesey
Cllr Myfanwy Baines	
Cllr Glenys Baker	Bay of Colwyn Town Council
Cllr Brian Bertola	Llandudno Town Council
Cllr Karen Davies	Holywell Town Council
Cllr Michael Davies	Menai Bridge Town Council
Cllr Peter Davies	Connah's Quay Town Council
Cllr Lynette Edwards	Caersys Community Council
Cllr Eric Faulkner	Connah's Quay Town Council
Cllr Gill Faulkner	Connah's Quay Town Council
Steve Goodrum	Connah's Quay Town Council
Cllr Shirley Jones-Roberts	Abergele Town Council
Cllr Stuart License	Flint Town Council
Cllr Bernise McLoughlin	Towyn and Kinmell Bay Town Council
Cllr Brian Roberts	Abergele Town Council
Cllr Helen Roberts	Conwy Town Council
Cllr Arnold Woodley	Buckley Town Council
Cllr Peter York	Holywell Town Council
Robert Robinson Secretary	Llanfair Caereinion Town Council

#### **Apologies were received from:**

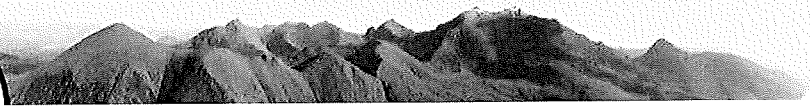
Cllr Joan Butterfield President	Rhyl Town Council
Jill Ellison	City of St Asaph Council

### **1. Welcome**

The Chair welcomed all to the meeting.

### **2. Minutes of the last Full Association Meeting**

The meeting considered and approved the minutes of the last full Association meeting held in October 2021.



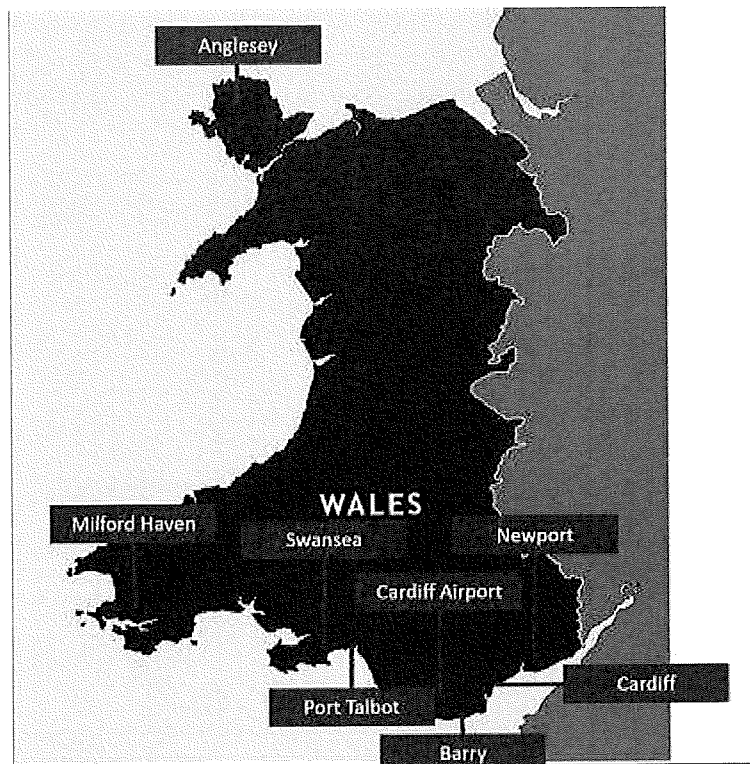
### 3. Holyhead free port

The meeting welcomed Virginia Crosby MP for Anglesey regarding Holyhead being designated a Free Port.

A presentation was given on the benefits of a Free Port and the current situation.

- i) Free Ports give tax incentives (duties and business rates relief).
- ii) Free Ports make transactions simpler & simplified customs.
- iii) Free Ports are worldwide.
- iv) The nearest Free Port to the North Wales coast is Liverpool.
- v) 2019 manifesto records 10 extra Ports to be added. At least one in Wales.
- vi) Michael Gove is in charge of Free Ports at Westminster and the First Minister in the Welsh Government.
- vii) Investment and business will widely benefit from Holyhead being a Free Port.
- viii) Young people will be better supported with more job opportunities keeping them in their home area.

The map below shows the other Ports in Wales that may be seeking Free Port Status.





It was agreed that the Secretary should take the following actions:

- i) Write to Michael Gove supporting the Holyhead Free Port Status.
- ii) Write to Mark Drayford supporting the Holyhead Free Port Status.
- iii) Issue a press released to the North Wales newspapers and media informing of the Associations support for a Free Port.

#### **4. Actions from and since last meeting**

To meeting noted the actions taken since the last full Association meeting:

#### **5. Financial Report**

The meeting received a financial report. The bank account current balance is £6,111.74p.

#### **6. To receive a report on Homeless in North and Mid Wales**

The meeting received an update on the above. Since the Covid pandemic it now transpires that there are 12,500 homes.

#### **7. North Wales Coast Transport**

To consider matters relating to transport in Wales as follows:

- a) A report about the Rail Services North Coast from the Committee.
- b) Cllr Peter York updated the meeting regarding a letter from Welsh Government regarding electric cars (raised by Holywell Town Council).

#### **8. Consultations**

The meeting noted the consultations completed since the last meeting which were:

- a) Homeless Consultation,
- b) The IRPW Consultation.
- c) Planning changes (permitted development and the use class order with regard to second homes)

#### **9. Independent Review Panel for Wales**

The secretary reported that the £150 allowance will not be taxed as from 1<sup>st</sup> April 2022 (confirmed by the HRMC).

The Town Clerk is to take up the issue of Councillors being on the payroll for payments.



#### **10. Council Tax**

The meeting was updated on the Welsh Government review of Council Tax due to take place during the current Sinned term.

The meeting considered the attached paper. Various views were given and it was agreed that members would consult with their councils and that this item would then be discussed at the April meeting.

See appendix A.

#### **11. Climate change and a Policy for the Association.**

The meeting considered whether the Association should have a Climate Change Policy. After a short discussion the proposed Climate Change Plan was adopted as set out at appendix B to these minutes.

#### **12. VAT**

The secretary passed information onto members who might not be registered for VAT (under the Local Council scheme) with regards to years where a reclaim of VAT is in excess of £7,500. Any Council under this scheme can average the VAT over 7 years (5 past, current and estimated next year). If the average is below £7,500pa the VAT can be reclaimed in the normal way.

#### **13. Future meetings**

The members were keen to meet in person as soon as possible.

To this end (all being well) the April quarterly meeting will be held in person at the Bod Ewr Hotel just off the A55 expressway.

#### **14. Date for next meeting**

The meeting noted the dates for future meeting.

##### **Quarterly Meetings**

Friday 21<sup>st</sup> January 2022

Friday 22<sup>nd</sup> April 2022

Friday 22<sup>nd</sup> July 2022 Annual Meeting

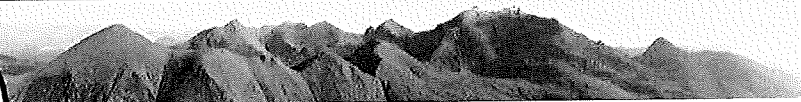
##### **Executive Meetings**

Friday 18<sup>th</sup> March 2022

Friday 10<sup>th</sup> June 2022

All meetings start at 10.30am.



**15. Actions to be taken forward**

The following actions are to be taken forward:

No	Action	By
1	Minutes to be published on the website	Secretary
2	Letter to be sent to M Gove on Holyhead Free Port	Secretary
3	Letter to Mark Drayford on Holyhead Free Port	Secretary
4	Issue press release on support for Holyhead Free Port	Secretary
5	Post Climate Change policy on website	Secretary
6	Put Council Tax on next Agenda	Secretary
7	Book Bod Erw Hotel for April meeting	Secretary
8	Take up issue of Councillors being on payroll for payments.	Secretary



**APPENDIX A**

# **COUNCIL TAX**

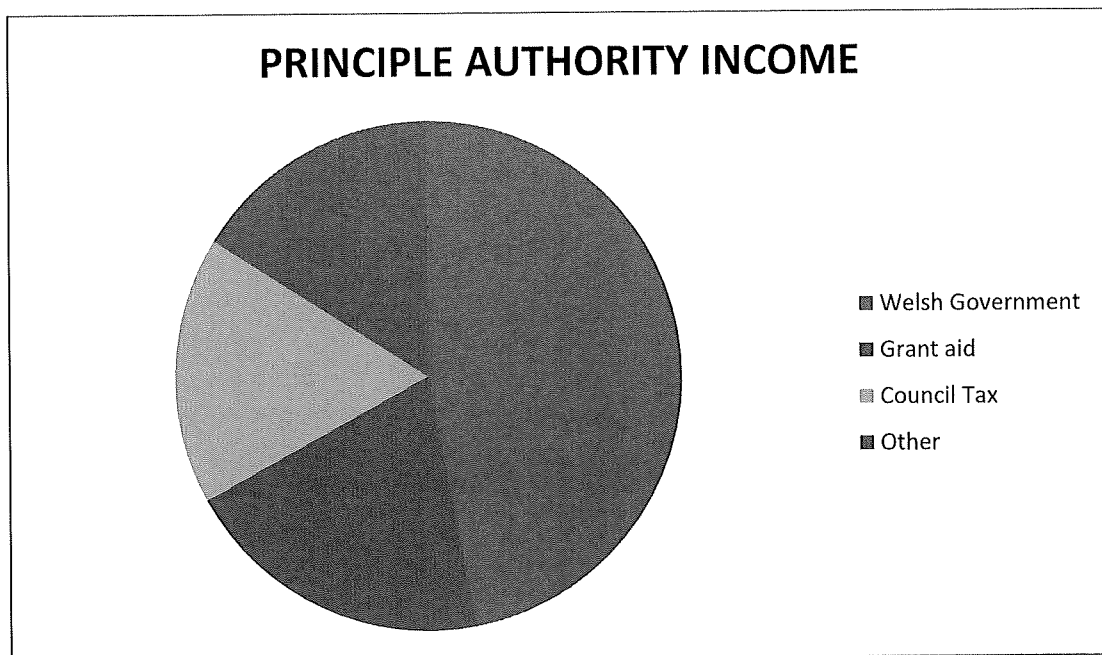
## **1. Introduction**

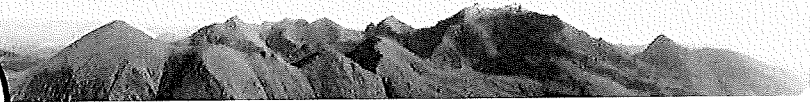
There has been a number of calls for Government to find a more fair and equitable method of funding local services through Council Tax. This paper gives some ideas as to what the Association might wish to consider.

A government think tank recently posted 'Is there an alternative? There has to be. As courts continue to be brought to a standstill by council tax debt cases and bailiffs make more visits to desperate families, Westminster needs to wrestle with the issue as some governments before have tried to do, to find a way of updating council tax for the post-property boom age, and make the wealthy pay their fair share compared to those on low incomes.'

## **2. What does the Council Tax pay for**

The Council Tax collected is retained by the principle authority to pay for local services. The proportion of Council Tax to the total income of a principle authority is shown in the chart below:





The Welsh Government allocation includes business rates.

The above is that published in Denbighshire but all Principle Councils are similar.

### **3. The issues**

The main issues include:

- i) With more people being employed on the minimum or living wage the proportion of take home pay spent on Council Tax is disproportionate.
- ii) It is one of the very few taxes which are not progressive and based upon ability to pay.
- iii) It is a property tax in the way it is assessed.

### **4. History**

There has for decades been a form of 'rates or tax' on residential occupation.

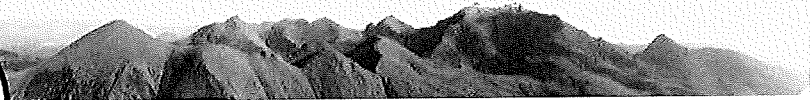
The schemes which have been in place (or nearly put in place) in recent times are:

- i) Rates: An amount paid in the pound against a rateable value. The rateable value was based upon the rentability of the property.
- ii) Community Charge: An amount paid by each person over the age of 18. (i.e. if there is one person in a home they pay one share, if there are five people in one home they pay five shares)
- iii) Council Tax: A charge based upon property sale values within set bands.

### **5. The alternatives**

Possible alternatives to the current Council Tax taking into account 'ability to pay' could be:

- i) **Council tax with revised bandings**  
Create more upper tax bands lowering the amount paid by those in smaller and less valuable properties. However this does not address the 'ability to pay' aspect but will go a long way towards it.
- ii) **Local Income Tax**  
To apply a local income tax. This is complicated, difficult to administer and very difficult to collect.



**iii) Rates**

To return to the 'old rates system' whereby a property has a rateable value (based upon rentability of the property) against which a rate in the pound would be applied. More complicated than Council Tax but easier to administer than local income tax.

**iv) Community Charge**

To make an annual charge based upon the number of persons per household over voting age. This charge to be reduced for those in full time education and for senior citizens.

**6. What can we do**

The Association could, if it so wished, campaign to see a change in the Council Tax System as agreed with the Membership at a full quarterly meeting from a recommendation by the Executive. The Executive supports (iv).

**R A Robinson**  
**January 2022**



**APPENDIX B**

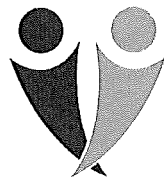
**The Town Council Climate Change Action Plan**

<b>LIST OF POSSIBLE ACTIVITIES</b>
<b>Drive less</b> - Walk, bike, car-pool or take mass transit more often. You'll save one pound of carbon dioxide for every mile you don't drive! Use vehicles less.
<b>Executive Meetings</b> – Host Executive Meetings by Zoom to reduce travel.
<b>Recycle more</b> - Reduce paper copies to only those needed to function.
<b>Avoid products with a lot of packaging</b> – when purchasing goods for the Association to consider who is used to reduce packaging.
<b>Plant a tree</b> - Plant a tree in the area of the Chairs Council each year.
<b>Turn off electronic devices</b> – All Association equipment to be turned off at the end of each day.
<b>Efficient equipment</b> - When equipment is renewed to replace with energy efficient products.
<b>Renewable Energy</b> - Support renewable energy schemes where they are environmentally friendly.
<b>Publicity</b> - Make the public aware of the Association’s actions and consider how to promote the global warming issues.
<b>Monitoring</b> - Ensure monitoring of the policy so that progress is made.

24c Stryd y Coleg  
Rhydaman  
Sir Gaerfyrddin  
SA18 3AF

Ffôn: 01269 595400  
Ffacs: 01269 598510

Un Llais Cymru



One Voice Wales

24c College Street  
Ammanford  
Carmarthenshire  
SA18 3AF

Phone: 01269 595400  
Fax: 01269 598510

14<sup>th</sup> January 2021

Dear Colleague,

I write to confirm that the next meeting of the Conwy and Denbighshire Area Committee **will be held at 7.00pm on Wednesday 26<sup>th</sup> January 2022** using **ZOOM** conferencing software.

<https://us02web.zoom.us/j/84621759461?pwd=aTk0RE1UT09yWlpla0V5V21oRG9LQT09>

PIN: 793308

By phone: 0203 901 7895 Meeting ID: 846 2175 9461

This meeting is being held bilingually which means you are welcome to contribute in Welsh or English. For those of you that do not understand Welsh please do the following. Scroll to the bottom of your screen, there you will see an interpretation logo. Please click on that, and then click on English.

I do hope you will be able to join the meeting, but if not that your Council will consider nominating a representative.

Yours sincerely,

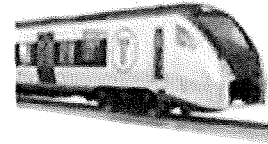
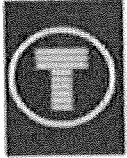
Mel ab Owain  
Development Officer  
Tel No: 01269 595400 Mob.No 07887 931567  
Email: [mabowain@onevoicewales.wales](mailto:mabowain@onevoicewales.wales)

1. Apologies for absence.
2. Speaker:  
**Iwan Davies, CEO Cyngor Sir Conwy.**
3. To approve the minutes of the meeting held 6<sup>th</sup> October 2021 (attached).
4. Matters arising from the minutes not on the agenda.
- 5. Updates on COVID regulations.**
6. News & reports from councils.
7. Any other matters at the discretion of the Chair.
8. To confirm the speaker at the next meeting and the date.

CFIP21

*Llais Cyngorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales*

Ebost/Email: [gweinydd@unllaiscymru.cymru](mailto:gweinydd@unllaiscymru.cymru) / [admin@onevoicewales.wales](mailto:admin@onevoicewales.wales)  
Gwefan/Website: [www.unllaiscymru.org.uk](http://www.unllaiscymru.org.uk) / [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)



## NORTH COAST TRANSPORT LIAISON COMMITTEE

### MINUTES OF MEETING NO 4

held by Zoom on  
Friday 14<sup>th</sup> January 2022 at 10.30am

**Present were:**

Cllr Peter Morton	Chair
Gail Jones	Transport for Wales
Elise Jackson	Transport for Wales
Alex Fortune	Transport for Wales
Michael Davies	Meni Bridge Town Council
Cllr Ian Hodge	Holywell Town Council
Cllr Alyn Ashworth	Vice Chair and Denbigh Town Council
Cllr Barry Mellor	Rhyl Town Council
Bob Saxby	Rail Future
Vivienne	
Robert Robinson	Secretary

**Apologies for absence were received from:**

Nick Smith	West Coast Partnership (Avanti)
Cllr Paul Richards	Bay of Colwyn Town Council

**1. Chairs welcome**

The meeting received a welcome to the meeting from the Chair.

**2. Minutes**

The meeting considered and approved the minutes of the last meeting.

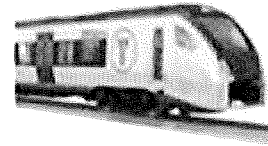
**3. Actions since last meeting**

The received an update on the actions taken since the last meeting.  
The secretary confirmed that he had been in contact with Arriva Buses and it is hoped they will attend the next meeting.

**4. North Wales Metro**

The meeting received a presentation from Transport for Wales on the North Wales Metro. Two of the maps presented are attached to these minutes.  
The main points of note were:

- i) There will be greater capacity on the trains.
- ii) Buses will integrate with train services.
- iii) Integrated ticket systems.



- Continued:
- iv) Cheaper travel.
  - v) New trains and buses.
  - vi) Quicker journey times.
  - vii) North Coast service will be 4 stopping trains and 1 express ph.
  - viii) Maintaining existing services a priority.
  - ix) New stations proposed for Holywell, Deeside, Broughton and Wrexham.
  - x) Liverpool – Wrexham line to work towards 4 trains an hour.
  - xi) Working with Network Rail on a longer term project of electrification.
  - xii) Improvements to Chester station to be implemented.
  - xiii) North Wales Coast will be the first to have the new trains.
  - xiv) Park and ride services to be expanded.

## **5. Transport for Wales**

It was noted that although the train service in the latter part of 2021 was very poor things had improved over the last few weeks following the introduction of reduced services (Covid issues).

The main topics covered were:

- i) Apparently the new trains will have better toilet facilities – however there is still only one toilet per 2 car unit. Alex is to take back the dissatisfaction that this is the case.
- ii) There is poor audible announcements on most of the trains. This is probably down to training. Alex is to take this back for action.
- iii) Disabled access was raised, this is improving and more is being done.
- iv) Llandudno was cited as a Community Hub, however it closes at 3pm at the present time. Alex is to take this away to seek longer opening hours.
- v) The crossing point between Llandudno Junction and Llandudno is still an issue which has not been resolved.
- vi) Overcrowding in the summer months is still an issue. Transport for Wales is working on solutions to this.
- vii) The Station Audit and Dementia is progressing albeit slowly.

## **6. Avanti**

The update from Avanti is attached to these minutes.

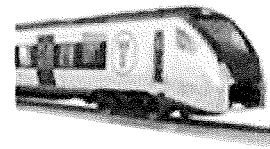
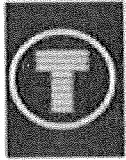
## **7. Network Rail**

There was no report from Network Rail.

## **8. Date of next meeting**

The date of the next meeting was confirmed as Friday 8<sup>th</sup> April 2022 at 10.30am by Zoom.





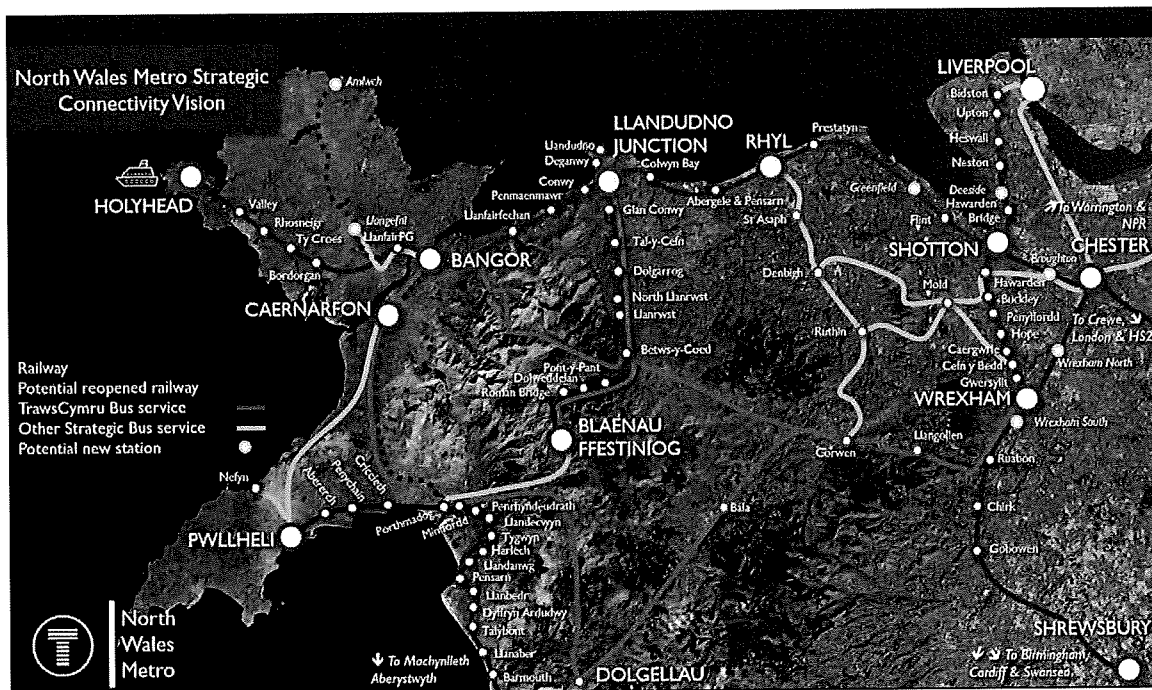
**9. Actions to be taken forward from the meeting:**

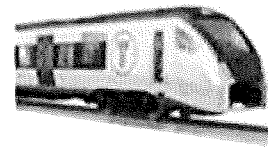
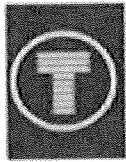
The following actions are to be taken forward from the meeting:

No	Item	Action by
1	Minutes to be posted on web site and emailed to members.	Robert
2	Avanti updates to be added to the minutes.	Robert
3	Transport for Wales to report back on issues raised asap.	Alex
4	Train announcements issues to be addressed urgently.	Alex
5	Agenda to be sent out to members for the next meeting and posted on the web site.	Robert

Please note change of email address for the Secretary to:  
[supercommuter@mail.com](mailto:supercommuter@mail.com)

**MAP FROM NORTH WALES METROL PRESENTATION**





### UPDATE FROM AVANTI TRAINS (Nick Smith)

There are two main matters to let Committee members know about – the December 2022 Consultation and our amended 4 trains per hour timetable.

Dec22 - West Coast Partnership were planning to launch a consultation before Christmas on a new timetable for the West Coast Mainline to be introduced from December 2022. Unfortunately due to ongoing uncertainty around the pandemic we do not believe currently the time is right to set out plans for future timetables until we have a better steer on the 'return to rail'. We however remain committed to working closely with our stakeholders and industry partners to deliver the best possible timetable for our customers; one that strikes the best balance between connectivity and value for money for taxpayers.

Amended Timetable - From **Monday 17 January 2022 to Friday 25 February 2022**, we will be introducing a reduced weekday timetable on the West Coast Main Line to manage staff shortages as a result of the rise in the Omicron variant and to provide a reliable service, so our customers can travel with confidence. In line with government guidance and collaboration with Network Rail, the changes are designed to provide greater certainty for customers of the timetable offer and reduce the requirement for short notice cancellations which are currently being managed on a day-to-day basis. The attached briefing was issued to stakeholders on Wednesday. The Summary below shows the 4tph plan.

# Abergele Town Council

## Meeting Dates 2022/23

*Unless otherwise stated, all meetings will take place in the Town Hall at 6.45pm and members of the public are welcome to attend to observe the proceedings.*

<b>Date:</b>	<b>Meeting(s)</b>
<b><u>2022</u></b>	
*12 <sup>th</sup> May	Ordinary
*16 <sup>th</sup> May	Annual
*19 <sup>th</sup> May	General Purposes & Planning
*23 <sup>rd</sup> May	Policy & Finance
26 <sup>th</sup> May	Placeplan
2 <sup>nd</sup> June	Ordinary
9 <sup>th</sup> June	General Purposes & Planning
16 <sup>th</sup> June	Policy & Finance
7 <sup>th</sup> July	Ordinary
14 <sup>th</sup> July	General Purposes & Planning
21 <sup>st</sup> July	Policy & Finance
28 <sup>th</sup> July	Placeplan
August	No Meetings (Executive Committee)
1 <sup>st</sup> September	Ordinary
8 <sup>th</sup> September	General Purposes & Planning
15 <sup>th</sup> September	Policy & Finance
22 <sup>nd</sup> September	Place Plan
6 <sup>th</sup> October	Ordinary
13 <sup>th</sup> October	General Purposes & Planning
20 <sup>th</sup> October	Policy & Finance
3 <sup>rd</sup> November	Ordinary
10 <sup>th</sup> November	General Purposes & Planning
17 <sup>th</sup> November	Policy & Finance
24 <sup>th</sup> November	Place Plan
1 <sup>st</sup> December	Ordinary
8 <sup>th</sup> December	General Purposes & Planning
15 <sup>th</sup> December	Policy & Finance

Approved Min No :  
Approved by Council

CFIP 27

## **2023**

5 <sup>th</sup> January	Ordinary
12 <sup>th</sup> January	General Purposes & Planning
19 <sup>th</sup> January	Policy & Finance
26 <sup>th</sup> January	Placeplan
2 <sup>nd</sup> February	Ordinary
9 <sup>th</sup> February	General Purposes & Planning
16 <sup>th</sup> February	Policy & Finance General
2 <sup>nd</sup> March	Ordinary
9 <sup>th</sup> March	General Purposes & Planning
16 <sup>th</sup> March	Policy & Finance
23 <sup>rd</sup> March	Placeplan
6 <sup>th</sup> April	Ordinary
13 <sup>th</sup> April	General Purposes & Planning
20 <sup>th</sup> April	Policy & Finance

### **Please note\*\***

All forthcoming meetings will take place via Zoom until the restrictions to allow face to face meetings with public participation is possible. If you would like to view a meeting via Zoom please contact the Clerk for details by email to [info@abergetowncouncil.gov.wales](mailto:info@abergetowncouncil.gov.wales)

### **Please note \***

A change to the normal meeting pattern



**CYD-BWYLLGOR MYNWENT ABERGELE  
ABERGELE JOINT BURIAL COMMITTEE**

---

To all members of the Committee:-

You are invited to attend a meeting of the ABERGELE JOINT BURIAL COMMITTEE, which is to be held remotely, via Zoom, on the 28<sup>th</sup> January 2022 at 2.00 pm to conduct the business specified below:-

Item	Minute	Agenda
1.	59/21	Present.
2.	60/21	Apologies.
3.	61/21	Code of Conduct/Declaration of Interest.
4.	62/21	Public Participation.
5.	63/21	Acting Clerk's Report.
6.	64/21	Ratification of the Minutes of the Meeting Held on 24 <sup>th</sup> September 2021.
7.	65/21	Matters Arising from the Meeting Held on 24 <sup>th</sup> of September 2021.
8.	66/21	Signing of the Minutes of the 24 <sup>th</sup> September 2021.
9.	67/21	To Respond to the Wales Audit Office Report.
10.	68/21	To Delegate Authority to Chair to Make Final Payment.
11.	69/21	To Transfer Burial Boards Funds to CCBC.
12.	70/21	To Approve Payments.

DATE	CODE	PAYEE	AMOUNT
30/09	s.19	Peter Cross (Cemetery gardener)	1800.00

Signed . . M. Hanks. . . . Acting Clerk

Date . . . . . 24<sup>th</sup> January 2022 . . . . .

CF1 P29



## CYD-BWYLLGOR MYNWENT ABERGELE ABERGELE JOINT BURIAL COMMITTEE

---

### Minutes of a ABERGELE JOINT BURIAL COMMITTEE held remotely, using Zoom Video Conferencing, on the 24<sup>th</sup> September 2021 at 3 pm

**43/21 Present:** Cllr Bernice McLoughlin (Chair), Cllr George Frost, Cllr. Alan Hunter, Cllr. Nigel Smith.

**Officers Present:** M. Hanks (Acting Clerk and RFO)

**44/21 Apologies for Absence:** Cllr. Anna Macauley, Cllr. Brian Roberts, Cllr. Richard Waters.

**45/21 Code of Conduct/declaration of Interest:** None

**46/21 Public Participation:** None

#### **47/21 Acting Clerk's Report**

The Clerk reported that despite the Board not meeting since May, there has been regular communication between him and the Town Clerks of the parent Town Councils and the chair of the Board. He has also had regular contact with the Wales Audit Office. The only issues that require reporting are on the meeting agenda.

**RESOLVED: to accept the report.**

**48/21 Ratification of the Minutes of the Meeting Held on 21<sup>st</sup> of May 2021.**

**RESOLVED: to ratify the minutes of the meeting of the 21<sup>st</sup> of May 2021.**

**49/21 Matters Arising from the Minutes Held on the 21<sup>st</sup> of May 2021.**

**There were no matters were arising from the meeting.**

**50/21 Signing of the Minutes of the Meeting Held on the 21<sup>st</sup> of May 2021.**

**RESOLVED: to sign the minutes of the 21<sup>st</sup> of May 2021 as a true record of the meeting.**

**51/21 To Accept the 2019 – 2020 Financial Statement.**

The 2019 – 2020 Financial Statement, as prepared by the Internal Auditor, had been pre-circulated to members. The Board accepted some weaknesses in governance and procedural oversight.

**RESOLVED: to accept the 2019 – 2020 Financial Statement and to accept weakness in governance procedures.**

**52/21 To Accept the 2020 – 2021 Financial Statement.**

The 2020 – 2021 Financial Statement, as prepared by the Internal Auditor, had been pre-circulated to members. The Board accepted some weaknesses in governance and procedural oversight.

**RESOLVED: to accept the 2020 – 2021 Financial Statement and to accept weaknesses in governance procedures.**

53/21 To Receive the Internal Auditors Report.

The Internal Auditors report for the financial years 2019 – 2020 and 2020-2021 had been pre-circulated to Members. The Report confirmed that for both financial years, 'records had been maintained with receipts and payments clearly recorded' and, overall, 'the standard of documentation supporting the receipts and payments remains of a good standard'. However, the report also highlighted some ambiguities in the accounts and some procedural weaknesses. Attempts by the Auditor to gain clarification on these points from the previous clerk received no response, as were similar attempts by the Chair and acting clerk.

**RESOLVED:**

**i. to accept the Internal Audit Report.**

**ii. to contact the previous clerk and request a response to the ambiguities in the Audit Report, within fourteen days.**

Actions:

i. clerk to contact the previous clerk and request responses to the ambiguities raised in the Report, and to stress the need that answers are provided.

ii. Clerk to liaise with the Wales Audit Office, regarding revised legal notices.

iii. Clerk to liaise with Town Clerks of ATC and T&KBTC to publish notices, once provided.

54/21 To Discuss the Future of the Joint Burial Board.

The Board discussed a proposal, raised by the parent Town Councils, that the Joint Burial Board be dissolved and responsibility for the cemetery be transferred to Conwy County Borough Council. It was highlighted that there are currently only three burial slots still available and therefore the primary role of cemetery management is changing to one of regular maintenance only.

**RESOLVED: While acknowledging the significant work undertaken by past Members and accepting that the decision ultimately rests with the parent Councils and the Unitary Authority, it wished to record that, it supported this transfer proposal.**

Action: Clerk to notice ATC and T&KBTC

55/21 To Appoint an Internal Auditor for 2021 -2022

The current Internal Auditor has announced his retirement and therefore a new Auditor will be required for 2021 – 2022. Both parent Councils use JDH as Auditors and therefore, for continuity, it was proposed that JDH be approached to act as 2021 -2022 Auditors.

**RESOLVED: to attempt to appoint JDH as Board Auditors for 2021 - 2022.**

56/21 To Continue the Appointment of the Temporary Clerk.

It was proposed that, as the future of the Board was uncertain, the appointment of the temporary clerk be continued.

**RESOLVED: to extend the Temporary Clerk's appointment until further notice.**

57/21 Accept a Report from Cllr Frost on the AJBB Computer.

Given the recent staff changes and the requirement of locating past burials, the AJBB laptop computer was assessed by Cllr Frost. While the burial map appeared up to date, Cllr Frost reported that the database on the laptop is only accurate up to 2012/2013. There had been

a significant cost to acquiring this database and it was considered important to ascertain its whereabouts.

**RESOLVED: To accept Cllr Frost's report and to contact the previous clerk to ascertain where the up-to-date information can be found.**

58/21 To Approve Payments

DATE	CODE	PAYEE	AMOUNT
17/09	s.150	Gary Haythorne (Internal auditor)	800.00
20/09	s.150	M. Hanks (Temporary Clerk April to Sept)	800.00

**RESOLVED: to approve the payments as listed.**



## ATC Clerk

---

**From:** Steven Teale  
**Sent:** 21 January 2022 10:56  
**To:** 'Martin Hanks'  
**Cc:** Cllr Alan Hunter; Victoria Currie; Cllr Nigel Smith; ATC Clerk; TKBTC Clerk  
**Subject:** RE: Abergele Joint Burial Board Report  
  
**Switch-MessageId:** 511f335212df4f829e5150204323e6b5

Good morning Martin,

Happy New Year to you, I have now received the legal advice and can complete the final transfer without any more delay.

In order for me to finalise the transfer of responsibilities of the Burial Board I need to include the account details for the financials, essentially I need the figure of the sum in the account to be transferred to Conwy for the continued maintenance of the cemetery and other responsibilities.

Once I have this sum, I will be sending the 'order' to you for approval by the Board and both Town Councils. Once we have the 'order' signed we will complete the physical transfer of documents/registers and finalise the financial transfer of the account. I will also arrange for the continued grounds maintenance of the cemetery to be carried out through an SLA to continue to use the locally employed grounds keeper if that is still acceptable to you.

I look forward to hearing from you very shortly and we can finally complete.

Kind regards

Steve

---

**From:** Steven Teale  
**Sent:** 20 January 2022 15:39  
**To:** ATC Clerk <clerk@abergeletowncouncil.gov.wales>  
**Cc:** TKBTC Clerk <clerk@tkbtc.co.uk>; 'Martin Hanks' <clerk@penmaenmawr.org>; Cllr Alan Hunter <cllr.alan.hunter@conwy.gov.uk>; Victoria Currie <Victoria.Currie@conwy.gov.uk>  
**Subject:** RE: Abergele Joint Burial Board Report

Hi Mandy,

I have drafted the 'order' (it is in the form of a letter as advised by ICCM) to transfer the burial authority responsibilities and am just waiting for feedback from Legal.

I am chasing Legal for their feedback, once I have that I will send the letter which needs to be signed by yourselves. This will then transfer the responsibilities, we will then need to do the physical transfer of registers etc and finalise the financial administration transfer i.e. transfer of the account to Conwy.

As soon as I have heard back from the Head of Legal I will let you know.

Kind regards

Steve