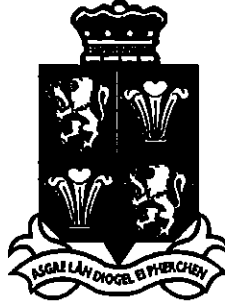


**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

Unit 10
Daniel Owen Precinct
Mold
Flintshire
CH7 1AP

Telephone: 01352 758532



Uned 10
Canolfan Daniel Owen
Yr Wyddgrug
Sir y Fflint
CH7 1AP

Ffôn: 01352 758532
Ffacs: 01352 755804

To Members of Mold Town Council

29th April 2026

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of Mold Town Council** to be held at 6.00pm in Mold Town Council Offices and via Zoom Link (please find link below) on **Wednesday 6th May 2026**.

Yours sincerely,

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

Town Clerk and Finance Officer

Join Zoom Meeting

<https://us02web.zoom.us/j/81725095673?pwd=EDuPyVbEjR4ZDBCqMaaXSLZgifzWIC.1>

Meeting ID: 817 2509 5673
Passcode: 017597

AGENDA

1. ELECTION OF MAYOR 2026/27

To **elect** a Town Mayor for the ensuing Municipal Year and for the newly elected Mayor to sign the declaration of acceptance of office.

2. RETIRING MAYOR'S ANNOUNCEMENTS

The retiring Mayor, Councillor Paul Beacher will review his year of office.
Transfer of Chains.

3. TRIBUTES TO MAYORAL YEAR 2025/26

To **receive** any tributes from Members on the work of the Mayor during the past Municipal Year.

4. DEPUTY MAYOR 2026/27

To **elect** a Deputy Mayor for the ensuing Municipal Year.

5. APOLOGIES

To **receive** apologies.

6. DECLARATIONS OF INTEREST

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

7. BANK MANDATES

7.1 To **authorise** any two Members of the Council together with the Town Clerk and Finance Officer to sign cheques and authorise salary/pension/PAYE payments on behalf of the Town Council

7.2 To **authorise** the Town Clerk and Finance Officer to arrange bank payments and inter-account transfers.

7.3 To **authorise** the Town Clerk and Finance Officer to arrange payment by direct debit for the following:

- I-Data – Mobile phones
- Flintshire County Council – National Non-Domestic Rates Town Council Offices
- Flintshire County Council – National Non-Domestic Rates Cemetery
- Flintshire County Council – National Non-Domestic Rates Bailey Hill Centre
- Your Care Services Ltd – Gas heating service Cemetery Lodge
- EDF – Electricity supply to the Bailey Hill Centre
- EON – Electricity supply Town Council Offices
- GRENKE – Photocopier hire

8. SUBSCRIPTIONS

To **consider** and **approve** membership of the following organisations during the forthcoming year:

8.1 One Voice Wales - £2,233 (agreed at April 2026 meeting)

8.2 The Institute of Cemeteries and Crematoria - Associate Membership - £110

8.3 The Purple Guide to Health, Safety and Welfare at Outdoor Events - £30

8.4 Flintshire Tourism Association - £50

8.5 SLCC Membership - £379 (agreed at April 2026 meeting)

8.6 Mayor's for Peace Membership – 2,000 Japanese Yen, approx. £10.14 (agreed at April 2026 meeting)

9. ANNUAL FINANCIAL SUPPORT/ DONATIONS

To **consider** and **approve** annual financial support/ donations to local organisations/ community groups for the forthcoming year.

9.1 Flintshire Foodbank - £1,000

9.2 Town Band Contribution - £1,000

9.3 Citizens Advice - £3,000

9.4 Daniel Owen Association - £5,000

9.5 Fire Service Bonfire - £400

9.6 Eisteddfod Grants - £350

9.7 Daniel Owen Festival - £450

9.8 Mold Food & Drink Festival - £1,000

9.9 British Legion - £200

10. REVIEW AND APPROVAL OF COMMITTEE TERMS OF REFERENCE

To **consider** and **agree** updated Terms of Reference for all committee of Mold Town Council, ensuring they are fully aligned with the Council's Financial Regulations, Standing Orders and current relevant legislation.

Members are advised that the core functions and delegated powers of Committees remain unchanged. The revisions provide greater clarity, consistency and governance structure to support Members and Committee operation.

The Youth and Children's Committee Terms of Reference are presented as a new document, as this Committee has not previously had formally adopted Terms of Reference.

Documents for consideration:

10.1 Cemetery Committee Terms of Reference (attached)

10.2 Community, Development and Regeneration Committee terms of Reference (attached)

10.3 Planning Committee Terms of Reference (attached)

10.4 Finance Committee Terms of Refence (attached)

10.5 Personnel Committee Terms of Reference (attached)

10.6 Policy & Audit Committee Terms of Reference (attached)

10.7 Youth and Children's Council Committee Terms of Reference (attached)

Members are asked to:

- Review the updated Terms of Reference
- Approve adoption of the revised documents
- Note and approve the introduction of the Youth and Children's Council Committee Terms of Reference.

11. COUNCIL COMMITTEES, PANELS AND WORKING GROUPS 2026/27

To appoint Members to the following standing Committees of the Council:

Note: The Mayor and Deputy Mayor are ex-officio voting members on the Committees with delegated powers:

11.1 Cemetery Committee - delegated powers – Mayor and Deputy Mayor plus **five members**

11.2 Community, Development & Regeneration Committee - delegated powers - Mayor and Deputy Mayor plus **six members**

11.3 Planning Committee - delegated powers - Mayor and Deputy Mayor plus **six members**

11.4 Finance Committee – delegated powers - Mayor and Deputy Mayor plus **five members**

Committees and Panels without full delegated functions as follows:

11.5 Personnel Committee – **five members** Mayor and Deputy Mayor

11.6 Policy & Audit Committee –**five members**

11.7 Youth and Children's Council Committee – **five members**

11.8 Community Awards Panel - Mayor and Deputy Mayor plus **five members**

12. SCHEDULE OF MEETINGS 2026/27

To **consider** the enclosed schedule of meetings for the forthcoming year

13. OUTSIDE ORGANISATIONS

To appoint representatives to the organisations listed below and if representatives/ meetings are still required.

Last year's representatives are detailed below:

13.1 One Voice Wales

Cllrs Teresa Carberry and Catherine Frances Claydon

13.2 Daniel Owen Community Association

Cllrs Sarah Taylor, Joanne Edwards, Teresa Carberry and Nanette Davies

13.3 Police and Community / County

Cllr Suzanne Thomas

13.4 Alyn Works Liaison Committee

Cllrs Brian Lloyd, Tina Claydon (W Ward) and Cllr Chris Bithell, Cllr Paul Beacher (E Ward)

13.5 Parkfields Management Committee

Cllr Tina Claydon and Megan Lloyd Hughes

13.6 Mold Town Concert Band Management Committee

Cllr Paul Beacher (Mayor).

13.7 The Bailey Hill Project Partnership

Cllrs Paul Beacher and Robin Guest – to be members of CDR Committee.

13.8 Mold Plastic Reduction Steering Group

Cllrs Catherine Frances Claydon

14. CIVILITY AND RESPECT PLEDGE (WALES UPDATE)

To **note** that the Council previously signed the Civility and Respect Pledge, supported by One Voice Wales and SLCC.

Members are advised that the Pledge has now been updated to a Wales specific framework by One Voice Wales, aligning with Welsh governance and legalisation.

Members are asked to **consider** reaffirming the Council's commitment under the revised framework, and answer the attached statements.

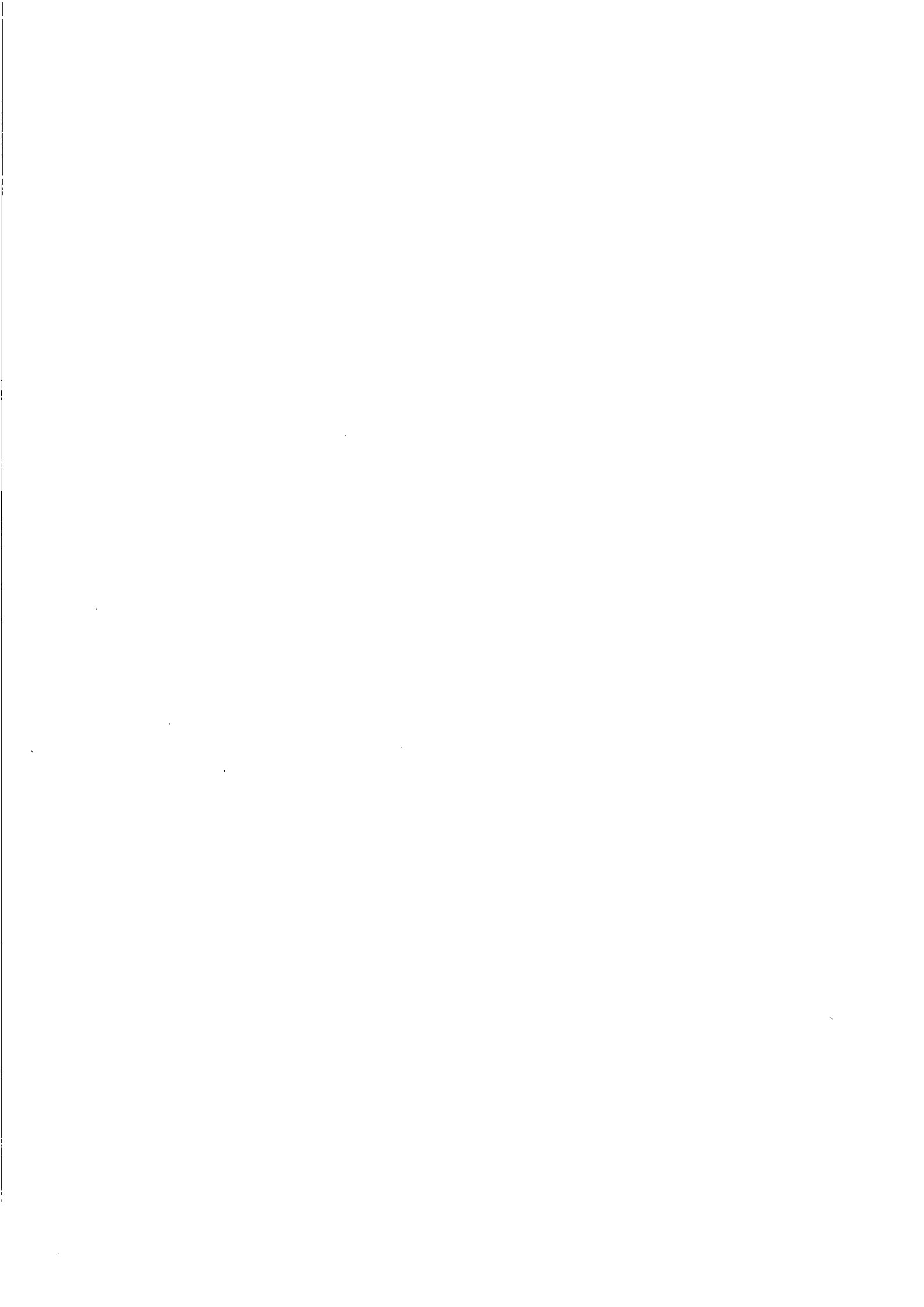
15. MEMBERS' ATTENDANCES – MUNICIPAL YEAR 2025/26

To **note** the attached record of Members' attendances at Council meetings.

APPENDIX

The Chairman or Town Mayor is elected annually at the annual meeting, where his/her election must be the first business, and he/she holds office until a successor is elected.

Local Government Act 1972, ss 15 (4) and 34 (4)



10.1 → Current Version.

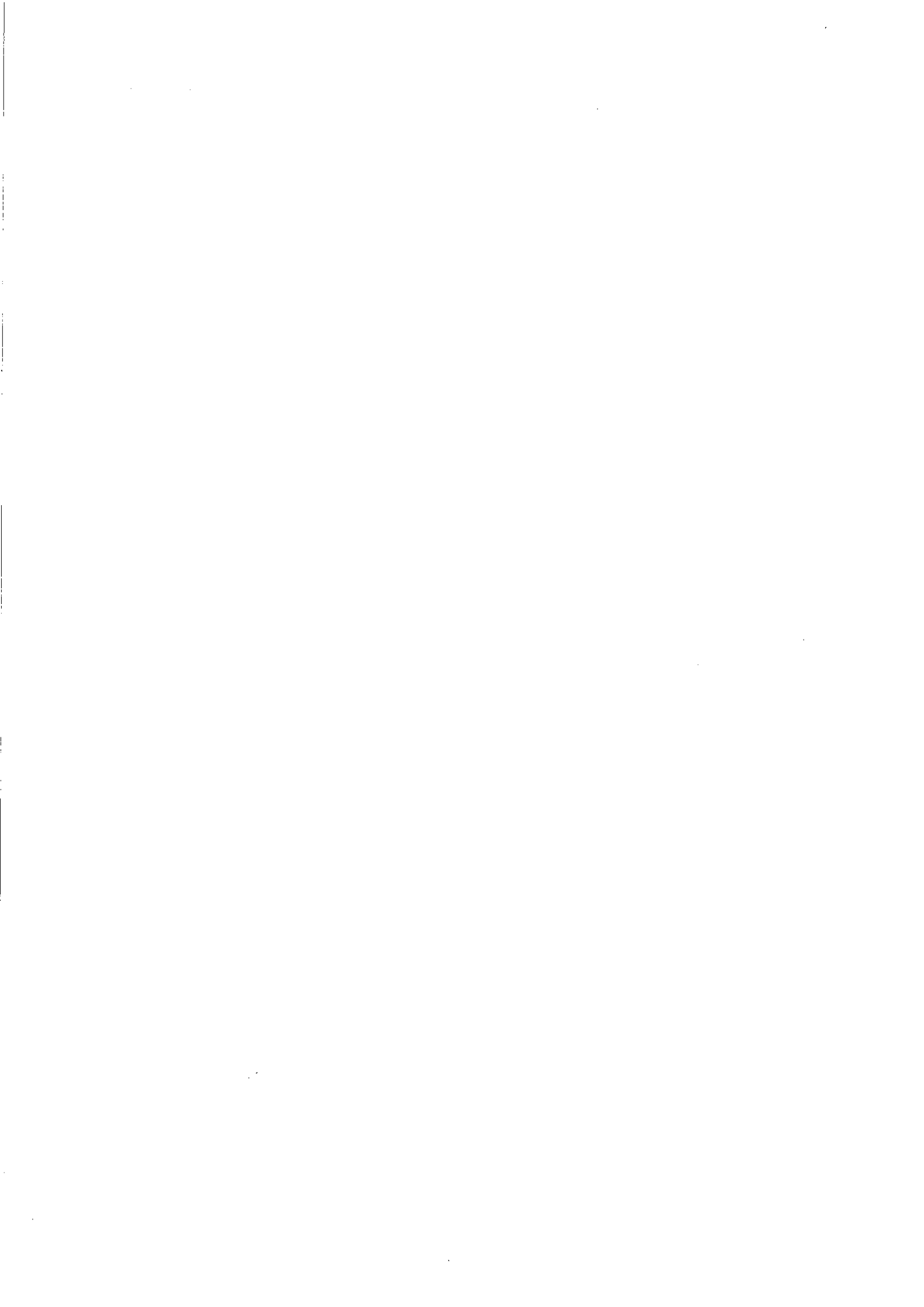
CEMETERY COMMITTEE		FEBRUARY 2019
5 Members		Quorum: 3
	Function of Committee Column One	Delegation of Function Column Two
1	Discuss and determine all matters relating to Mold Cemetery	Committee within policy and budget
2	Consider budget requirements for the service and make recommendations to full council	None – final approval remains with Full Council
3	To monitor and review all health and safety guidelines	Committee for Strategic Overview Town Clerk for Operational Overview
4	Ensure that Burial Law, Rules and Regulations as well as those pertaining to the interment of Cremated remains and natural burials are correctly administered.	Committee for Strategic Overview Town Clerk for Operational Overview
5.	Determine the rules and regulations of the cemetery	Committee
6	Ensure Funeral directors, monumental masons and those requesting interment are aware of the rules and regulations of the Cemetery	Committee for Strategic Overview Town Clerk/Cemetery Superintendent for Operational Overview
7	Ensure all equipment, buildings, roads and pathways are inspected and within budget are maintained as soon as practicable	Committee within policy and budget for strategic overview and Town Clerk and Cemetery Superintendent for operational overview.
8	Ensure monuments and memorials are inspected and findings recorded	Committee for Strategic Overview and Cemetery Superintendent for Operational Overview
9	Oversee that any contract awarded within the cemetery is adhered to correctly	Committee/Town Clerk

Definition of Strategic Overview

That part of an initiative or service which is considered necessary to define Policy and Budget

Definition of Operational Overview

That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.



CEMETERY COMMITTEE**Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)**

Membership:	5 Members
Quorum:	3
Ex Officio Members:	Mayor and Deputy Mayor

<p>1. Purpose of the Committee</p> <p>To oversee the management, maintenance, development and long-term sustainability of the Council's Cemetery as a safe, dignified and well-maintained burial ground.</p> <p>The Committee shall operate in accordance with:</p> <ul style="list-style-type: none"> • Local Government Act 1972 • Well-being of Future Generations (Wales) Act 2015 • Environment (Wales) Act 2016 • Council Financial Regulations and Standing Orders
<p>2. Delegated Authority</p> <p>The Committee may:</p> <ul style="list-style-type: none"> • Spend its annual Cemetery budget • Approve routine maintenance, operational works and minor contracts • Manage cemetery services and grounds maintenance standards • Make recommendations to Full Council on capital works, policy or major projects • Review and recommend cemetery fees and charges to Full Council for approval. <p>The Committee shall not:</p> <ul style="list-style-type: none"> • Dispose of land or alter cemetery boundaries • Commit borrowing or long-term financial liabilities • Authorise expenditure outside delegated budgets
<p>3. Core Functions</p> <p>3.1 Cemetery Management</p> <ul style="list-style-type: none"> • Oversee burial operations and records • Maintain cemetery infrastructure, paths and facilities • Ensure safe, respectful and compliant service delivery <p>3.2 Biodiversity and Environmental Management</p> <ul style="list-style-type: none"> • Delivery of biodiversity enhancement measures • Habitat protection and ecological management • Integration of sustainability into grounds maintenance • Delivery of the Council's Biodiversity Action Plan <p>3.3 Green Flag Status</p> <p>The Committee shall oversee the Council's participation in the Green Flag Ward Scheme, including:</p> <ul style="list-style-type: none"> • Maintaining and improving standards where required • Monitoring compliance with Green Flag criteria • Driving continuous environmental and visitor experience improvements • Supporting application and reaccreditation processes <p>3.4 Maintenance and Improvement</p> <ul style="list-style-type: none"> • Approve routine maintenance and repairs within budget • Oversee minor improvement works • Ensure safe access and public amenity standards

4. Financial Management
<ul style="list-style-type: none"> • Annual Cemetery budget delegated to Committee • All expenditure must comply with Financial Regulations • Capital or exceptional expenditure must be referred to Full Council • Budget to be managed sustainably over the long term sustainability • All cemetery fees and charges are subject to recommendation by Committee and approval by Full Council
5. Reporting
<ul style="list-style-type: none"> • Reports directly to Full Council
6. Reporting
<ul style="list-style-type: none"> • Reports directly to Full Council • All decisions and financial activity must be recorded and reported • Matters outside delegation must be referred to Full Council
7. Meetings
Held as required under the Council's approved schedule or as business needs dictate.
8. Review
To be reviewed periodically or when legislation, governance frameworks or Council policy changes require amendment.

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Strategy & major policy	Approve	Recommend	Advise
Annual Cemetery budget	Set & Approve	Spend within limit	Administer
EMR creation/ change	Approve	Recommend	Advise
EMR spending (approved purpose)	Oversight	Approve within purpose	Process and record
Cemetery Operations	Policy oversight	Deliver service	Administer
Biodiversity Action Plan	Approve strategy	Deliver actions	Implement/ report
Green Flag Application	Approve participation	Deliver compliance	Support/ report
Maintenance and minor works	Approve capital works	Deliver within budget	Manage delivery
Burial fees and charges	Approve	Recommend	Prepare analysis and options

COMMUNITY, DEVELOPMENT AND REGENERATION COMMITTEE		
FEBRUARY 2019		
6 Members		Quorum: 3
	Function of Committee Column One	Delegation of Function Column Two
1	Community Engagement	
	<p>1. To promote the social wellbeing of the Town.</p> <p>2. To facilitate and support local community and voluntary organisations.</p> <p>3. To maximise the benefit to the Town of external funding directly or in partnership</p> <p>4. To promote social inclusion with the community</p> <p>5. To promote Fair Trade in the town and Town Centre Management.</p> <p>6. To lead on market town initiatives.</p> <p>7. To agree project funding applications To agree project funding, subject to the presentation of an acceptable business case</p>	<p>Committee within policy and budget</p> <p>Grants to Budget Committee or Financial Assistance Committee Other support to CDR committee</p> <p>Committee within policy and budget</p> <p>Committee</p> <p>Committee within policy and budget</p> <p>Committee within policy and budget</p> <p>Committee within policy and budget</p>
2	Community Safety	
	<p>1. Power to install and maintain equipment for detection and prevention of crime (CCTV)</p> <p>2. To support initiatives of the Community Safety Partnership</p> <p>3. To lobby for road safety improvement schemes</p> <p>4. To liaise with North Wales Police</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee/MTC Officers in accordance with Council direction</p> <p>Committee</p> <p>Committee</p>
3	Environment	

	<p>1. To promote the environmental wellbeing of the town</p> <p>2. Conservations of the built and natural environment</p> <p>3. To deal with issues involving ancient monuments and areas of archaeological interest</p> <p>4. To promote floral and planting initiatives</p> <p>5. To protect and preserve local heritage</p> <p>6. To approve and action environmental audits, Inc. Spring Clean</p> <p>7. To promote environmental awareness</p>	<p>Strategic overview to Committee Operational management MTC Officers</p> <p>Strategic overview to Committee Operational management to MTC Officers</p> <p>Committee within policy and budget</p> <p>Committee within budget</p> <p>Committee within budget</p> <p>Committee to approve programme within budget</p>
4	Environment and Public Health	
	<p>1. To liaise with the relevant authorities in case of public health/environmental nuisance matters etc.</p> <p>2. Waste and recycling</p>	<p>Petitions to committee MTC Officers in other cases</p> <p>Strategic overview to Committee Operational management to MTC Officers</p>
5	Health	
	<p>1. To work with partner organisations to improve the health of people in the town</p> <p>2. To improve access to services which can contribute to health</p> <p>3. To promote healthy living.</p>	<p>Strategic overview to Committee Operational management to MTC Officers</p> <p>Strategic overview to Committee Operational management to MTC Officers</p> <p>Strategic overview to Committee Operational management to MTC Officers</p>
6	Economic Wellbeing and Tourism	
	<p>1. To promote the economic welling of the town through partnership with the business and community sectors.</p>	<p>Committee within policy and budget.</p>

	2. To promote tourism within the town	Committee within policy and budget
	3. Power to encourage visitors and provide conference and other facilities	Committee within policy and budget
	4. To promote regeneration in the Town	Committee within policy and budget
	5. To lobby for sufficient high quality employment sites in the Town and support initiatives' promoting inward investment	Committee in conjunction with the Planning Committee
	6. Provision of Christmas lights	Committee within budget
7	Projects	
	To approve and deliver environmental and community projects	Committee with budget Operational Management to MTC Officers

Definition of Strategic Overview

That part of an initiative or service which is considered necessary to define Policy and Budget

Definition of Operational Overview

That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.



10.2 → New Version.

COMMUNITY, DEVELOPMENT AND REGENERATION COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	6 Members
Quorum:	3
Ex Officio Members:	Mayor and Deputy Mayor

1. Purpose of the Committee
To oversee and promote the environmental, economic, social, culture and heritage wellbeing of the Town through regeneration, community development, tourism and environmental sustainability.
The Committee shall operate in accordance with: <ul style="list-style-type: none">• Local Government Act 1972• Well-being of Future Generations (Wales) Act 2015• Environment (Wales) Act 2016• Council Financial Regulations and Standing Orders
2. Delegated Authority
The Committee is authorised to: <ul style="list-style-type: none">• Manage and spend its annual revenue budget of £5,000• Approve expenditure from Ear Marked Reserves (EMR) within their approval purpose• Approve projects, initiatives and minor contracts within Financial Regulations• Make recommendations to Full Council on major expenditure, strategy or policy
The Committee shall not: <ul style="list-style-type: none">• Create or vary EMR• Commit borrowing, guarantees or long-term liabilities• Approve expenditure beyond delegated limits
3. Core Functions
3.1 Community Wellbeing <ul style="list-style-type: none">• Promote social, economic, environmental and cultural wellbeing• Support community groups, initiatives and partnerships• Encourage inclusive participation and accessibility
3.2 Environment, Climate and Biodiversity <ul style="list-style-type: none">• Protect and enhance the natural and built environment• Support delivery of the Council's Biodiversity Action Plan• Promote climate action, sustainability and green infrastructure
3.3 Economic Development and Regeneration <ul style="list-style-type: none">• Support town centre regeneration and economic development• Work in partnership with external organisations• Monitor delivery and outcomes of regeneration activity
3.4 Tourism, Events and Town Promotion <ul style="list-style-type: none">• Promote the Town as a visitor destination• Support tourism development, marketing and visitor economy initiatives• Oversee seasonal displays including Christmas lighting
3.5 Community Assets, Digital Presence and Infrastructure
The Committee shall oversee the strategic management, maintenance and associated budgets for key community infrastructure and communication assets, including:

- Public access defibrillators (maintenance, replacement and associated support)
- Tourism Information Panels
- Council noticeboards and public information points
- The TotallyMold Website, including content oversight, maintenance, updates and associated costs.

Operational delivery may be undertaken by officers or contractors, but strategic oversight and budget responsibility remain with the Committee.

4. Bailey Hill Centre, Budget and Tripartite Partnership

Bailey Hill Centre

The Committee shall have strategic oversight and liaison responsibility for the Bailey Hill Centre as a heritage, cultural and community asset.

This includes:

- Supporting its community, heritage and educational role
- Receiving performance and activity reports
- Ensuring alignment with Council priorities
- Overseeing the Bailey Hill Centre budget, in accordance with Financial Regulations

The Committee has no responsibility for operational management, staffing or day-to-day administration.

The self-contained flat above the Centre, privately let, is sperate income generating asset. The Committee shall receive updates on rental income and its strategic implications on the Council.

The Committee shall engage with the Tripartite Partnership relating to Bailey Hill, including:

- Receiving updates and reports
- Acting as liaison with partners
- Considering proposals and recommendations
- Ensuring Council interests are represented.

The Committee has no executive authority over external organisation's.

Two Committee Members shall sit on the Tripartite Steering Group, representing Council interest and reporting back to the Committee.

5. Financial Management

- Annual revenue budget: £5,000
- All expenditure must comply with Financial Regulations
- EMR may only be used for its approved purpose
- Any variation requires Full Council approval
- All asset-related budgets (Bailey Hill, defibs, panels, noticeboards, totallymold website) remain subject to Financial Regulations and reporting.

6. Reporting

- Reports directly to Full Council
- All decisions and financial activity must be recorded and reported
- Matters outside delegation must be referred to Full Council

7. Meetings

Held as required under the Council's approved schedule or as business needs dictate.

8. Review

To be reviewed periodically or when legislation, governance frameworks or Council policy changes require amendment.

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Strategy & major policy	Approve	Recommend	Advise
£5,000 CDR budget	Set	Spend within budget	Administer
EMR creation/ change	Approve	Recommend	Advise
EMR spending (approved purpose)	Oversight	Approve	Process
Regeneration projects	Approve major projects	Minor projects within budget	Deliver
Biodiversity Action Plan	Approve	Deliver	Implement/ report
Bailey Hill centre Strategy	Approve	Oversight	Support/ report
Tripartite Partnership	Agreements	Liaison	Support



10.3 → Current Version.

PLANNING COMMITTEE		FEBRUARY 2019
6 Members		Quorum: 3
	Function of Committee Column One	Delegation of Function Column Two
1	To make observations on all County Council Planning Applications	Committee
2	Referring any planning enforcement issue to the County Council	Town Clerk/Committee
3	To comment on Tree Preservation applications or the making of orders	Committee
4	To make observations on any strategic planning consultation documents	Committee
5	To make observations at the time of planning appeals and authorise witnesses on behalf of the Council	Committee
6	Make observations on applications for amendment to planning and other related consents previously granted by the authority	Committee
7	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issues by the County Council	Committee
8	Making observations on street naming or numbering	Committee
9	To liaise with the County Council on any matter relating to building control	Committee/Town Clerk

Definition of Strategic Overview

That part of an initiative or service which is considered necessary to define Policy and Budget

Definition of Operational Overview

That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.



PLANNING COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	6 Members
Quorum:	3
Ex Officio Members:	Mayor and Deputy Mayor

<p>1. Purpose of the Committee</p> <p>To consider and make observations on all planning related matters affecting the Town Council area, ensuring the Council’s views are formally submitted to the Local Planning Authority in a timely and informed manner.</p> <p>The Committee operates within the statutory framework, including</p> <ul style="list-style-type: none"> • Town and Country Planning Act 1990 • Planning and Compulsory Purchase Act 2004 • Relevant Welsh planning legislation and guidance issued by the Local Planning Authority <p>The Committee has no-decision making powers over planning applications, which remain the responsibility of the Local Planning Authority.</p>
<p>2. Delegated Functions</p> <p>The Committee shall undertake the following functions:</p> <p>1. Planning Applications To make observations on all County Council planning applications Delegation: Committee</p> <p>2. Planning Enforcement To refer any planning enforcement issues to the County Council Delegation: Town Clerk/ Committee</p> <p>3. Tree Preservation Orders To comment on Tree Preservation applications and the making of Tree Preservation Orders. Delegation: Committee</p> <p>4. Strategic Planning Consultations To make observations on strategic planning consultation documents Delegation: Committee</p> <p>5. Planning Appeals To make observations on planning appeals. To authorise witnesses to represent the Council where required Delegation: Committee</p> <p>6. Amendments to Existing Consents To make observations on applications for amendment to planning and related consents previously granted. Delegation: Committee</p> <p>7. Discharge of Conditions To make observations on applications for the discharge of conditions attached to planning permissions and related consents Delegation: Committee</p> <p>8. Street Naming and Numbering</p>

<p>To make observations on street naming and numbering proposals Delegation: Committee</p> <p>9. Building Control Liaison To liaise with the County Council on matters relating to building control Delegation: Committee/ Town Clerk</p>
<p>3. Operational Framework</p> <ul style="list-style-type: none"> • All responses are submitted as formal observations of the Town Council • The Committee acts within Council policy, local development plans and material planning considerations only • The Town Clerk supports administration, submission deadlines and liaison with the Local Planning Authority • Urgent planning matters may be dealt with under delegated urgency arrangements where permitted by Standing Orders.
<p>4. Meetings</p> <ul style="list-style-type: none"> • Meetings shall be held every month • Additional meetings may be convened for major or time-sensitive applications • All decisions and observations shall be formally recorded and reported to Full Council

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Planning policy response	Oversight	Recommended observations	Support & submit
Planning applications	Receive reports	Make observations	Administer & Submit
Enforcement issues	Oversight	Refer/ recommend	Refer to LPA
Tree Preservation orders	Oversight	Comment	Admin support
Strategic planning consultations	Oversight	Respond	Admin support
Planning appeals	Oversight	Make observations/ nominate witnesses	Coordinate
Amendments to permissions	Oversight	Comment	Submit
Discharge of conditions	Oversight	Comment	Submit
Street naming/ numbering	Oversight	Comment	Liaise
Building Control liaison	Oversight	Liaise	Support

10.4 → Current Version.

FINANCE COMMITTEE		MAY 2024
Mayor and Deputy Mayor + 5 Members		Quorum: 3
	Function of Committee Column One	Delegation of Function Column Two
1	To monitor the Council's annual budget	Committee/ Town Clerk in accordance with Financial Regulations.
2	Approval of variations, overspend and virement in accordance to Financial Regulations	Committee/ Town Clerk in accordance with Financial Regulations.
3	To make recommendations to the Council on budget and precept requirements	Committee Town Clerk to prepare a draft budget
4	To advise Council on borrowing policy and investment management	None – final approval remains with Full Council
5	To monitor the performance of all funds invested	Committee/ Town Clerk in accordance with Financial Regulations.
6	To supervise the Council's insurance arrangements	Town Clerk - final approval remains with Full Council
7	To supervise the Council's banking arrangements	Committee/ Town Clerk in accordance with Financial Regulations.
8	To undertake virements where agreed and necessary	Committee
8	To consider reports on outstanding debts due to the Council and undertake recovery or write off	Committee in accordance with Financial regulations.
9	To administer the Council's Grant Scheme in accordance with its policy	Committee to approve grants up to £1,000 and within budget.
10	To advise on the formulation and amendment to Grant Policy	Committee
11	Maintenance of the Asset Register	Town Clerk to update – Committee to Monitor



FINANCE COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	5 Members
Quorum:	3
Ex Officio Members:	Mayor and Deputy Mayor

<p>1. Purpose</p> <p>To provide financial oversight, monitoring, and recommendations to Full Council in relation to the Council's budget, financial performance, investments, assets, and grant schemes.</p> <p>The Committee operates in accordance with Council Financial Regulations and statutory financial governance requirements, including:</p> <ul style="list-style-type: none"> • Local Government Finance Act 1972 • Local Government and Elections (Wales) Act 2021 • Approved Council Financial Regulations and Standing Orders
<p>2. Budget and Monitoring</p> <ul style="list-style-type: none"> • To monitor the Council's annual budget • To review financial performance and variances • To work with the Town Clerk in accordance with Financial Regulations <p>Delegation:</p> <ul style="list-style-type: none"> • Committee / Town Clerk (in accordance with Financial Regulations)
<p>3. Budget Variations, Virements and Overspend</p> <ul style="list-style-type: none"> • To approve budget variations, virements, and overspend in line with Financial Regulations • To ensure financial control and budget discipline is maintained throughout the year <p>Delegation:</p> <ul style="list-style-type: none"> • Committee/ Town Clerk (in accordance with Financial Regulations)
<p>4. Budget and Precept</p> <ul style="list-style-type: none"> • To make recommendations to Full Council on annual budget and precept requirements • Town Clerk to prepare draft budget proposals for Committee consideration <p>Delegation:</p> <ul style="list-style-type: none"> • Committee Recommends • Final approval rests with Full Council
<p>5. Borrowing and Investment Policy</p> <ul style="list-style-type: none"> • To advise Council on borrowing policy and investment strategy • To monitor compliance with approved investment arrangements <p>Delegation:</p> <ul style="list-style-type: none"> • Final approval remains with Full Council
<p>6. Investment Performance</p> <ul style="list-style-type: none"> • To monitor performance of Council investments and funds • To review reports provided by the Town Clerk or appointed advisors <p>Delegation:</p> <ul style="list-style-type: none"> • Committee/ Town Clerk (in accordance with Financial Regulations)
<p>7. Insurance Arrangements</p> <ul style="list-style-type: none"> • To oversee insurance cover requirements and adequacy

<ul style="list-style-type: none"> To ensure risks are appropriately insured in line with Council requirements <p>Delegation:</p> <ul style="list-style-type: none"> Committee/ Town Clerk (in accordance with Financial Regulations)
<p>8. Banking Arrangements</p> <ul style="list-style-type: none"> To oversee Council banking arrangements and financial controls To ensure arrangements comply with Financial Regulations <p>Delegation:</p> <ul style="list-style-type: none"> Committee/ Town Clerk (in accordance with Financial Regulations)
<p>9. Virements</p> <ul style="list-style-type: none"> To undertake virements where required and within Financial Regulations To ensure virements are properly recorded and reported <p>Delegation:</p> <ul style="list-style-type: none"> Committee
<p>10. Debtors and Debt Recovery</p> <ul style="list-style-type: none"> To consider reports on outstanding debts owed to the Council To approve recovery action or write off in accordance with Financial Regulations <p>Delegation:</p> <ul style="list-style-type: none"> Committee (in accordance with Financial Regulations)
<p>11. Grant Scheme Administration</p> <ul style="list-style-type: none"> To administer the Council Grant Scheme in accordance with approved policy To approve grants up to £1,000 within available budget <p>Delegation:</p> <ul style="list-style-type: none"> Committee (within budget limit £1,000 per grant)
<p>12. Grant Policy</p> <ul style="list-style-type: none"> To advise on formulation, review and amendment of Grant Policy <p>Delegation:</p> <ul style="list-style-type: none"> Committee recommends Final approval remains with Full Council
<p>13. Asset Register</p> <ul style="list-style-type: none"> Town Clerk maintains the Asset Register Committee monitors asset register and valuation position <p>Delegation:</p> <ul style="list-style-type: none"> Operational: Town Clerk Oversight: Committee
<p>14. Operational Framework</p> <ul style="list-style-type: none"> The Town Clerk is responsible for financial administration in accordance with Financial Regulations The Committee provides financial oversight and decision making within delegated limits All matters outside delegation must be referred to Full Council All financial decisions must comply with Council Financial Regulations and audit requirements
<p>15. Meetings</p> <ul style="list-style-type: none"> The Committee shall meet as required and at least quarterly, unless otherwise determined by Full Council. Additional meetings may be convened where urgent matters arise

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Annual budget & precept	Approve	Recommend	Prepare draft
Budget monitoring	Oversight	Monitor	Report
Virements/ overspends	Oversight (policy limits)	Approve with FR	Execute
Borrowing Policy	Approve	Advise	Support
Investments	Oversight	Monitor	Manage reporting
Insurance	Approve	Oversight	Arrange
Banking arrangements	Oversight	Oversight	Operate
Debtors/ write offs	Approve policy level	Approve within FR	Administer
Grants (£1,000)	Oversight	Approve	Admin Support
Grant policy	Approve	Recommend	Implement
Asset register	Oversight	Monitor	Maintain



10.5 → Current Version.

PERSONNEL COMMITTEE		FEBRUARY 2019
5 Members		Quorum: 3
	Function of Committee Column One	Delegation of Function Column Two
1	To recommend to Council the overall establishment/staffing structure and approval of additional posts	None – final approval remains with Full Council
2	To recommend pay and conditions of staff	None – final approval remains with Full Council
3	To make recommendations to Council on Personnel Policies and Employee handbook	None – final approval remains with Full Council
4	Appointment of Staff	<p>Recommendation to appoint Town Clerk and other staff above spinal column point 28 to be approved by Full Council:</p> <ol style="list-style-type: none"> 1. Selection of long and shortlist for new Town Clerk, to be undertaken by Appointment Panel, made up of members agreed at Full Council 2. Final Interview by appointment panel. <p>Appointment of other staff below spinal column point 28 to Town Clerk with appointment panel.</p>
5	Disciplinary matters under the Council Disciplinary Procedures	<p>Personnel Committee in the case of the Town Clerk, with appeal to three members of the Council who are not on the Personnel Committee.</p> <p>Dismissal of the Town Clerk to be approved by Full Council.</p> <p>For all other staff, the Town Clerk with appeal to the Personnel Committee.</p>
6	Determination of individual grading issues and job evaluation with recommendations to Full Council	None – final approval remains with Full Council
7	Issues relating to the Clwyd Pension Scheme and Prudential AVC's as it affects individual employees and administration of retirement.	None – final approval remains with Full Council.
8	Recommendation of job descriptions and person specifications.	None – final approval remains with Full Council
9	Absence issues under the Council's Attendance Management Policy and Guidelines	Town Clerk or committee in the case of the Town Clerk
10	Manage the appeal procedure	Appeals Panel

		To be convened as required by: The Chair of the Personnel Committee and either the Town Clerk or the Mayor. The Panel will comprise of three members that have had no prior involvement with the matter under appeal.
11	Personal Development reviews, performance management and appraisals – setting and reviewing.	Town Clerk except the Personnel Committee in the case of the Town Clerk.
12	Recommendations of training and development	Town Clerk in accordance with the budget set by full council. Except in the case of the Town Clerk whose personal development is reviewed as defined in point 11 above.
13	Assessment at the end of a probationary period	Town Clerk in consultation with Personnel Committee except Full Council in the case of the Town Clerk
14	Issues of contracts of employment	Town Clerk except Full Council in case of the Town Clerk.
15	Redundancy	None – final approval remains with Full Council
16	Monitoring Policy in relation to employment	None – final approval remains with Full Council
17	Health and Safety	To monitor and ensure identified risks by consultants are addressed
18	Manage grievance procedure	Town Clerk, except Personnel Committee in case of Town Clerk
19	Yearly budget	To consider budget pressures and make recommendations to Full Council

10.5 → New Version.

PERSONNEL COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	5 Members
Quorum:	3
Ex Officio Members:	Mayor and Deputy Mayor (None-voting unless otherwise Full Council)

Including the Mayor and Deputy Mayor as ex officio members without voting rights on the Personnel Committee reflects best practice in local authority governance, as it preserves political neutrality in sensitive staffing matters, reduces the risk of perceived or actual bias, and ensures that employment decisions remain compliant with employment law and are properly determined by Full Council.

1. Purpose of the Committee
To provide oversight and to make recommendations to Full Council on staffing matters, ensuring the Council acts as a responsible employer in accordance with employment law, Council policy and best practice.
The Committee shall operate in accordance with: <ul style="list-style-type: none">• Employment Rights Act 1996• Equality Act 2010• Local Government and Elections (Wales) Act 2021• Local Government Act 1972• Council Financial Regulations and Standing Orders
2. Delegated Authority Framework (Critical Control Clause)
The Personnel Committee may act within the delegated powers set out below. Where a matter is stated as “final approval by Full Council”, the Committee acts in an advisory or recommending capacity only.
All decisions outside delegation must be referred to Full Council.
3. Staffing Structure and Establishment
<ul style="list-style-type: none">• Review and recommend overall staffing establishments and structure• Recommend creation, deletion or alteration of posts.• Final approval of establishment changes remain with Full Council
4. Pay, Grading and Conditions
<ul style="list-style-type: none">• Review and recommend pay scales, grading structures and conditions of employment• Consider job evaluation outcomes and staffing implications• Final approval remains with Full Council
5. Recruitment and Appointment of Staff
<ul style="list-style-type: none">• Approve recruitment processes and appointment panels• Oversee selection of longlist/ shortlist for senior posts (including the Town Clerk)• Appointment Panel to conduct interviews and recommend appointment
Delegation Structure: <ul style="list-style-type: none">• Town Clerk and staff above spinal column point 28: Recommendation Panel – Full Council approval required• Staff below spinal column point 28: Appointment delegated to Town Clerk with panel support
6. Staffing Appointments (Governance Safeguard)
All appointments must follow approved recruitment procedures.
The appointment and dismissal of the Town Clerk remains exclusively reserved to Full Council.

7. Disciplinary, Capability and Conduct Matters
<ul style="list-style-type: none"> • Town Clerk: handled by Personnel Committee • All other staff: handled by Town Clerk under Council policy <p>Appeals:</p> <ul style="list-style-type: none"> • Appeals panel of three members with no prior involvement • Convened by Chair of Personnel Committee and Mayor or Town Clerk <p>Dismissal of Town Clerk:</p> <ul style="list-style-type: none"> • Must be approved by Full Council
8. Appraisal and Attendance Management
<ul style="list-style-type: none"> • Personnel Committee: Clerk appraisal, performance review and objective setting • Town Clerk: all other staff appraisals • Council retains oversight of appraisal framework
9. Absence and Attendance Management
<ul style="list-style-type: none"> • Managed under council Attendance Policy • Town Clerk manages staff cases • Personnel Committee oversees Clerk-related absence matters
10. Training and Development
<ul style="list-style-type: none"> • Identify training needs for staff and Councillors • Recommend annual training budget to Full Council • Town Clerk manages delivery within approved budget • Clerk training overseen by personnel Committee
11. Probationary Reviews
<ul style="list-style-type: none"> • Town Clerk in consultation with Personnel Committee • Final decisions for Clerk probation rest with Full Council • Other staff managed by Town Clerk under policy
12. HR Policies and Employment Framework
<ul style="list-style-type: none"> • Review and recommend HR policies and Employee Handbook • Final approval rests with Full Council • Monitor implementation and compliance
13. Job Descriptions and Evaluation
<ul style="list-style-type: none"> • Recommend job descriptions and person specifications • Recommend grading outcomes • Final approval rests with Full Council
14. Pension and Retirement Matters
<ul style="list-style-type: none"> • Monitoring issues relating to pension schemes and AVC arrangements • Recommend actions where required • Final approval remains with Full Council
15. Grievance Procedure
<ul style="list-style-type: none"> • Town Clerk manages staff grievances • Personnel Committee handles Clerk grievances • Appeal panel established where required
16. Health and Safety (HR Interface)
<ul style="list-style-type: none"> • Monitor HR related health and safety issues • Ensure identified risks are addressed • Coordinate with appointed safety advisors
17. Redundancy
<ul style="list-style-type: none"> • Personnel Committee develops recommendations • Final approval rests with Full Council

18. Monitoring of Employment Policies
<ul style="list-style-type: none"> • Monitor effectiveness of HR policies • Recommend amendments to Full Council
19. Budget Considerations
<ul style="list-style-type: none"> • Review staffing cost pressures • Recommend staffing and training budget requirements to Full Council
20. Reporting
<ul style="list-style-type: none"> • All decisions affecting employment strategy and finance are reported to Full Council • No implementation outside delegated authority without Council resolution
21. Meetings
<ul style="list-style-type: none"> • The Personnel Committee shall meet as required and at least quarterly, unless otherwise determined by Full Council. • Additional meetings may be convened where urgent staffing matters arise

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Staffing structure	Approve	Recommend	Advise
Pay & conditions	Approve	Recommend	Provide analysis
Recruitment (Clerk & Senior Posts)	Approve appointment	Panel role	Administer
Recruitment (other staff)	Oversight	Panel involvement	Appoint
Clerk dismissal	Approve	Recommend	Administer
Staff discipline	Appeal/ oversight	Handle clerks cases	Manage staff cases
Appraisals	Approve framework	Conduct Clerk appraisal	Staff appraisals
Training budget	Approve	Recommend	Administer
HR Policies	Approve	Review & Recommend	Implement
Redundancy	Approve	Recommend	Support process

10.6 → Current Version

POLICY AND AUDIT COMMITTEE		FEBRUARY 2019
5 Members		Quorum: 3
	Function of Committee Column One	Delegation of Function Column Two
1	Policy and Strategy	
	<p>1. To make recommendations to Council on adoption and amendment of the Council's Strategies</p> <p>2. To make observations to Council on policy or strategy documents by any public body at local, national, regional or sub regional level, the exception of Planning relating policies.</p> <p>3. To make recommendations to the Council on:</p> <ul style="list-style-type: none"> ➤ Corporate policies ➤ Financial policies ➤ Personnel policies ➤ Environmental policies ➤ Social and Community policies ➤ Publicity and Marketing policies ➤ Committee structure and terms of reference ➤ Other policies not specifically delegated to a particular committee 	<p>None – final approval remains with Full Council</p> <p>None – final approval remains with Full Council</p> <p>None – final approval remains with Full Council</p>
2	Information Technology	
	To oversee the use of information and other technology in support of the Council's business and service commitments	Operational Management to Town Clerk Strategic overview Committee
3	Procurement	
	To coordinate and oversee the Council's procurement and make recommendations to Council	Operational Management to Town Clerk Strategic overview Full Council
4	Performance and Business Management	
	1. To be responsible for monitoring the performance of the Council	Operational Management to Town Clerk Strategic overview Committee
	2. To review the Council Business Plan (once developed).	Operational Management to Town Clerk Strategic overview Committee

5.	Communications/Public Relations and Marketing	
	1. To promote customer care and equality in service delivery and access	Operational Management to Town Clerk Strategic overview Committee
	2. To coordinate and promote access to Council services and public information	Operational Management to Town Clerk Strategic overview Committee
6.	Asset Management	
	1. Maintenance of Asset Register	Town Clerk and verified by Committee
	2. Provision and management of office accommodation, other relevant fixtures and fittings	Operational Management to Town Clerk Strategic overview Committee
	3. Corporate landlord management, repair and maintenance, leasing and licencing of Council land and buildings i.e. Bailey Hill Cottage	Operational Management to Town Clerk Strategic overview Committee
7	Audit	
	1. To receive, monitor and action interim audit report	None – final approval remains with Full Council. Operational management to Town Clerk.
	2. To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and Human Rights	Operational Management to Town Clerk Strategic overview Committee

Definition of Strategic Overview

That part of an initiative or service which is considered necessary to define Policy and Budget

Definition of Operational Overview

That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.

POLICY & AUDIT COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	5 Members
Quorum:	3

<p>1. Purpose of the Committee</p> <p>To provide strategic oversight of Council governance, policy development, audit matters, performance frameworks and corporate systems.</p> <p>The Committee has no executive authority unless expressly delegated and all key decisions remain subject to Full Council approval.</p>
<p>2. Policy and Strategy</p> <p>The Committee shall:</p> <ol style="list-style-type: none"> 1. Make recommendations to Council on adoption and amendment of Council strategies 2. Make observations on policy and strategy documents issued by public bodies at local, national, regional or sub-regional level, excluding planning related policies. 3. Make recommendations to Council on: <ul style="list-style-type: none"> • Corporate policies • Financial policies • Personal policies • Environmental policies • Social and community policies • Publicity and marketing policies • Committee Structures and terms of reference • Any other policies not specifically delegated to another committee <p>Delegation:</p> <ul style="list-style-type: none"> • All recommendations – Full Council approval required • No final decision making authority within Committee
<p>3. Information Technology</p> <ul style="list-style-type: none"> • Oversee use of information and digital systems in support of Council services • Ensure systems support efficiency, security and service delivery <p>Delegation:</p> <ul style="list-style-type: none"> • Operational management: Town Clerk • Strategic overview: Committee
<p>4. Procurement</p> <ul style="list-style-type: none"> • Coordinate and oversee procurement framework • Make recommendations to Council on procurement strategy and practice <p>Delegation:</p> <p>Operational management: Town Clerk Strategic Overview: Full Council</p>
<p>5. Performance and Business Management</p> <ul style="list-style-type: none"> • Monitor Council performance and service delivery • Review and recommend updated to Council Business Plan <p>Delegation:</p> <ul style="list-style-type: none"> • Operational management: Town Clerk • Strategic Oversight: Committee
<p>6. Communications, Public Relations and Marketing</p>

- Promote customer care, equality of access and public engagement
- Coordinate communications strategy and access to Council information

Delegation:

- Operational management: Town Clerk
- Strategic oversight: Committee

7. Asset Management

- Maintain and oversee the Council Asset Register
- Review provision and management of office accommodation, fixtures and fittings
- Oversee corporate landlord responsibilities including maintenance, leasing and licensing of Council land and buildings (including the Bailey Centre/ Lodge)

Delegation:

- Asset register: Town Clerk maintained and verified by Committee
- Operational management: Town Clerk
- Strategic oversight: Committee

8. Audit and Governance

The Committee shall:

1. Receive, monitor and ensure action and interim internal audit reports
2. Oversee governance compliance matters including:
 - Data Protection
 - Freedom of Information
 - Access to information
 - Human Rights obligations

Delegation:

- Operational management: Town Clerk
- Strategic oversight: Committee
- Final approval and accountability: Full Council

9. Operational Framework

- The Committee provides strategic oversight only unless explicitly delegated
- The Town Clerk is responsible for operational delivery within approved policy and budget
- All audit matters are reported to Full Council as required
- The Committee ensures compliance with statutory governance duties

10. Operational Framework

Strategic Overview

That part of the initiative or service which is necessary to define policy and budget direction.

Operational Overview

That part of the service which is necessary for delivery within approved policy and budget.

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Strategy & corporate policy	Approve	Recommend	Advise
Financial policies	Approve	Recommend	Implement
Personnel policies	Approve	Recommend	Implement
IT systems oversight	Oversight	Strategic Oversight	Manage
Procurement Framework	Approve	Recommend	Operate
Business Planning	Approve	Review	Deliver
Communications strategy	Approve	Oversight	Deliver
Asset management policy	Approve	Oversight	Maintain register/ manage
Audit reports	Final responsibility	Monitor & action oversight	Implement actions
GDPR/ FOI compliance	Oversight	Monitor	Execute compliance



YOUTH AND CHILDREN'S COUNCIL COMMITTEE**Terms of Reference (Governance and Oversight Committee)**

Membership:	5 Members
Quorum:	3

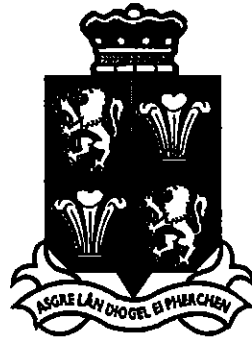
<p>1. Purpose of the Committee</p> <p>To oversee, support and develop Mold Town Council's Youth Council arrangements, ensuring effective engagement with children and young people and enabling delivery of youth led initiatives within an agreed budget.</p> <p>This Committee is separate from Youth Council meetings and acts as the formal governance and liaison body between children/ young people and the Council.</p>
<p>2. Role and Responsibilities</p> <p>The Committee shall:</p> <p>2.1 Youth Engagement Oversight</p> <ul style="list-style-type: none"> • Oversee the structure and operation of the Primary and Secondary Youth Councils • Ensure effective engagement with local schools and youth representatives • Support participation and inclusivity in youth engagement activities <p>2.2 Youth Council Liaison</p> <ul style="list-style-type: none"> • Receive feedback, reports and outcomes from Youth Council meetings • Act as the formal link between Youth Councils and Full Council • Ensure issues raised by young people are considered within Council decision making <p>2.3 Youth Led Projects</p> <ul style="list-style-type: none"> • Consider and support youth led initiatives and community projects • Refer projects to appropriate Council Committees where required • Monitor progress and outcomes of agreed initiatives <p>2.4 Budget Management</p> <ul style="list-style-type: none"> • Administer a delegated budget of £1,000 for youth related activities and initiatives • Approve expenditure within budget and in accordance with Financial Regulations • Ensure funding supports youth engagement, participation and community benefit <p>2.5 Policy and Development</p> <ul style="list-style-type: none"> • Recommend improvements to youth engagement approaches • Support development of youth participation within Council policies and strategies
<p>3. Delegated Authority</p> <ul style="list-style-type: none"> • The Committee may approve expenditure up to £1,000 within its allocated budget • The Committee has not authority to commit the Council beyond this budget • All policy, strategic or additional funding matters must be referred to Full Council
<p>4. Operational Framework</p> <ul style="list-style-type: none"> • Youth Councils operate as advisory engagement groups • The Committee does not direct or control youth discussions but facilitate outcomes • The Town Clerk supports administration, coordination and safeguarding compliance • All activities must comply with safeguarding and data protection requirements

5. Safeguarding
<ul style="list-style-type: none"> • All engagement with children and young people must comply with safeguarding legislation and Council policy. • Appropriate supervision, consent and risk management must be in place at all times.
6. Reporting
The Committee shall report to Full Council on: <ul style="list-style-type: none"> • Youth engagement activity • Budget expenditure • Key issues raised by young people
Recommendations shall be referred to relevant Committees or Full Council as appropriate
7. Meetings
<ul style="list-style-type: none"> • Meetings shall be held every month • Additional meetings may be convened for urgent matters.

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Youth engagement strategy	Approve	Recommend	Support
Youth Council Structure	Approve	Oversee	Coordinate
Youth led projects	Approve (if beyond budget)	Approve within budget	Administer
Budget £1,000	Set	Spend	Administer
Policy Changes	Approve	Recommend	Advise
Safeguarding	Oversight	Ensure compliance	Implement
Reporting	Receive	Report	Prepare reports



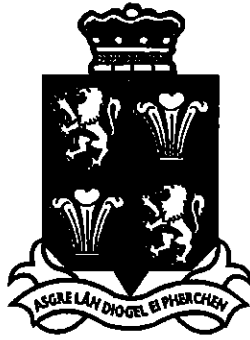
Schedule of Meetings 2026/27

The following dates are recommended for meetings of Mold Town Council during the next year (maybe subject to change):

Suggested start time: 6.00pm

27th May 2026
24th June 2026
29th July 2026
30th September 2026
28th October 2026
25th November 2026
27th January 2027
24th February 2027
24th March 2027
28th April 2026

Annual Meeting 19th May 2027



Schedule of Committee Meetings

The following dates are suggested for meetings of Mold Town Council Committees during the next year:

Cemetery Committee

10th June 2026 - 6pm
9th September 2026
18th November 2026
17th February 2027

Planning Committee (Zoom)

1st June 2026 - 6pm
29th June 2026
27th July 2026
24th August 2026
21st September 2026
19th October 2026
16th November 2026
14th December 2026
11th January 2027
8th February 2027
8th March 2027
5th April 2027
4th May 2027 (Tues)

Community, Development & Regeneration Committee

22nd June 2026, 6pm
7th September 2026, 6pm
23rd November 2026, 6pm
1st March 2027, 6pm

Personnel Committee

7th July 2026, 6pm
20th October 2026, 6pm
19th January 2027, 6pm
9th March 2027, 6pm

Finance Committee

13th July 2026, 6pm
30th November 2026, 6pm
18th January 2027, 6pm
15th March 2027, 6pm

Policy & Audit Committee

14th July 2026, 6pm
13th October 2026, 6pm
8th December 2026, 6pm
2nd March 2027, 6pm

Youth and Children's Council Committee

11th May 2026, 6pm
28th September 2026, 6pm
1st February 2027, 6pm
22nd March 2027, 6pm

Additional meetings to be arranged as and when required.





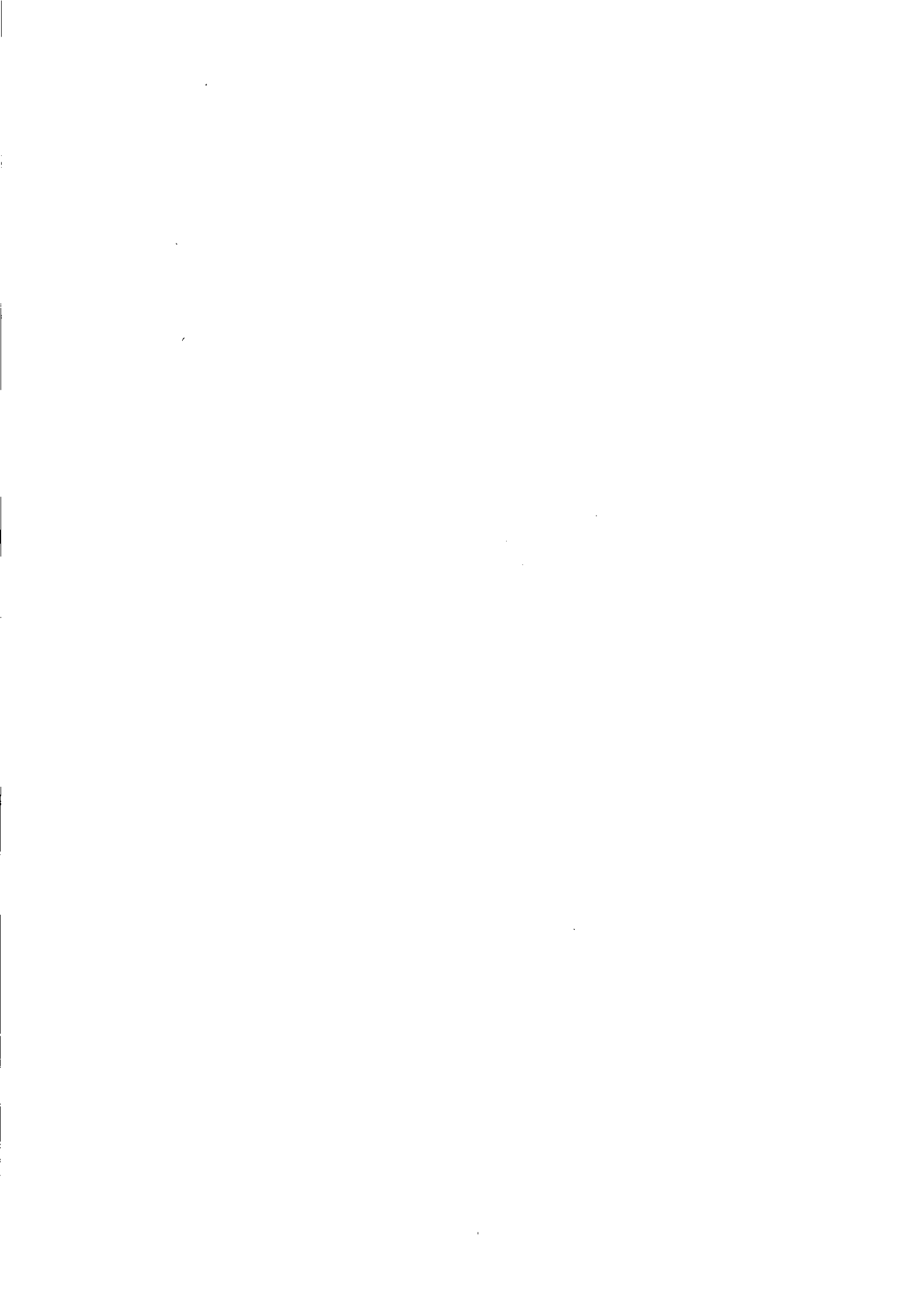
Civility and Respect Pledge

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector. By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. Signing up is a straightforward and uncomplicated process, which only requires councils to register with One Voice Wales and agree to the following statements:

Date of Council Meeting

Signature

Statement	Tick
Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has provided councillors with the Code of Conduct.	
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model.	
Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales.	



Mold Town Councillors Meeting Attendance Record

2025/26

Councillor Paul Beacher (Mayor and Chair of Town Council Meeting)

	Town Council Meeting	CDR	Cemetery	Finance	Personnel	Planning	Policy & Audit	Total % Attendance
No of Meetings	10	7	4	4	2	12	4	43
No attended	10	6	4	4	2	10	4	40
Percentage	100%	86%	100%	100%	100%	83%	100%	93%

Councillor Joanne Edwards (Deputy Mayor)

	Town Council Meeting	CDR	Cemetery	Finance	Planning	Youth & Children	Total % Attendance
No of Meetings	10	7	4	4	12	6	43
No attended	9	6	3	4	9	4	35
Percentage	90%	86%	75%	100%	75%	67%	81%

Councillor Chris Bithell

	Town Council Meeting	CDR	Cemetery	Finance	Youth & Children	Total % Attendance
No of Meetings	10	7	4	4	6	31
No attended	9	6	3	3	4	25
Percentage	90%	86%	75%	75%	67%	81%

Councillor Teresa Carberry

	Town Council Meeting	CDR	Finance	Policy & Audit	Youth & Children	Total % Attendance
No of Meetings	10	7	4	4	6	31
No attended	7	4	4	4	4	38
Percentage	70%	57%	100%	100%	67%	74%

Councillor Richard Clarke

	Town Council Meeting	Cemetery	Planning	Total % Attendance
No of Meetings	10	4	12	26
No attended	8	3	7	18
Percentage	100%	75%	58%	69%

Councillor Catherine Frances Claydon

	Town Council Meeting	CDR	Personnel	Youth & Children	Total % Attendance
No of Meetings	10	7	2	6	25
No attended	8	5	2	4	19
Percentage	80%	71%	100%	67%	76%

Councillor Tina Claydon

	Town Council Meeting	Finance	Personnel	Policy & Audit	Total % Attendance
No of Meetings	10	4	2	4	20
No attended	8	3	2	3	16
Percentage	80%	75%	100%	75%	80%

Councillor Geoff Collett

	Town Council Meeting	CDR	Finance	Total % Attendance
No of Meetings	10	7	4	21
No attended	7	3	2	12
Percentage	70%	43%	50%	57%

Councillor Pete Dando

	Town Council Meeting	Personnel	Policy & Audit	Youth & Children	Total % Attendance
No of Meetings	10	2	4	6	22
No attended	6	1	1	4	12
Percentage	60%	50%	25%	67%	55%

Councillor Nanette Davies

	Town Council Meeting	Cemetery	Total % Attendance
No of Meetings	10	4	14
No attended	10	4	14
Percentage	100%	100%	100%

Councillor Robin Guest

	Town Council Meeting	CDR	Finance	Total % Attendance
No of Meetings	10	7	4	21
No attended	9	3	4	16
Percentage	90%	43%	100%	76%

Councillor Haydn Jones

	Town Council Meeting	Cemetery	Personnel	Planning	Total % Attendance
No of Meetings	10	4	2	12	28
No attended	7	3	2	6	18
Percentage	70%	75%	100%	50%	64%

Councillor Brian Lloyd

	Town Council Meeting	Planning	Total % Attendance
No of Meetings	10	12	22
No attended	9	11	20
Percentage	90%	92%	91%

Councillor Megan Lloyd Hughes

	Town Council Meeting	CDR	Youth & Children	Total % Attendance
No of Meetings	10	7	6	23
No attended	7	3	1	11
Percentage	70%	43%	17%	48%

Councillor Sarah Taylor (Chair of Planning and Personnel Committees)

	Town Council Meeting	Cemetery	Personnel	Planning	Policy & Audit	Total % Attendance
No of Meetings	10	4	2	12	4	32
No attended	10	3	2	12	3	30
Percentage	100%	75%	100%	100%	75%	94%

Councillor Suzanne Thomas

	Town Council Meeting	Finance	Youth & Children	Total % Attendance
No of Meetings	10	4	6	20
No attended	8	3	3	14
Percentage	80%	75%	50%	70%