

**MOLD TOWN COUNCIL
CYNGOR TREF YR WYDDGRUG**

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11th March 2026

Dear Members,

You are requested to attend a meeting of the **Town Council Community Development and Regeneration Committee** to be held via Zoom Video Conferencing at **6.00pm** on **Wednesday 18th March 2026**.

Yours sincerely,

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

Town Clerk and Finance Officer

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

3. MINUTES

To **note** the minutes from the previous CDR Committee (attached) which took place on the 3rd February 2026.

4. HANGING BASKET REPORT

To **consider** the attached Hanging Basket Report.

5. BAILEY HILL LODGE – TENANCY AND PROPERTY UPDATE

To **consider** the attached report and recommendations.

6. OVERVIEW OF CORRESPONDENCE

To **note** the attached overview of correspondence.



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ZOOM link for online meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/86565929007?pwd=4rUBSKrKYBygtkHBEyenDYj7JdMurC.1>

Meeting ID: 865 6592 9007

Passcode: 042929



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MOLD TOWN COUNCIL COMMUNITY, DEVELOPMENT AND REGENERATION COMMITTEE

Minutes of the Community, Development & Regeneration Committee held virtually via Zoom at 6.00pm on Tuesday 3rd February 2026.

PRESENT: Councillors Paul Beacher (Mayor), Joanne Edwards (Deputy Mayor), Geoff Collett, Chris Bithell, Catherine Frances Claydon (Chair), Teresa Carberry and Megan Lloyd Hughes

Officers: Jo Lane (Town Clerk and Finance Officer), Jane Evans (Events & Community Engagement Officer) and Emma Lyth (Support Officer)

ABSENT: Councillor Robin Guest

40. APOLOGIES

None received.

41. DECLARATIONS OF INTEREST

None.

42. MINUTES

It was **resolved** that the minutes from the meetings held on Tuesday 21st October 2025 and Monday 17th November 2025 were approved.

43. BAILEY HILL CENTRE / LODGE

Members considered the previously circulated Bailey Hill report.

Discussion took place regarding the request from the Friends of Bailey Hill (FoBH) for a fifth keyholder/set of keys. Members noted that the current active User Agreement specifies that FoBH are entitled to four keyholders. Having considered the request, the Committee agreed that the current arrangement of four keyholders, as set out in the User Agreement, remains appropriate at this stage.

It was **resolved** that the request for an additional keyholder/set of keys be declined.

The Town Clerk highlighted the ongoing issues at the Bailey Hill Centre which were discussed at a meeting between Flintshire County Council and Mold Town Council on 5th December 2025. FCC representatives are agreeable to assisting with these issues; the Town Clerk has requested clarification on which issues support can be provided with.

The budget has now been utilised with regards to maintenance work at the Bailey Hill Centre.

The Town Clerk was thanked for all her efforts in rectifying the challenges posed by the Centre.

Due to little to no attendance, The Bailey Hill Tripartite Group agreed to cease weekly public openings of the Bailey Hill Centre for 2026. Mold Town Council's Support Officers are collaborating with the group on a calendar of activities at the Centre for 2026.

44. TOURIST INFORMATION PANELS

The Town Clerk gave a verbal overview of the Tourist Information Panels in need of updating and explained that the quotes received to undertake the work are based on their priority ranking as per the Tourist Information Panel report.

It was highlighted that signage from New Street Car Park to the nearest Public Conveniences may need to become a high ranking priority.

It was **agreed in principle** that the priority 1 tasks be carried out at the quoted cost of £11,538.00 which includes the optional repair work and additional costs for design.

However, members **resolved** to wait until there is further clarity on the future of the town's public conveniences before proceeding with any updates to the panels.

45. HANGING BASKETS

The Events and Community Engagement Officer summarised the locations of the hanging baskets as mapped on the report and highlighted the imbalance of baskets around the town. It also became apparent that some of the hanging baskets were installed on businesses' own brackets, and not those belonging to Mold Town Council. Members considered the options for proceeding in 2026.

It was **resolved** to gain feedback from local businesses about them taking on responsibility and maintenance of the baskets. An extra ordinary CDR Committee meeting will be arranged once this has been done, for members to consider the options available.

46. ST DAVID'S DAY WINDOW COMPETITION 2026

Due to less staffing capacity and less funding, Menter Iaith Fflint a Wrecsam have approached Mold Town Council for their assistance with co-ordinating the arrangements within town for the annual St David's Day Window Display Competition.

It was **resolved** that the Support Officer would visit businesses to promote the event and to distribute packs / resources supplied by Menter Iaith.

47. EXCLUSION OF PRESS AND PUBLIC

It was **resolved**, in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the next part of the meeting due to the confidential nature of the business to be discussed.

48. ELECTRONIC NOTICE BOARD

Members discussed the advantages and disadvantages of both a ceiling mounted advertising display and a mobile display stand.

It was **resolved** to proceed with the mobile display stand at the quoted cost of £1374.23.

Meeting ended at 7.06pm

**SUMMARY OF DECLARATIONS MADE BY MEMBERS
IN ACCORDANCE WITH MOLD TOWN COUNCIL'S CODE OF CONDUCT**

Community, Development & Regeneration Committee		DATE: 03.02.26
MEMBER	ITEM	MINUTE NO. REFERS

Chairman's signature: Date:
CDR/MIN 03/02/26 EL



Date of Meeting: 18th March 2026

Hanging Baskets – Feedback from businesses on taking ownership of baskets from Mold Town Council

1. Purpose of Report

To relay to Members the feedback supplied by local businesses about taking ownership and responsibility for the town's hanging baskets so that an urgent decision can be made on how Mold Town Council will proceed this year.

2. Background

It was agreed at the last CDR meeting on 3rd February 2026, that businesses would be approached to see whether they would be willing to assume ownership and liability for hanging baskets donated by Mold Town Council.

16 business owners were spoken to in person, 3 of whom were willing to take the baskets on (Muka Hair Design, The Gathering and Ecoblooms).

Y Pentan and The Red Lion were undecided.

Reasons for other businesses not wanting to take on responsibility for the baskets included:

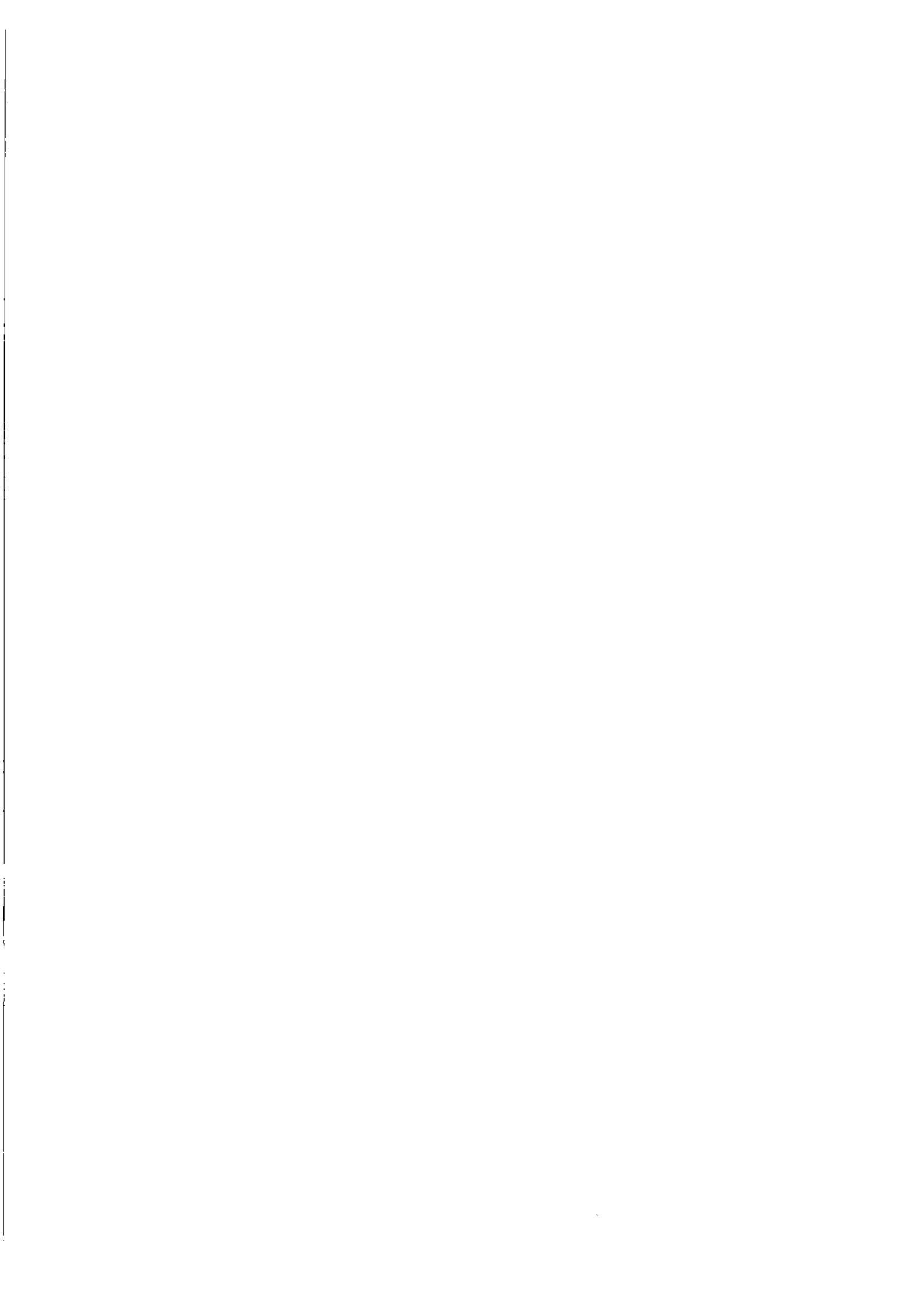
- Brackets too high (concerns for working at height)
- Concern about the logistics of watering
- The plants would probably get neglected and start looking untidy
- Don't want to get dirty clothes
- Don't have the time
- Not in the office frequently enough to maintain them

The following businesses were sent an email in order to reach the most appropriate contact, however no replies have been received:

- Gamlins Law Solicitors
- Harris Lamb (re. Daniel Owen Precinct)
- Y Delyn Wine Bar
- Jane Davies

3. Recommendations

That the Committee consider the responses and agree on the best way to proceed.



Bailey Hill Lodge/ Centre Update

Tenancy Amendment Request

The tenant, in the Bailey Hill Lodge has requested that her partner be added to the tenancy agreement. The Lettings Manager, Simon Jones, has advised that the council would need to reference the partner and issue a new written statement of the tenancy contract. The total cost for this process would be £160, which would be charged to the council, as the tenant cannot be charged any fees.

Further clarification was sought from the estate agent, with the following questions and responses:

- **Whether the request would require a new occupation contract to be issued or a variation to the existing contract:** Yes – a new contract would be issued with both names on, and the same terms would apply.
- **Confirmation of the referencing checks that would be carried out on the proposed additional tenant:** Employment, credit referencing, affordability, and previous landlord checks would be carried out.
- **A breakdown of the £160.00 fee referenced in your email, including what elements this cost covers:** The £160 covers the preparation of the new contract, referencing, and registration of the deposit.
- **Confirmation of whether the deposit registration would need to be amended if an additional contract-holder is added:** Yes, the deposit registration would be updated to reflect the additional tenant.
- **Any implications this change may have for the current occupation contract or landlord obligations:** All existing terms and obligations remain the same; the only change is adding the new tenant's name to the contract.

Recommendation: Approve the tenancy amendment and associated cost

Pest Issue – Ladybirds

The tenant has reported a significant ladybird infestation affecting almost all windows of the property, apart from the spare room at the back. The insects hibernate in window corners and the loft, leaving pheromones when disturbed that attract them back. The tenant has attempted to manage the problem by cleaning the windows, relocating the insects, and vacuuming, but the infestation persists. The inability to open affected windows is causing ventilation issues and contributing to mould growth.

To address this, in-house actions should be considered as an initial step. Preventative measures that can be implemented directly include fitting temporary insect screens or mesh to affected windows to allow ventilation without letting insects in, and applying sealant or weather-stripping around window frames, sills, and other likely entry points to reduce ingress. In the loft, any gaps or cracks around rooflines, eaves, and loft hatches should be inspected and sealed where safe and practicable. Tenant guidance on keeping sunny windows closed during peak ladybird activity, regular cleaning of window frames to remove pheromone trails, and continued use of a vacuum (with proper disposal of insects) can help reduce the immediate pressure.

As a longer-term solution, engaging a pest control specialist with experience in insect ingress issues is recommended if the infestation persists. They can advise on safe insect deterrents and proofing techniques suited to the property, and, if needed, implement heat or bait treatments in the loft. A follow-up inspection may be required to monitor the effectiveness of both in-house and specialist measures and to adapt the approach as needed.

Recommendation: Implement in-house measures immediately and monitor; engage a specialist if the problem persists.

Water Leak – Bathroom

A leak was discovered from the tenant's bathroom, which was affecting the kitchen in the Bailey Hill Centre. The new Facilities Officer resolved the issue efficiently by replacing parts at a cost of £27.27, avoiding the potential expense of engaging a plumber, which could have been several hundred pounds.

Fire Alarm System Issue

A break panel at the back of the centre was damaged, preventing the fire alarm panel from resetting. Snowdonia was called to replace the panel, and the costs will include both the call-out and the new panel. The system has now been restored and is fully operational, ensuring compliance with safety requirements.

Men's Shed Project

Unfortunately, a participant of the Men's Shed Project passed away recently. Donations were made at the participant's funeral, resulting in a total of £272.60 being donated to Mold Town Council for the Men's Shed Project. This donation will be used to fund the Facilitator for a few additional sessions, providing continued support and engagement for project participants.

Recommendation: Allocate the donation to fund extra Facilitator sessions for the Men's Shed Project.

Men's Shed Evaluation

It is proposed to undertake a full evaluation of the Men's Shed Project to support future funding opportunities. The evaluation would include storytelling from the participants' perspectives, as well as reflections from their loved ones. To fund this evaluation, an application would be made to the Museums, Culture & Heritage Manager, Sophie Fish, who has funding available to support this type of work. The proposal seeks to secure between £3,000 and £5,000 to complete a full external evaluation, providing an evidence base for the project's impact and future sustainability.

Recommendation: Town Clerk to Submit a funding application to enable a comprehensive evaluation of the Men's Shed Project.

Overview of Correspondence with Friends of Bailey Hill – Keyholder Request

Background

The Chair of Friends of Bailey (FoBH) requested an additional keyholder for the Bailey Hill Centre to support delivery of planned 2026 events. The current User Agreement allows for four keyholders, and the request was formally considered by the Community, Development and Regeneration (CDR) Committee at its meeting on 3rd February 2026.

Key Correspondence

1. Committee Decision (4th February 2026)

- The Town Clerk sent an email to FoBH to advise that the Committee confirmed that the existing four-keyholder arrangement remains appropriate.

2. FoBH Chair Response

- Emphasised operational needs related to the Events Manager role and the expanded 2026 events programme.
- Offered to cover any costs for an additional key.

3. Town Clerk's Response

- Reiterated that the decision had been formally made and cannot be reconsidered for six months under Council Standing Orders.
- Confirmed that the User Agreement explicitly limits keyholders to four.
- Clarified *"An agreement has been made for partners to support in encouraging visitors to Bailey Hill through the provision of activities and events. At no point during those discussions was it suggested that this would necessitate an additional set of keys, or that the delivery of these activities would be dependent on one."*
- Offered practical support, including transferring keys between existing holders to Events Manager if required.

4. FoBH Chair's Further Correspondence

- In response to the Town Clerk, the Chair stated that the Clerk had implied FoBH had been tardy in making the request, when in fact the Clerk had confirmed that during previous discussions (April Meeting and September Meeting) no request for additional key had been made; the request was only raised once a draft events calendar was circulated (December 25/ January 26).
- FoBH confirmed that the current User Agreement (UA), co-signed with MTC on 5 September 2023, is intended to be "reviewed on an annual basis to ensure that it continues to meet both parties' needs and requirements." They emphasised that this applies to both parties.
- FoBH noted that the original UA remains in effect, as MTC stated that discussion of a new UA will only occur after the conclusion of ongoing lease negotiations with FCC Estates regarding the BHV Centre. The lease renewal remains unresolved.
- FoBH highlighted that the lease impasse need not prevent minor adjustments to the current UA to support the delivery of the Tripartite Events Programme. These adjustments, as proposed by FoBH, include:
 - Allowing an additional key-set (at FoBH's cost), or providing scope for key-sharing among up to 5–6 key-trained Trustees to facilitate responsible delivery of events and meet events management, risk, and insurance requirements.

- Any other minor clarifications beneficial to both parties.
- FoBH emphasised that legally, such minor changes could be formalised through a simple exchange of letters, without the need for a full UA renegotiation.
- They further noted that procedural considerations should not prevent discussion of such amendments, pointing out that written constitutions generally allow for expedited decisions when operational needs are urgent.
- The request therefore effectively seeks to increase Centre access beyond the four named keyholders in the UA, creeping up to 5–6 Trustees, which would alter the original operational and governance parameters set by the Council.

5. Other Correspondence

- Sought to involve external parties, including FCC, to discuss Centre access and keyholder arrangements, and proposed potential adjustments to the User Agreement to facilitate delivery.
- In an email to the Support Officer and FCC, the Chair confirmed that early Team Days (13 February 2026) ran successfully. Emphasised that Friends had pencilled other Team Days and small events into their 2026 programme, but the refusal to provide an extra key limited their ability to plan activities involving the Centre and potentially open them to the public.

Tripartite Events Programme Context

- The proposed 2026 calendar was first discussed at the April Steering Group Meeting and revisited at the September meeting. On both occasions, there was no mention of a need for additional keyholders.
- Quarterly FoBH reports show that the average keyholder attendance at events is 2.7, further demonstrating that the current arrangement of four keyholders is more than sufficient.
- Information available suggests that one of the existing keyholders could transfer their key to the Events Manager without any operational disruption.

Summary

- The CDR Committee acted fully in line with Mold Town Council's governance procedures, User Agreement provisions, and Standing Orders.
- The Chair's correspondence repeatedly frames prior communications and decisions in ways that suggest additional approval was implied, despite clear communications to the contrary.
- Historical Steering Group discussions and quarterly activity reports indicate that:
 - Existing keyholder coverage is adequate to manage events and access requirements.
 - Operational planning for additional events could be accommodated without exceeding the current limit of four keyholders.
- Efforts to involve external parties and propose amendments outside the formal Committee process highlight a focus on operational expediency rather than the formal framework already in place.

The CDR Committee's decision to maintain four keyholders is supported by:

- The explicit provisions of the User Agreement.
- Evidence from FoBH activity reports confirming sufficient key coverage.

- Historical Steering Group discussions showing no prior requirement for additional keys.
- Existing arrangements providing two free days of Centre use, equipment storage, and the opportunity to deliver community events at no charge.

While FoBH remain engaged and active in delivering events, Council decision-making processes have been followed at every stage. Operational arrangements, including event planning and Centre use, should continue within the existing User Agreement and Council-approved governance framework, ensuring clarity, consistency, and equitable management for all parties.

