

**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

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Members of Mold Town Council

25th July 2025

Members of the Council

Dear Councillor

You are hereby summoned to attend the meeting of Mold Town Council to be held at **6.00pm on Wednesday 30th July, 2025** in Mold Town Council Offices, Unit 10, Daniel Owen Precinct, Mold CH7 1AP. Also available by Video Conferencing as a hybrid meeting see link below.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jane Jones'.

Town Clerk and Finance Officer

AGENDA

PUBLIC PARTICIPATION

Mold Town Council is committed to community engagement and therefore warmly welcomes members of the public to attend this meeting. Mold Town Council Standing Orders allow for 15 minutes to be allocated under the 'Public Participation' item on the agenda with up to 5 minutes allocated per subject.

Those wishing to address the meeting under Public Participation must:

- Have notified the Town Clerk of their interest to speak by 4.30pm the day before the Town Council Meeting.
- Direct all comments/ questions to the chairman of the meeting.

Members of the public should note that the council will only discuss and is only allowed to take decisions on topics that are publicised on the agenda. In the event of no issues being raised, the Town Council meeting to commence at 6pm.

1. APOLOGIES FOR ABSENCE

To **receive** apologies for absence.

2. DECLARATIONS OF INTEREST

To **receive** any known declarations of interest in items on the agenda.

3. MAYOR'S ANNOUNCEMENTS

To **receive** the Mayor's Announcements

4. MINUTES

4.1 To **receive** and approve as a correct record the Minutes of the Town Council Meeting held on the 25th June 2025 (attached).

4.2 To **receive** and approve as a correct record the Minutes of the Planning Committee Meeting held on 30th June 2025 (attached).

4.3 To **receive** and approve as a correct record the Minutes of the Policy & Audit Committee Meeting held on 8th July 2025 (attached).

5. CORRESPONDENCE:

To **note** the following correspondence received and **consider** where necessary on actions needed:

(a) One Voice Wales Constitution and Governance Framework (additional information attached).

(b) North Wales Corporate Joint Committee and the Strategic Development Plan – Consultation (information attached).

(c) Dragon Play & Sports - Parkfields, Mold - Swing Quotation (attached).

(d) Love Lane Car Boot Sale, Mold (attached).

6. ACTION LIST

To **note** the attached updated Action List.

7. OFFICER REPORTS

(i) To **receive** a report from the Events and Community Engagement Officer (attached).

(ii) To **receive** a report from the Town Clerk and Finance Officer (attached).

8. CLOSURE OF BUS STATION PUBLIC TOILETS

To **discuss** the closure of the Bus Station Toilets by Flintshire County Council on the 8th September 2025 (additional information attached).

9. DANIEL OWEN CENTRE FINANCIAL SUPPORT AND TOILETS

To **consider** the attached report and figures provided by Daniel Owen Community Centre.

10. CHRISTMAS LIGHTS INFRASTRUCTURE FOR 2025/26

To **consider** the attached information on required works needed in preparation of Christmas Lights Installation for 2025.

11. CHRISTMAS TREE PROPOSALS

To **consider** the attached report and agree Christmas tree supplier and contractor for the next three years.
new laptop typically lasts 4–7 years. The current laptop is nearly 6 years old.

12. REQUEST FOR ENFORCEMENT UPDATE – DOG BAN IN THE GARDENS – COUNCILLOR HAYDN JONES

The signage regarding the dog ban in the Gardens has now been installed; however, it is evident that the ban continues to be disregarded by some individuals. I have received a number of complaints from constituents expressing their disappointment with the lack of visible enforcement and the continued presence of dogs in the area, despite clear restrictions.

PROPOSAL: In light of this a I propose that the Clerk writes formally to the relevant department within Flintshire County Council to request a report from the Enforcement Officer on visits conducted to the Gardens, including any action taken or observations made.

13. FINANCIAL AND GOVERNANCE TOOLKIT WORKING GROUP

To **note** the attached notes from the Finance and Governance Toolkit Working Group meeting which took place on the 24th June 2025.

To **consider** the below recommendations from the Finance and Government Toolkit Working Group.

RECOMMEDATIONS:

1. Business Planning Workshop - It is recommended that a dedicated day be scheduled for Councillors and members of staff to come together and begin the process of developing a comprehensive Business Plan for Mold Town Council.

To support this process and ensure structured outcomes, it is further recommended that an external facilitator be engaged to guide the session. The facilitator would assist in setting clear objectives, defining priorities and aligning the Council's strategic vision with deliverable actions.

This workshop would form the foundation for a longer-term business planning process, helping to shape future service delivery, resource allocations, budgeting and community engagement.

2. Procurement of a New Town Council Website – It is recommended that Mold Town Council proceeds to tender for the design and development of a new modern website that meets all current legal and legislative requirements for local government transparency and accessibility.

The current website is no longer fit for purpose, with limitations including:

- Inability to host large documents, preventing the online publication of supporting materials for agendas;
- Poor navigation and usability, making it difficult for residents and stakeholders to access relevant information;
- An overall design that appeal and functionality for users.

As part of the new website specification, it is further recommended that a secure Member/ Staff section (with individual login access) be included. This area would enable councillors and staff to easily access important documents, policies and supporting papers (including confidential), particularly those that are too large to send via email.

A new website would enhance transparency, improve public engagement and support more efficient internal operations for the Council.

14. POLICY AND AUDIT COMMITTEE RECOMMENDATIONS:

To **consider** the below recommendations from the Policy and Audit Committee;

Recommendations from the Policy and Audit Committee:

That the Council approve the continuation of the current:

(a) Members Code of Conduct – as it remains fit for purpose and aligns with model policy issues by One Voice Wales and the SLCC.

(b) Training and Policy Plan – with minor updates, including revised figures on page 4 to reflect the actual spend for 2024/25 and the amended budget for 2025/26 as agreed in January 2025.

That the Council approve the following new updated policies:

- (c) Employee Code of Conduct
- (d) Adoption and Paternity Leave Policy
- (e) Alcohol, Drugs and Substance Misuse Policy
- (f) Use of Personal Electrical Appliances Policy
- (g) Use of Oil-Filled and Electrical Portable Heaters Policy
- (h) Social Media Policy
- (i) Bailey hill Volunteer – Code of Conduct

The Council approve the following protocols/ procedures and guidance:

- (j) Model Protocol on Member/ Officer Relations
- (k) Guidance for Hybrid Meetings
- (l) Fire Evacuation Procedure

15. NOTIFICATION OF PLANNING DECISIONS

To **note** the attached report.

16. ACCOUNTS/ PAYMENTS

To **approve** the attached schedules showing all accounts – Month 3, noting that payments are made in accordance with the powers of local councils.

NOTE:

Members of the press and public may attend this meeting (but not speak unless by prior arrangement with the Town Clerk and Finance Officer).

ZOOM INSTRUCTIONS

<https://us02web.zoom.us/j/89282178432?pwd=30a4yPzsufbbWdZq8oKW7hIPAgb5Ut.1>

Meeting ID: 892 8217 8432

Passcode: 417632