



Mold Alexandra Football Club

Denbigh Road

Mold

CH7 1FT

Dear Jo,

My name is Barry Couchman, currently Chair of Mold Alexandra Football Club, I am writing to request financial assistance of £5,000 to ensure that our club is able to continue to make a valuable contribution to the lives of many of our local community.

Founded in 1929, Mold Alex has grown to be an inclusive club, providing the opportunity for adults and children to enjoy physical activity and social interaction through football and associated activities.

Today, our club is home to over 300 active participants, ranging from grassroots 'minis' teams right up to senior squads, and a team of dedicated volunteers. In 2024 we introduced a girls and a veterans team to broaden diversity and inclusivity at the club. During 2025 we have endeavoured to further expand the opportunities for female football by holding a number of 'Girls only' open sessions, and we have also started weekly mini-kickers open sessions for boys and girls aged from 2yrs – 5yrs.

Volunteers, including committee members, team managers, and coaches, and 'helpers' devote countless hours to running the club. They maintain and repair facilities, arrange access to pitches, provide qualified coaching, and supply kit and equipment for training and matches, so that the club can offer a safe and positive environment for technical and social interaction which supports individual development.

Throughout the years, Mold Alex has achieved success in local, regional and national football competitions, earning recognition for both competitiveness and fair play. However, we also take pride in delivering impact for the community of Mold, some highlights include:

- Hosting community events, charity matches, and collections to support local causes and strengthen the bonds within our area (eg Annual Food collections for the Mold Foodbank and Community Fridge, Annual Firework display, Dean Jones annual Memorial Charity match in aid of Cancer research)
- Hosting private celebrations (eg birthday, anniversary, christening parties) for members of the local community in our Function Room
- Hosting local community group meetings (eg Cor y Pentan)

- Organising annual youth tournaments that bring together hundreds of children from diverse backgrounds, fostering friendship and mutual respect.

In order to ensure accessibility for all we strive to keep costs as low as possible for our players and supporters, and thus, to carry out our football programmes and community initiatives, the club raise money from Senior team match days, player subscriptions, sponsorships from local businesses and individuals, and events in our function room. However, due to a rise in operating costs and a large reduction in sponsorship, the Football Club now faces a shortfall of c£10,000 for the coming season that threatens our ability to continue to provide football for our 300 players, c75% of whom are local children, and our community based initiatives.

The committee of the club have drafted an immediate action plan which we believe will alleviate the financial situation by c50% of the shortfall, and It is with this context that we appeal to Mold Town Council for financial support of a further £5,000 to help save the valuable service that Mold Alexandra Football Club provide to the Children and adults of Mold and surrounding areas

Your assistance would make an immediate and profound difference, specifically, it would significantly improve our current liquidity and cash flow position, contributing to our ability to continue to provide the aforementioned services for the 2025/26 season. Your financial assistance would also provide 'breathing space' for the committee to put in place further measures that will help us avoid the situation reoccurring in future seasons.

On behalf of everyone at Mold Alexandra Football Club, I thank you sincerely for considering our request. If required, please feel free to contact me directly at 07867728415 or [barrycouchman02@gmail.com](mailto:barrycouchman02@gmail.com)

Yours faithfully,

Barry Couchman

Chair

Mold Alexandra Football Club

Unit 10 Daniel Owen Precinct  
Mold  
Flintshire  
CH7 1AB

Telephone: 01352 758532



[www.moldtowncouncil.org.uk](http://www.moldtowncouncil.org.uk)  
[www.totallymold.org.uk](http://www.totallymold.org.uk)

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

Ffôn: 01352 758532

## **Tender Specification: Development of a New Website for Mold Town Council**

**Issued by:** Mold Town Council

**Date Issued:** 29<sup>th</sup> September 2025

**Tender Submission Deadline:** 7<sup>th</sup> November 2025

**Contact Name:** Jo Lane, Town Clerk and Finance Officer

**Contact Email:** [townclerk@moldtowncouncil.org.uk](mailto:townclerk@moldtowncouncil.org.uk)

**Contact Number:** 01352 751819

### **1. Introduction**

Mold Town Council is seeking quotations from suitably qualified and experienced website design and development companies to create a new, fully accessible, user-friendly and secure Council website that meets all statutory and legislative requirements applicable to Town and Community Councils in Wales.

The new website will:

- Comply with all UK and Welsh Government accessibility standards (including WCAG 2.2 AA).
- Serve as a modern, informative, and easy-to-navigate platform for residents, visitors, and stakeholders.
- Include a secure Councillor/Staff intranet area for document sharing, meeting papers, and internal communications.
- Support the Council in meeting its statutory publication duties under the Local Government (Wales) Measure 2011, the Local Government and Elections (Wales) Act 2021, and associated transparency requirements.
- Ensure full transfer of existing content from the current website ([Home - Mold Town Council](#)) to the new platform, including pages, documents, images and archived content where required.
- Retain the current domain name and manage the transition to the new site without disruption to public access.

### **2. Objectives**

The primary objectives of the new website are to:

1. Improve public access to Council information, services, and news.
2. Ensure compliance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
3. Provide a secure, role-based access intranet for Councillors and staff.

4. Enhance transparency and meet all statutory obligations for publishing agendas, minutes, financial statements, policies, and other required documents.
5. Deliver a platform that is scalable, future-proof, and easy to maintain by Council staff.
6. Ensure the smooth transfer of content and retain the current domain name without service interruption.

### **3. Legislative and Policy Compliance**

The website must comply with the following:

- Public Sector Bodies Accessibility Regulations 2018 (WCAG 2.2 AA standard).
- Equality Act 2010 – to ensure non-discriminatory access.
- Data Protection Act 2018 and UK GDPR – ensuring secure handling of personal data.
- Local Government (Wales) Measure 2011 – statutory information publication requirements.
- Local Government and Elections (Wales) Act 2021 – digital engagement duties.
- The Well-being of Future Generations (Wales) Act 2015 – commitment to long-term sustainable digital service provision.
- Freedom of Information Act 2000 – public access to information provisions.
- Town and Community Council statutory transparency requirements (including financial reporting and register of members' interests).

### **4. Required Features**

#### **4.1 Public-Facing Website**

- Modern, responsive design (mobile/tablet/desktop compatible).
- Fully bilingual (English/Welsh) with language toggle.
- Accessibility tools (text resizing, colour contrast, screen reader compatibility).
- Dedicated pages for:
  - Council Agendas and Minutes (downloadable PDF/HTML).
  - Councillor profiles and contact information.
  - Policies and statutory documents.
  - News and announcements.
  - Community events calendar.
  - Planning notices and consultations.
  - Financial documents (budget, audit reports, accounts).
  - Contact form with spam protection.
- Full migration of all existing website content from [insert current website address here], ensuring formatting, metadata, and hyperlinks remain functional.

#### **4.2 Secure Councillor/Staff Intranet**

- Role-based login access for Councillors, staff and administrators.
- Secure document repository for internal reports, draft papers and confidential files.
- Internal messaging or discussion board functionality.
- Meeting papers archive.
- Ability for staff to upload and manage documents without developer intervention.

#### **4.3 Technical Requirements**

- CMS-based system (e.g., WordPress, Drupal, or other open-source).
- Fully secure hosting with SSL certificate.
- GDPR-compliant storage and data processing.
- Daily automated backups.

- Disaster recovery and uptime guarantee.
- Training for Council staff on content updates.

## 5. Supplier Requirements

Tenderers must demonstrate:

- Proven experience in developing websites for Town/Community Councils or public sector bodies.
- Knowledge of Welsh accessibility and bilingual service requirements.
- Understanding of Council statutory publication duties.
- Evidence of compliance with WCAG 2.2 AA standards.
- A track record of delivering secure, user-friendly intranet systems.
- Experience in content migration from existing sites and domain name retention.

## 6. Deliverables

- Fully functioning, tested and live website meeting all specifications.
- Full transfer of content from the current website (Home - Mold Town Council)
- Domain name retention and seamless transfer with no downtime.
- Intranet setup with secure logins.
- Administrator and content manager training for Council staff.
- Documentation and user guide.

## 7. Tender Timetable

Stage	Date	Notes
Tender Advertised	29 <sup>th</sup> September 2025	Published on Council website, Contracts Finder and other agreed platforms.
Deadline for clarification of questions	17 <sup>th</sup> October 2025 [end of Week 3]	All queries must be submitted in writing to the Town Clerk. Responses will be issued to all interested parties.
Tender submission deadline	7 <sup>th</sup> November 2025 [end of Week 6]	Submissions must be received electronically by 12 noon. Late submissions will not be considered.
Evaluation period	10 <sup>th</sup> – 17 <sup>th</sup> November 2025 [Week 7–8]	Tenders will be scored against the published evaluation criteria.
Recommendation to Council	26 <sup>th</sup> November 2025	Decision to award made at Full Council meeting.
Notification of award & standstill period (if applicable)	10 <sup>th</sup> December 2025	Standstill period to allow for any challenges before contract signature.
Contract commencement	15 <sup>th</sup> December 2025	Project initiation meeting with successful supplier.

Expected go-live date	February – March 2026	Subject to agreed project plan and migration requirements.
-----------------------	-----------------------	--

## 8. Budget

Tenderers should provide:

- A fixed price for the design, development, content migration, and go-live phases.
- Annual hosting and maintenance costs (itemised).
- Any optional extras clearly costed – such as Town Councillor email addresses.

## 9. Evaluation Criteria

Tenders will be evaluated against:

- Compliance with specification and legislative requirements.
- Quality of design and accessibility features.
- Relevant experience and case studies.
- Project timescales.
- Value for money.

## 10. Submission Instructions

Tenders should be submitted in PDF format by email to: [townclerk@moldtowncouncil.org.uk](mailto:townclerk@moldtowncouncil.org.uk)  
The subject line should read: **Tender Submission – Mold Town Council Website**

Submissions must include:

- Company profile and relevant experience.
- Proposal outlining design approach, accessibility measures, and CMS functionality.
- Examples of similar public sector or Council websites.
- Cost breakdown.
- Proposed timeline.

## **Mold Town Council**

### **Sickness Absence Policy**

Effective from:

Review Date:

#### **1. Purpose**

This policy sets out Mold Town Council's approach to managing sickness absence in a fair, consistent, and supportive manner, ensuring compliance with the *Green Book* conditions of service, relevant employment legislation and statutory requirements applicable in Wales.

The Council is committed to supporting employees' health and well-being, maintaining regular contact during absence and facilitating a return to work wherever possible.

#### **2. Scope**

This policy applies to all employees of Mold Town Council, regardless of length of service or contractual hours.

#### **3. Types of Sickness Absence**

- Short-term sickness absence – periods of sickness lasting up to 4 weeks.
- Long-term sickness absence – periods of sickness lasting more than 4 weeks.

#### **4. Reporting Sickness Absence**

4.1 Employees must notify their Line Manager as soon as possible on the first day of absence, preferably before their normal start time.

4.2 Employees must state:

- Nature of the illness or injury (general description)
- Likely duration of absence
- Any immediate concerns about their work or duties.

4.3 Self-certification is required for absences of up to 7 calendar days.

4.4 Fit notes from a GP or medical professional are required for absences longer than 7 days and must be submitted promptly.

#### **5. Long Term Sickness Absence**

5.1 Long-term sickness absence is defined as continuous absence exceeding 4 weeks.

5.2 The Council will maintain regular contact, with:

- Review meetings taking place when practical.
- Telephone calls or written updates every 4–6 weeks to maintain communication.



5.3 Employees may be referred to Occupational Health (OH) at any stage to assess fitness for work and possible adjustments.

#### 5.4 Reasonable Timescale for Return to Work:

The Council's policy is that the maximum period of continuous long-term sickness absence before formal capability proceedings may be initiated is generally up to 12 months. This provides reasonable time for treatment, recovery, and consideration of adjustments or redeployment.

If an employee is unable to return within this period—or no suitable alternative role is available—the Council may consider the formal capability process, which could include dismissal on grounds of ill health capability. This period may be extended in exceptional cases with medical evidence.

### 6. Support During Long-Term Sickness

- Regular contact with the Line Manager.
- Occupational Health referral where appropriate.
- Consideration of reasonable adjustments under the Equality Act 2010.
- Exploration of redeployment opportunities, if feasible.

### 7. Return to Work

7.1 A return-to-work discussion will take place following any period of absence to ensure the employee is fit to resume duties and to discuss any necessary adjustments.

7.2 Phased returns may be considered where supported by medical advice.

### 8. Formal Capability Procedure for Long-Term Sickness

If, after the agreed timescale (generally up to 12 months), an employee is unable to return to work and no reasonable adjustments or alternative duties are possible, the Council may initiate a formal capability process, which will follow ACAS and statutory guidance.

### 9. Step-by-Step Process for Long-Term Sickness Management and Potential Dismissal

#### Step 1 – Initial Contact & Notification

- Employee reports sickness and provides fit note(s).
- Manager records details and confirms next review date.

#### Step 2 – Ongoing Monitoring

- Telephone or written updates every 4–6 weeks.
- Review meetings held when practical to discuss recovery and adjustments.

#### Step 3 – Midpoint Review (around 6 months' absence)

- Formal review meeting to assess progress, feasibility of return, and redeployment options.

#### Step 4 – Pre-Capability Review (around 10–11 months' absence)

- Meeting to discuss the likelihood of return before the 12-month limit.
- If unlikely, advise that capability process may commence.





#### Step 5 – Occupational Health Referral

- Assessment of fitness for work and recommendations for adjustments.

#### Step 6 – Formal Capability Hearing

- Chaired by a Personnel Committee or delegated panel.
- Consider OH advice, adjustments, redeployment attempts, and operational needs.

#### Step 7 – Decision

- Options: further review period, redeployment, or dismissal on grounds of ill health capability.

#### Step 8 – Right of Appeal

- Employee has the right to appeal the decision in writing within the timescale specified in the Council's Disciplinary & Capability Procedure.

### 10. Legal Framework

This policy is written in accordance with:

- *Green Book – National Agreement on Pay and Conditions of Service*
- Equality Act 2010
- Employment Rights Act 1996
- Health and Safety at Work etc. Act 1974
- ACAS Code of Practice on Disciplinary and Capability Procedures
- Mold Town Council Staff Handbook

### Approved by Mold Town Council

Date:

Minute Reference:

\*\*\*\*\*

### Resources used in drafting the Sickness and Absence Policy

#### Resources and References

This Sickness Absence Policy has been developed in accordance with the following key resources, legislation, and guidance to ensure compliance with legal and best practice standards, particularly applicable within Wales:

- The Green Book: National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service



- Equality Act 2010: Protecting employees from discrimination and ensuring reasonable adjustments for disabilities
- Employment Rights Act 1996: Employee rights regarding employment contracts, dismissal, and redundancy
- Health and Safety at Work etc. Act 1974: Employer responsibilities for employee health, safety, and welfare
- ACAS Code of Practice on Disciplinary and Capability Procedures: Best practice guidance for handling disciplinary and capability issues fairly and lawfully
- The Welsh Government Guidance: Relevant statutory and policy frameworks applicable to employment in Wales
- Health and Safety Executive (HSE) Guidance: Management of sickness absence and workplace health
- ACAS Guidance on Managing Sickness Absence: Practical advice on sickness absence management and employee support
- Employment Tribunals (Wales) Regulations and relevant case law impacting long-term sickness and capability dismissal procedures

### **Step by Step Process: Long-Term Sickness Absence Management & Potential Dismissal**

#### **1. Employee Reports Sickness**

#### **2. Line Manager records details**

#### **3. Ongoing Monitoring**

- Telephone or written updates every 4–6 weeks
- Review meetings when practical

#### **4. Midpoint Review (Approx. 6 Months)**

- Formal review meeting
- Assess recovery progress
- Consider adjustments or redeployment options

#### **5. Pre-Capability Review (Approx. 10–11 Months)**

- Discuss likelihood of return within 12 months
- Advise employee if capability process may be initiated

#### **6. Occupational Health (OH) Referral**

- Assess fitness for work
- Recommend adjustments or support
-



## 7. Formal Capability Hearing

- Panel considers all evidence including OH report
- Discuss redeployment and adjustments

## 8. Decision

Options: continue review, redeploy, or dismiss on ill health grounds

## 9. Right of Appeal

- Employee may appeal decision within set timeframe.



18

Reference ↕	Proposal ↕	Location ↕	Registration date ↕	Decision ↕	Decision date ↕	Ward ↕	Grid reference ↕
Enter reference to	Enter proposal to filter	Enter location to filter	Enter registration d	Enter decision to fi	Enter decision date	Mold	Enter grid referen
NMA/00077/25	Non-material amendment Ref: 061994	Land North of Gwernaffield Road, Mold, Flintshire, CH7 3DA	03 Sep 2025	A01 Approved	11 Sep 2025	Flintshire Ward Mold West, Flintshire Ward Gwernaffield and Gwernymynydd	322913, 364801
NMA/00069/25	Non-material amendment Ref: 061994	Land North of Gwernaffield Road, Mold, Flintshire, CH7 3DA	12 Aug 2025	A01 Approved	28 Aug 2025	Flintshire Ward Mold West, Flintshire Ward Gwernaffield and Gwernymynydd	322913, 364801
DET/00062/25	Discharge of condition 12 Ref: FUJ/00003/23	FRON DEG, Clayton Road, Mold, CH7 1SU	23 Jul 2025	A01 Approved	05 Aug 2025	Flintshire Ward Mold West	323574, 364153
FUJ/00056/25	2 STOREY EXTENSION TO SIDE	Bryn Pentre, 69, Chester Road, Mold, CH7 1UE	17 Jul 2025	A01 Approved	04 Sep 2025	Flintshire Ward Mold East	324259.78, 363939.03
DET/00056/25	Discharge of condition 3 Ref: FUJ/00040/25	7, Pen Y Bryn, Mold, CH7 1TL	09 Jul 2025	A01 Approved	31 Jul 2025	Flintshire Ward Mold South	323119.15, 363776.58
FUJ/00057/25	Two story side extension, erection of a new porch with lean to roof and a single	51, Lon Cae Del, Mold, CH7 1QX	07 Jul 2025	A01 Approved	31 Jul 2025	Flintshire Ward Mold South	322712, 363577
ADV/00043/25	2 non illuminated Fascia signs.	Unit 1, St David's House, 24, High Street, Mold, CH7 1AZ	26 Jun 2025	A01 Approved	28 Jul 2025	Flintshire Ward Mold Broncoed	323725.16, 363983.65
DET/00051/25	Discharge of condition 4, Ref: FUJ/00016/25	Media Point, MOLD BUSINESS PARK, Wrexham Road, Mold, CH7 1XY	12 Jun 2025	A01 Approved	31 Jul 2025	Flintshire Ward Mold Broncoed	324439.23, 362737.2
FUJ/00035/25	Installation of LED Flood Lights, equipped with cows, on the main pitch	MOLD RUGBY CLUB, The Clubhouse, Chester Road, Mold, CH7 1UF	28 Apr 2025	A01 Approved	13 Aug 2025	Flintshire Ward Mold East	324407, 364120
FUJ/00026/25	New Accessible entrance, lift and toilets, kitchens and ancillary meeting rooms	PENDRE CHRISTIAN CENTRE, Pwll Glas, Mold, CH7 1RA	27 Mar 2025	Z01 Withdrawn	11 Aug 2025	Flintshire Ward Mold West	323544.71, 364225.05
LBC/00026/25	New Accessible entrance, lift and toilets, kitchens and ancillary meeting rooms	PENDRE CHRISTIAN CENTRE, Pwll Glas, Mold, CH7 1RA	27 Mar 2025	Z13 File Closed	11 Aug 2025	Flintshire Ward Mold West	323544.71, 364225.05

