

MOLD TOWN COUNCIL CYNGOR TREF YR WYDDGRUG



www.moldtowncouncil.org.uk

Councillor Karen Hodgkinson Mayor of Mold, engagements since 1st November - 28th November 2018

Date	Event	Venue
02-Nov	Mayor of Buckley Charity Dinner Dance	Beaufort Park Hotel
02-Nov	Historic Mold Exhibition	Mold Town Hall
09-Nov	Opening of Mold Novemberfest	St Mary's Church Hall
09-Nov	A Wounded Peace, Suitcase Theatre	Emlyn Williams Theatre, Theatr Clwyd
10-Nov	Wheelchair 7s Home tournament	Saltney Leisure Centre
10-Nov	NovemberFest	St Mary's Church Hall
11-Nov	Mold Remembrance Day Parade & Service	
11-Nov	Mold WW1 Commemorative Concert	Theatr Clwyd
15-Nov	Mold Flower Club Christmas Open Evening	Bryn Coch School
26-Nov	OWL Cymru Governors Afternoon Tea	Connahs Quay Older People's Room
27-Nov	Mold Christmas Light Switch on	



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MOLD TOWN COUNCIL

Minutes of the Meeting of Mold Town Council held at the Town Hall, Earl Road, Mold on Wednesday 31st October 2018,

PRESENT:

Councillors: Karen Hodgkinson (Mayor), Tim Maunders (Deputy Mayor), Anthony Parry, Robin Guest, Andrea Mearns, Gareth Williams, Bryan Grew Teresa Nickson, Chris Bithell, Haydn Bateman, Geoff Matthias, Sarah Taylor, Brian Lloyd, Haydn Jones, Trevor Arnold with the Clerk and Finance Officer, the Town Manager and the Support Officer.

Also Present: Sergeant Gavin Gilmore and PCSO Beth Weston from North Wales Police and one member of the press,

83. APOLOGIES: Councillor Geoff Collett

ABSENT: None

84. DECLARATIONS OF INTEREST

There were no declarations of interest expressed.

85. NORTH WALES POLICE

The Mayor welcomed Sergeant Gavin Gilmore and PCSO Beth Weston from North Wales Police.

Sergeant Gilmore introduced himself and informed members that he was based in Mold and was Support Sergeant working alongside Inspector Darren Whibberley. Sgt Gilmore also introduced PCSO Weston who was now Police Community Support Officer for Mold and had been based at Mold Station for two months. One of PCSO Weston's roles will be to work alongside the town centre businesses, working in partnership with the Council, Flintshire Against Business Crime and retailers to help deter and reduce shoplifting crime in the town. PCSO Weston would also be working with the schools Liaison Officers,

Councillor Matthias expressed thanks on behalf of Parkfields Community Centre for PCSO Weston carrying out patrols in the area, which was aiming to deter anti social behaviour.

Sgt Gilmore informed members that if they did need to speak about matters of concern, that he would endeavour to make himself available at the station for members to come in and discuss with him.

6.25pm Sergeant Gilmore and PCSO Weston left the meeting.

86. MAYORS ANNOUNCEMENTS

The Mayor gave members an update on her official engagements attended over the last month.

87. MINUTES

Resolved: It was resolved that:

- a) The minutes of the meeting of the Council held on 26th September 2018 be received and approved;
- b) The minutes of the meeting of the Planning Committee held on 1st October 2018 be received and noted;

88. INFORMATION ARISING FROM MINUTES

Minute 67 - Councillor Bithell asked if any thoughts had been given to how to carry out footfall count within the town and suggested members may be willing to volunteer to carry out a manual count. The Town Manager informed members that he had been in discussions with Flintshire County Council as to the best way forward and was looking at a technical solution to count footfall. A further update on this would be provided as soon as available.

89. REPORT OF TOWN MANAGER

Members considered the previously circulated report provided by the Town Manager and the Town Manager highlighted to members some items on his report.

The Town Manager informed members he had spoken with the owners of the Ambrose Lloyd Centre and was encouraged with their plans for redevelopment of the site.

The Hot Wok on Kings Street was being refurbished and would be opening on 12th November under new management, Asia Sensation, offering a fusion of oriental cuisine.

The bus station improvements was progressing well. The counters in the public conveniences were now in place in the Daniel Owen Centre.

The Town Manager made a personal announcement- after 10 years with Mold Town Council he officially announced his retirement and informed members he would retire in the Spring of 2019. He assured members he would be overseeing the 10th anniversary of the Mold Spring Clean and celebrating Springy's 10th Birthday, an achievement he was particularly proud of as the Mold Spring Clean has gone from strength to strength each year.

Resolved: It was resolved to note the report.

90. NORTH WALES BLUES AND SOUL FESTIVAL 2018

Members considered the previously circulated report provided by the Blues & Soul organising committee which provided a summary of this year's festival, accounts and how to move forward with 2019 festival.

The Committee have asked if Council wish to continue to support the event as a Mold Town Council event or whether they would consider support in other ways such as providing grant if the committee went independent.

Councillor Guest said that a business plan had not been provided by the committee despite members asking for one in previous years. Members need to know how the committee will be addressing the failings of the festival. Other members agreed that a business plan would need to be supplied by the organising committee before consideration can be given as to how to support going forward. Councillor Mearns said that having spoken to quite a few of the organising committee at the festival, she was under the impression that they wanted to go independent and asked for the committee to confirm how they wanted to proceed going forward as the report does not clarify this.

Councillor Williams proposed that any discussion be deferred until the Blues and Soul organising committee come back with a business plan and confirm how they wish to proceed, either as an independent group or as a Mold Town Council event.

All members supported this proposal.

Resolved: It was resolved to defer any decision regarding support of the festival until the Blues and Soul organising committee submit a business plan and confirm how they wish to proceed, either as an independent group or as a Mold Town Council event.

7.20pm The Town Manager and Councillor Williams left the meeting

91. ACCOUNTS 2018/19- HALF YEAR REVIEW

Members considered the previously circulated report of the accounts 2018/19 half yearly review relating to the income and expenditure for the Town Council as of 30th September 2018.

Resolved: It was resolved to approve the accounts 2018/19 half yearly review relating to the income and expenditure for the Town Council as of 30th September 2018.

7.30pm Councillor Williams returned to the meeting

92. INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT- FEBRUARY 2018

Members considered the previously circulated Remuneration Panel draft Annual Report 2018/19 information. The Town Clerk asked members to review the report and provide any comments to the Town Clerk who would collate and respond on behalf of members.

Resolved: It was resolved to note the draft Annual Report.

93. CHRISTMAS FLOAT

Members considered the previously circulated report regarding Mold Town Council taking over the responsibility and service delivery of the Christmas float from Mold Rotary Club.

Councillor Williams suggested £500 from the events fund is held to cover any costs incurred i.e. maintenance, fuel etc., thus ensuring all monies donated goes to the Mayors fundraising appeal.

Councillor Taylor suggested approaching 6th form and college students to ask if they would like to volunteer. Councillor Carberry suggested contacting groups such as the cadets and guides for volunteers and suggested a portion of the collection money could be donated to their group as a thank you for supporting/volunteering.

Members supported the request for Mold Town Council to take over the responsibility and service delivery of the Christmas float from Mold Rotary Club and any set up and ongoing costs are covered from funds held in reserves.

Resolved: It was resolved that:-

- a) The Town Council to take over the responsibility and service delivery of the Christmas float from Mold Rotary Club.
- b) The Town Council provide a Christmas float service to the young people of Mold.
- c) Any initial set up and ongoing costs are covered from funds held in reserves.

94. NOTICE OF MOTION

94.1 Councillor Haydn Jones - to seek support from the Town Council to address the concerns of Ysgol Bryn Gwalia/Ysgol Enfys and parents regarding the speed of traffic on Clayton Road, near the schools. This concern is also shared by Greenside residents entering Clayton Road at a particularly bad bend.

Councillor Jones informed members that he had been approached by residents of Greenside concerned about the poor visibility on the bend of Clayton Road coming out of Greenside due to Ysgol Enfys bamboo fencing. This issue had been ongoing for sometime and had been addressed by Flintshire County Council previously, resulting in some of the bamboo fencing being removed. This was now approved by Flintshire County Council and North Wales Police regarding visibility, however residents are still having issues and it is causing concern.

Councillor Bithell said he had raised this concern with Flintshire Highways on several occasions and had been assured that it meets highway regulations.

Following discussion members agreed that speeding was not a particular issue but the poor visibility due to the bamboo fencing was and supported Councillor Jones motion to engage in discussions with Flintshire County Council and the schools as to how this can be addressed.

94.2 Councillor Chris Bithell - that the Town Council seek advice from the MP and AM following a response from British Telecom on the town councils request to have the telephone box on King Street/ Bridge Street removed.

Councillor Taylor suggested involving North Wales Police if there was concern the phone box was being used for illegal activity.

Councillor Williams suggested that the MP and AM are asked to write letter of support rather than seek their advice.

Members supported amendment to the motion to ask the MP and AM to write letter of support requesting the removal of the phone box.

Resolved: It was resolved to:-

94.1 Support Councillor Jones motion to engage in discussions with Flintshire County Council and the schools regarding the poor visibility on the junction of Greenside and Clayton road can be addressed.

95.2 Support Councillor Bithell's motion and ask the MP and AM to write letter of support requesting the removal of the phone box.

8.00pm The Press left the meeting

95. GREEN INFRASTRUCTURE PROJECTS IN MOLD

Members considered the previously circulated from Councillor Mearns, to consider the green infrastructure projects in Mold, including tree planting with Wild About Mold and potential funding for the Green Band through Enabling National Resources and Well-being in Wales Grant.

Councillor Mearns informed members that there had been an excellent response to suggestions for areas to plant trees in Mold with over 193 sites suggested. Out of these, 20 were coded green and would be a priority for Flintshire County Council with a further 18 coded as amber.

Wildflower planting in Mold, over 3000 bulbs had been planted in the Easter Garden at Tyddyn Street Church. The Biodiversity Officer at Flintshire County Council had confirmed that wild flower planting on Kendricks Field had been approved and a 3 metre strip on the bank from Ruthin Road would be planted with wildflowers. This would not impact on the space used for various events.

Councillor Mearns asked members for approval to continue to support the Sustainable Management Scheme (SMS) and asked for approval to have a representative on the SMS steering group. Members supported the request and approved Councillor Mearns to represent Mold Town Council on the steering group.

Councillor Mearns asked members for approval to put Mold Town Council forward as a partner organisation with regards to applications made by either Flintshire County Council / and or/ North Wales Wildlife Trust for the Enabling Natural Resources and Well-being in Wales Grant, in relation to Mold. Members approved Mold Town Council being put forward as a partner.

Resolved: It was resolved to continue to support the Sustainable Management Scheme (SMS) and was approved for Councillor Mearns to represent Mold Town Council on the steering group. It was approved for Mold Town Council to become a partner with Flintshire County Council / and or/ North Wales Wildlife Trust in relation to the Enabling Natural Resources and Well-being in Wales Grant for areas in Mold.

96. NOTIFICATION OF UPCOMING EVENTS

Members considered the previously circulated information regarding upcoming events.

Resolved: It was resolved to note the information.

97. NOTIFICATION OF PLANNING DECISIONS

Resolved: It was resolved to note the report.

98. MEETINGS ATTENDED

There were no reports from members on meetings attended.

99. ACCOUNTS/ PAYMENTS

The Council considered the schedules previously circulated and noted that expenditure complied with the statutory powers available to local councils.

Resolved: It was resolved that the schedules of payments be approved.

The Meeting ended at 8.15pm

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

MOLDTOWN COUNCIL	DATE: 31st October 2018
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MEMBER	ITEM	MINUTE NO. REFERS
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Chairman's signature: Date:

WORD/MINUTES/MTCIMIN181031

MOLD TOWN COUNCIL

Minutes of the meeting of Mold Town Council Planning Committee held at the Town Hall, Mold on Wednesday 24th October 2018.

PRESENT: Councillors: Bryan Grew (Chair), Andrea Mearns, Anthony Parry, and Gareth Williams with the Clerk & Finance Officer.

APOLOGIES: Councillors: Karen Hodgkinson, Brian Lloyd, Geoff Matthias, Sarah Taylor, Tim Maunders

Also in attendance: Councillor Geoff Collett, Justin Paul, Harry Reece (consultants) and Michael Forgrave of Gower Homes

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. MINUTES

Resolved: It was resolved that the minutes of the meeting held on Monday 1st October 2018 be approved.

18. PLANNING APPLICATIONS

The Committee considered the following applications:

18.1 BMK/058991 - Change of use of garage to dog groomers at 40 Ffordd Byrnwr Gwair, Mold, CH7 1FQ. The committee objected to this proposal as the area is totally residential and the proposal would have an impact on the character of the area.

18.2 RMH/058968 - Residential development of 20no. apartments at Land to the rear of Park House, Broncoed Business Park, Mold, CH7 1HP. The committee had no objection to this proposal but did have concern over the impact on the highway on the junction.

18.3 BMK/058923 - Erection of two storey extension to dwelling at Bodwyn, Gwer-naf-field Road, Mold, CH7 1RQ - Amendments/additional information. The committee had no objection to this proposal.

Resolved: It was resolved that the above comments be forwarded to Flintshire County Council.

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

PLANNING COMMITTEE

DATE: 24 October 2018

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ITEM

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Chairman's signature: Date:
WORD/MINUTES/PLANNING/PLANNING 181024

MOLD TOWN COUNCIL

Minutes of the meeting of Mold Town Council Cemetery Committee held at the Town Hall, Earl Road, Mold on Wednesday 7th November 2018.

PRESENT: Councillors: Chris Bithell (Chair), Karen Hodgkinson (Mayor), Geoff Matthias Tim Maunders, Andrea Mearns, Anthony Parry, Sarah Taylor and Gareth Williams with the Clerk and Finance Officer and the Cemetery Superintendent.

7. APOLOGIES

Councillors: None

8. DECLARATIONS OF INTEREST

Councillors Tim Maunders and Gareth Williams expressed an interest in agenda item 6.

9. MINUTES

Resolved: It was resolved that the minutes of the meeting of the Committee held on 11th July 2018 be received and approved as a correct record.

10. INFORMATION ARISING

There was no information arising.

11. REPORT OF THE CEMETERY SUPERINTENDENT

The Cemetery Superintendent advised committee that since the last meeting in July there had been 11 burials including 5 new burials, 3 graves being reopened, 1 new cremation and 3 cremations in existing plots.

Since January there had been a total of 46 burials of which there had only been 3 new cremations which brought the Cemetery Superintendent on to request that members reconsider the current reserves held for a future columbarium. He advised that in the last five years there had only been 15 cremations. He added that with the new crematorium now open in Northop and offering a scattering service it is likely the cremation figures will be effected further. The Cemetery Superintendent suggested that a columbarium would not be financially viable.

Councillor Williams suggested that with the advice of the Cemetery Superintendent installing a columbarium does not make sense. Councillor Mearns added that such a service would not make money either, which had been one of the aims of a columbaria. Councillor Mearns added that the town council should look to reserve the section of land for the columbaria but allow the reserved funds to be re-allocated to other cemetery projects. In addition, Councillor Mearns reminded members that it had previously been discussed about the town council offering a scattering service at the cemetery, and enquiries should be made on the possibility of doing so.

The Chair asked the Cemetery Superintendent and members if they were aware of any reasons why bollards could not be installed on the land near Tyddyn Street to prevent unauthorised vehicles entering the field. The Cemetery Superintendent and Councillor Mearns advised that the county council currently access the land to empty dog waste bins and to cut the grass on the field. In addition, the town council used the access when carrying out tree/hedge maintenance work.

Resolved: It was resolved that;

- a) That enquiries with the ICCM would be made on the possibility of scattering ashes;
- b) That Councillor Bithell (Chair) will continue to liaise with the County Council on the possibility of installing suitable bollards.
- c) That the committee will consider the Cemetery Columbaria reserves during the budget setting agenda item.

12. CEMETERY FOOTPATH/PALISADE FENCING

Members considered the three previously circulated quotes for replacing the palisade fencing between the cemetery and Gas Lane play area and on Gas Lane. The Clerk went through each quote in detail advising of the service offered from each contractor. Members also considered options for carrying out the work in two phases. The Clerk advised that depending on the views of members' consideration would need to be given on funding potential fencing during the budget setting agenda item. The Clerk advised of the current reserves held for the Cemetery which by the end of this financial year will equate to £25,000.

During consideration members agreed that to carry out the work in two stages may add to the costs. The Clerk and Cemetery Superintendent also advised that it would probably require temporary traffic lights during the work on Gas Lane fencing for safety purposes which the Town Council would have to organize and fund.

Members considered the advice prepared by Harrison Design Consultants on proposals for creating a new road access from Gas Lane up to the centre of the Cemetery together with a quote for acting as consultants for the work. The Cemetery Superintendent and Councillor Williams suggested that the task could be much simpler than proposed. The Clerk advised it would be prudent to take the advice of the professionals as planning and highway permissions would be required for the work to be carried out. The Clerk also advised that the town council would also need to seek additional quotes for consultants before agreeing instructions.

Members agreed that the advice of the professionals was important and asked that the Clerk make enquiries with the relevant Highways and Planning Officers to seek pre-planning advice to ensure the work would be approved. Members also agreed that further quotes for the consultant's work should be sought.

Resolved: It was resolved that:

- a) In principle and subject to available funding during the budget setting that DJ Services would be appointed to carry both sections of fencing in one contract.
- b) That the Clerk make enquiries with Highways and Planning seeking pre-planning advice on the feasibility of the new access and road.
- c) That additional consultants are sought to provide quotes for the work;
- d) That funding for the new access and road is considered during the budget setting

13. BUDGET 2019/20

Members considered the previously circulated report and draft cemetery budget. The Clerk highlighted a number areas of particular consideration she sought direction from members on. The Clerk advised of the current reserves held for the Cemetery Columbarium of £22,754 plus £3k from 2018/19. The Clerk asked that as this had been discussed earlier in the meeting do members wish to re-allocate the funds for other projects in the cemetery. The Clerk also advised how she had set the estimated income for 2019/20 of £46k, suggesting it was better to be conservative with the estimates. The Clerk informed members that in 2019 it will be three years since auto-enrolment and the town council will be required to auto-enroll staff who are not currently in the pension scheme once again. The Clerk sought support for including funds for employer pension contributions.

Members agreed that the current reserves held should be used for replacing the fencing on Gas Lane and between the play area and the cemetery. The Clerk advised that after this work there would still remain approximately £14k. Members agreed that a further £10k should be including in the budget so that together with the £14k remaining in reserves there should be sufficient to carry out the work on the new access and road through the cemetery. Members also agreed with the prudent figure expected on income for 2019/20. Following discussion members agreed that the full allocation of employer pension payments for 2019/20 should be included within the budget proposals.

Members also considered the current burial fees. The Chair suggested that in the past the town council had been caught out by not increasing yearly and then having to increase significantly to catch up with local authorities' fees. Both the Chair and Councillor Taylor suggested that it would be likely that Flintshire County Council will increase their fees in the coming year. However, Councillor Taylor suggested that the town council should fixed the current fees and review them in six months once it is clear how the County Council had addressed fees.

Resolved: It was resolved that:

- a) The reserves held for the columbaria be released and allocated to fund the palisade fencing and the remaining towards the new access and road into the cemetery;
- b) That an extra £10k is included within the budget proposals to complete the new access and road;
- c) That the full employer pension liability for 2019/20 be included with the budget proposals;

- d) That the Burial Fees remain fixed and are reviewed in six months;
- e) That the remaining budget proposals are approved for recommendation to the Budget Committee and Full Council

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

CEMETERY COMMITTEE

DATE: 7th November 2018

MEMBER	ITEM	MINUTE NO. REFERS
Councillor Tim Maunders	Agenda Item 6	12
Councillor Gareth Williams	Agenda Item 6	12

WORD/MINUTES/CEMETERY/CEMETERY180711

Chairman's signature: Date:

MOLD TOWN COUNCIL

Minutes of the meeting of Mold Town Council Personnel Committee held at the Town Hall on Monday 19th November 2018.

PRESENT:

Councillors: Karen Hodgkinson (Mayor), Tim Maunders (Deputy Mayor) and Anthony Parry (Chair) with the Town Clerk.

6. APOLOGIES

There were apologies from Councillor Bryan Grew

7. MINUTES

Resolved: It was resolved that the minutes of the meeting held on 26th June 2018 be received and approved as a correct record.

8. INFORMATION ARISING

There was no information arising from the previous minutes.

9. MEMBER/OFFICER PROTOCOL

Members considered the previously circulated report and draft protocol providing information on the proposed Member/Officer Protocol. The Clerk advised that the protocol had been drafted using examples provided by One Voice Wales and Llanelli Town Council. The Clerk also informed members that upon researching various protocols through England and Wales the wording of other examples was very similar or the same as the draft presented.

Resolved: It was resolved to recommend to Full Council that Town Council approves the adoption of the Member/Officer Protocol.

10. EXCLUSION OF PUBLIC AND PRESS

Resolved: It was resolved to exclude members of the public and press.

11. STAFFING ISSUES

11.1 Members considered the previously circulated Staff Appraisals noting the content.

11.2 Members considered the previously circulated report relating to proposals to changes with the cleaning and caretaking duties at the Town Hall. Members agreed that as there is now a vacancy for the Cleaning position it should be recommended that the Caretaker be given the opportunity to take over the role on a permanent basis.

11.3 Members considered the previously circulated report and two draft job descriptions relating to proposals to changes to the administrative staff at the Town Hall. Following the notification of a retirement the Clerk had reviewed two roles and given proposals for amendments. Members agreed that the Town Council need to focus resources on businesses and regeneration of the town together with events and community engagement as these are areas that have grown significantly over recent years.

Resolved: It was resolved:

- a) To receive and note the staff appraisals for 2018;
- b) To recommend to Full Council that the Caretaker should take over the cleaning duties on a permanent basis;
- c) To recommend to Full Council that the two new job descriptions/person specifications be approved

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

PLANNING COMMITTEE	DATE: 19 th November 2018
None	

Chairman's signature: Date:

MINUTES/PERSONNEL181119

18 November 2018

Dear Mold Town Council

It has been a pleasure and a privilege to have been part of the Mold Town Council sub-committee bringing the Blues and Soul Festival to Mold over the past five years. The aim was to bring people into Mold from far afield, over a three day period to share with local people the experience of quality live Blues and Soul music performed by professional musicians well known in that genre, in a festival setting, and to add Mold to the UK Blues and Soul Festival circuit.

We believe that our aims were achieved, and festival-goers who found their way to Mold Blues and Soul returned again and again. Although there are no figures recorded to prove it, we believe that Mold traders including pubs and restaurants benefited over the festival weekends, especially as the number of campers increased over the years. We have also received great reviews from both the performers themselves and the music press.

It is unfortunate that there wasn't a surplus made every year, though it was never a money-making exercise. We are aware of where savings could be made, and how we could raise income in the future, and with these things in mind we have decided that we would like to run the Blues and Soul Festival independently, under the same name and logo, freeing us from the constraints of the Town Hall, (and releasing MTC staff from the time pressures involved).

We realise that this is a huge undertaking for us without being under the umbrella of the Town Council, and would appreciate any support you could give us while we continue to attempt to bring people into the area for a Blues and Soul Festival in 2019. We are looking at various structures to work to and we are taking advice on the legalities involved, but initially we will be a non-profit making club.

Would the Council be prepared to offer us a grant of £2000 to help towards the hire of the infrastructure involved? For example: Marquees, Generators, Barriers and Fencing, Portaloos, Emergency Lighting, security etc, all of which cost almost £10,000 in 2018, and sponsor the traditional Friday "Locals" night to help us ensure that ticket prices on the Friday remain attractive to residents of Mold.

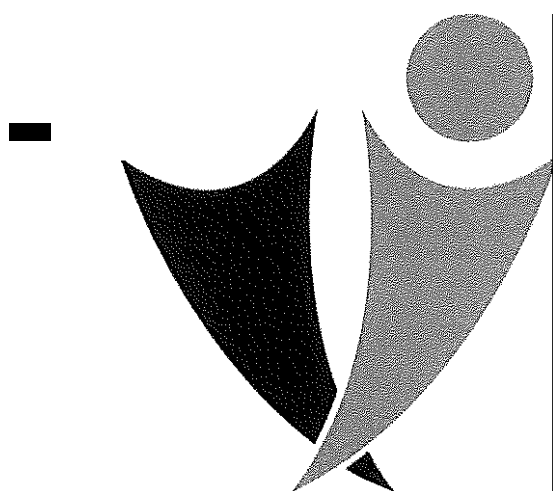
Councillors Teresa Carberry, Bryan Grew and Geoff Collett have indicated that they will be part of the new club so any questions or correspondence can be directed through them.

Thank you for your consideration of this request.

Yours sincerely

North Wales Blues and Soul Festival Team

Un Llais Cymru



One Voice Wales

1

**INNOVATIVE PRACTICE
& NATIONAL AWARDS CONFERENCE
NOMINATION GUIDE**



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Introduction

One Voice Wales is delighted to be running our third Innovative Practice & National Awards Conference in 2019.

The Awards are an opportunity to showcase Community and Town Councils, the services they provide for their local communities and the commitment and work of community and town councillors, clerks and staff.

This is an opportunity for local councils to receive the recognition they deserve.

The innovative practice recognised will play a key part as an evidence base to Welsh Government, unitary authorities, the third sector and other key partners to highlight the good work local councils are doing in their communities.

The winning entries of the 10 award categories will be announced as part of the Awards Ceremony to be held at Hafod a Hendre Building, Royal Welsh Showground, Llanelwedd, Builth Wells, LD2 3SY on Thursday 28th March 2019.

We are pleased that this initiative has become an integral part of the annual calendar of activities of One Voice Wales and that we are able to recognise, reward and celebrate the councils, councillors and staff who work so hard to best represent and deliver for the communities they serve.

Cllr Mike Cuddy
Chair, One Voice Wales



Who Can Nominate

Anyone i.e. a member or officer of a council or external body can nominate a council for one of the awards.

How to Apply

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4) covering the criteria of the theme.

Please send to: admin@onevoicewales.org.uk

By: Friday 25th January 2019

Your aim should be to provide the judges with a concise report, referring to source evidence and signposting to any further documentation that can substantiate your application.

Applications should include examples of good practice which represent new or 'ground breaking' ways of designing and delivering public services and/or proven ways of delivering service improvements and efficiencies.

In submitting your application, you agree to share this information as part of the assessment process.



Judging Process

Applications will be judged against the **theme** and the **following governance criteria**:

- contributes to the achievement of national & local priorities
- contributes to democratic governance by elected members and stakeholders and public accountability
- collaborating with internal and external partners
- learning from others and influencing service sector
- evidence of impact, improvement and achievement on equalities
- evidence of impact on citizen and communities
- evidence of efficient and effective resource management (human and financial)
- evidence of sustainability in service and financial planning

Naturally the more evidence of the above you can provide will improve your chances of success.

Timeline

Deadline for applications: Friday 25th January 2019

Judging Process: An independent panel made up of representatives of partner and stakeholder organisations including WLGA, NRW, Participation Cymru and Co-pro Cymru will meet in early February 2019 to judge all applications received. All Councils with shortlisted Council will be notified by the end of February 2019.

Award Ceremony: This will take place on 28 March 2019 at the Hafod y Hendre Building at the Royal Welsh Showground - all shortlisted applications under each theme will be expected to showcase their Councils work in the Innovative Practice sessions held during the day.



Best Annual Report

This award will recognise a council that has produced an informative annual report for its residents and the wider community outlining its work, achievements and aspirations.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You will be asked to provide a copy of the Annual Report and explain:-

- Why it is innovative/outstanding
- How it has been publicised and distributed
- What benefit does it bring to the council, its community and the wider general public
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria and remembering to include a copy of the Annual Report.

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Annual Report Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best Environmental Project

This award is to highlight an environmental project undertaken by the council that demonstrates how the project benefits the local community.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You will be asked to provide:-

- Background details on why and how the project was implemented
- Details and evidence illustrating how it benefits the local environment
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the project would also be beneficial (**no more than 6**)

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Environmental Project Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best Website

This award is to acknowledge the development of an outstanding website that provides information and signposting to the work of the council and local services.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You will be asked to provide:-

- The website address and also to describe why the website is innovative.
- Provide evidence supporting its benefit to the community or the wider public
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply

- To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Remember to highlight the address of the nominated website.

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Website Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best Community Engagement Initiative

Local councils are at the grassroots of local democracy and this award is to celebrate and recognise an example of a highly successful community engagement initiative.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You will be asked to:-

- Outline the background to the initiative.
- Describe the methods used to engage with the community
- Provide details on how the community responded
- Provide evidence supporting the success of the engagement initiative.
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply

To apply you must complete the application form attached including the brief report section using no more than 400 words (one side A4), covering the criteria.

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Community Engagement Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best Tourism Initiative

This award is to acknowledge and highlight an example of a successful tourism initiative that has been introduced by the council that actively supports the local tourism economy

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You will be required to:-

- Describe why there was considered to be a need for the initiative and the council's involvement
- Explain and provide proof that it is of benefit to the local tourism economy
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the initiative would also be beneficial (**no more than 6**).

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Tourism Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.

Best Sustainability Initiative

This award is to recognise a sustainable initiative introduced by the council that demonstrates how the initiative benefits the local community and support of the goals of the Wellbeing of Future Generations (Wales) Act 2015.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You are asked to:-

- Give the background and details of the initiative
- Describe how it benefits the community and supports the goals of the Well Being of Future Generations (Wales) Act 2015
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

To apply you must complete the application form attached including the brief report section using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the project would also be beneficial (**no more than 6**).

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Sustainability Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best Youth Engagement

The award is to highlight the work of a council that has developed and maintained successful engagement with the young people in its community.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You are asked to describe:-

- How the council established, maintained and managed effective engagement with local young people
- How the engagement process benefits the council, the young people and the community
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs (if appropriate) highlighting the engagement with young people would be beneficial **(no more than 6).**

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Youth Engagement Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best Heritage Initiative

The award is to highlight the work of a council that has undertaken a heritage related project within its community.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You are asked to describe:-

- Background details on why and how the project was implemented
- Details and evidence illustrating how it benefits the local environment
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the Heritage project would be beneficial **(no more than 6).**

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Heritage Initiative Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best Devolution of Service or Asset Project

The award is to highlight the work of a council that has undertaken devolution of a service or an asset within their community to sustain the provision of a much valued service or asset.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You are asked to describe:-

- Background details on why and how the project was implemented.
- Details and evidence illustrating how it benefits the local community.
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

To apply you must complete the application form attached including the brief report section, using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the service or asset devolved would be beneficial (**no more than 6**).

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Best Devolution of Service or Asset Project Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



Best local Council Service of the Year Award

This award aims to reward and publicise the council that has provided an exemplar/innovative local service for the benefit of its local community.

Who can nominate?

Anyone i.e. a member or officer of a council or external body can nominate a council.

Criteria

You are asked to describe:-

- The improved or innovative service provided by the council
- Explain how it was improved or why it was introduced and the benefit to the council, service users and the community
- **Please Note:** Additionally, applications will be judged against the Judging Process **governance criteria set out on page 4 above.**

How to apply?

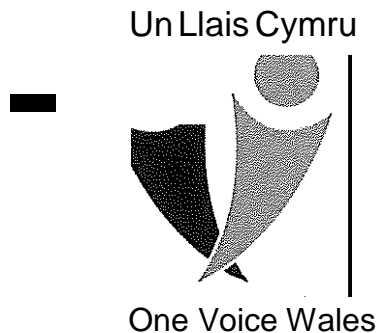
To apply you must complete the application form attached including the brief report section using no more than 400 words (one side A4), covering the criteria. Photographs highlighting the service would also be beneficial (**no more than 6**).

Please send to: admin@onevoicewales.org.uk

Deadline for applications Friday 25 January 2019

Prize

The OVW Local Council Service of the Year Award 2019 will be presented to representatives of the winning council at the Awards Ceremony. Runners up will receive a framed certificate.



ABOUT ONE VOICE WALES

One Voice Wales is the national representative organisation for Community and Town Councils throughout Wales. The vision subscribed to by One Voice Wales is:

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ltve tJ, l;*

One Voice Wales aims to support Community and Town Councils in achieving this vision and has adopted the following Mission Statement to guide its work:

*"To represeJ, l, t the tJ, l, terests cf com; uuJ, l, tty ad T7)WJ, l, CouMtls; ratse
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goal ()fdevewptng dyJ, l, (;uto ad sustatJ, l, (ble c(); u; uumtttes {J, l, wales. "*

One Voice Wales
24c College Street
Ammanford
SA18 3AF

Telephone: 01269 595400

Fax: 01269 598510

Email: admin@onevoicewales.org.uk

www.onevoicewales.org.uk

Report to Mold Town Council

Item: 1L,-

28th November 2018

Notification of Planning Decisions

Ref: 058805 Area: Mold Town Council Ward: Mold East Case Officer: 01352-703262

Applicant: Mr Barry Hellen, Barden, Queen Street, Treuddyn, Near Mold, CH74LU

Agent: BH Architects Ltd, Barden, Queen Street, Treuddyn, Mold, Flintshire, CH7 4LU

Proposal: Change of use of ground floor B1 offices (as per planning approval reference 057495) into 2 number residential units.

At: Bridge Inn, King Street, Mold, Flintshire, CH7 1LF

Decision Date: 27/09/2018

Decision: Approved

Decision Issued: 27 September 2018

Decision Level: Delegated-Officer

Ref: 058603 Area: Mold Town Council Ward: Mold Broncoed Case Officer: 01352-703260

Applicant: Lloyds Banking Group, Cannon House, Cannons Way, Bristol, BS99 7LB

Agent: Darnton B3, Suite C Loughborough Tech. Centre, Epinal Way, Loughborough, LE11 3GE

Proposal: The ground floor is to undergo a partial internal refit and a new ATM enclosed in a secure ATM room.
LBC

At: Lloyds Bank, High Street, Mold, CH7 1AS

Decision Date: 15/10/2018

Decision: Approved

Decision Issued: 18 October 2018

Decision Level: Delegated-Officer

Ref: 058782 Area: Mold Town Council Ward: Mold East Case Officer: 01352 703327

Applicant: Mr & Mrs Edward William Blackwood, 45 Woodlands Close, Mold, CH7 1UU

Agent: ,

Proposal: Erection of porch

At: 45 Woodlands Close, Mold, CH7 1UU

Decision Date: 17/10/2018

Decision: Approved

Decision Issued: 17 October 2018

Decision Level: Delegated-Officer

Ref: 058886 Area: Mold Town Council Ward: Mold East Case Officer: 01352 703327

Applicant: Mrs Lynne Williams, Ysgol Bryn Coch, Victoria Road, Mold, CH7 1EW

Agent: Mr David McChesney, Pengwibnant, Merlyn Downing Lane, Whitford, Holywell, CH8 9EP

Proposal: Siting of modular building

At: Ysgol Bryn Coch, Victoria Road, Mold, CH7 1EW

Decision Date: 17/10/2018

Decision: Approved

Decision Issued: 17 October 2018

Decision Level: Delegated-Officer

Ref: 058941 Area: Mold Town Council Ward: Mold Broncoed Case Officer: 01352 703255

Applicant: Mrs Karen Mackay, 29 Bromfield Lane, Mold, Flintshire, CH7 1JL

Agent: jpj architectural design, 1 Llwynon Terrace, Great Orme, Llandudno, LL30 2QP

Proposal: Erection of extensions to front and rear of dwelling with new raised decking area to front.

At: 29 Bromfield Lane, Mold, CH7 1JL

Decision Date: 01/11/2018

Decision: Approved

Decision Issued: 1 November 2018

Decision Level: Delegated-Officer

Ref: 059089 Area: Mold Town Council Ward: Mold East Case Officer: 01352-703262

Applicant: T J Morris Limited, C/O Agent

Agent: Quad, Ingeni Building, 17 Broadwick Street, London, W1F 0DE

Proposal: Application for approval of details reserved by condition no. 3(materials) attached to planning permission ref: 058617

At: former Kwik Save Complex, Chester Road, Mold, Flintshire, CH7 1UF

Decision Date: 01/11/2018

Decision: Approved

Decision Issued: 1 November 2018

Decision Level: Delegated-Officer

Ref: 058991 Area: Mold Town Council Ward: Mold Broncoed Case Officer: 01352-703260

Applicant: Mrs Hannah Dempsey, 40 Ffordd Byrnwr Gwair, Mold, Flintshire, CH7 1FQ

Agent: ,

Proposal: Change of use of garage to dog groomers

At: 40 Ffordd Byrnwr Gwair, Mold, CH7 1FQ

Decision Date: 05/11/2018

Decision: Approved

Decision Issued: 5 November 2018

Decision Level: Delegated-Officer

Date of Meeting: 28th November 2018

Member/Officer Protocol

1. Purpose of Report

To consider the attached draft Member/Officer Protocol for introduction by the Town Council.

2. Background

It has recently been brought to the Clerks attention by members that they have concerns over the perceived roles of officers and the actions sometimes taken by officers without member involvement.

In order to successfully operate an effective Town Council it is important that officers and members understand the respective roles and responsibilities.

3. Consideration

In considering the best way to address the concerns of members the Clerk became aware of Member/Officer Protocols that many English Town and Parish councils adopt. There is also examples of such a protocol in Wales through One Voice Wales and Llanelli Town Council.

All the protocols are very similar in format and content, and are based on legislation, the Code of Conduct and good practice. The Clerk has drafted the attached document for consideration drawn from the examples detailed above, and if supported will assist in the understanding of the role of members and the role of officers.

The Personnel Committee considered the draft protocol at its meeting on 19th November 2018 and agreed that it should be recommended for approval by the Town Council. Whilst the document is lengthy, members agreed it covered all aspects and there would be no need to regularly read the document. It was more about officers and members having an understanding and using as a reference as with the adopted Member Code of Conduct.

4. Recommendations

That the Town Council approve the Draft Member Officer Protocol.

5. Financial Implications

There will be no financial implications

6. Equalities Impact

The adoption of a Member/Officer protocol will ensure equality for all members and officers and an understanding of respective roles.

7. Personnel Implications

The Clerk has already met with administrative staff to discuss the concerns raised by member and are happy with the proposals with the draft protocol.

8. Consultation

Consultation has already been carried out with affected staff.

MOLD TOWN COUNCIL

Model Protocol on Member/Officer Relations

Mutual trust and respect between Councillors and Officers is essential to ensure good governance and the effective running of the Town Council. To help ensure that relationships do not go awry this policy has been introduced to cover:-

- The respective roles and responsibilities of the Councillors and the Town Clerk, and any other staff employees;
- Relationships between Councillors and Officers;
- Member/Officer relationships at formal meetings;

1. Background

- 1.1 This protocol is intended to assist Councillors and the Town Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The reputation and integrity of the Town Council is significantly influenced by the effectiveness of Councillors and Officers and other staff working together to support each other's roles.
- 1.3 The aim is effective and professional working relationships characterised by mutual trust and respect. Familiarity should be avoided.

2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

- Councillors are representatives of the public and they are indispensable to the Council.
- Officers are responsible for the day-to-day running of the Council. Their job is to provide advice to Councillors and to carry out the Council's work under the direction and control of the Council and relevant committees.

2.2 Councillors' roles

- 2.2.2 Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

- 2.2.3 All Councillors have the same rights and obligations in their relationship with the Town Clerk and other employees, regardless of their status or political party, and should be treated equally.

- 2.2.4 Councillors should not involve themselves in the day to day running of the Council. This is the Town Clerk's responsibility, and the Town Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.
- 2.2.5 A member will frequently belong to a particular group or groupings represented on the Council and will support the policies of the group to which they belong and may express political values.
- 2.2.6 Members may be appointed to outside bodies and the role can vary from representing the views of the Council to acting according to individual judgement.
- 2.2.7 Members collectively will:
- determine vision and values and ensure staff commitment;
 - ensure standards are properly set and monitored;
 - link services and corporate objectives;
 - enable local people to solve problems and issues faced by the community;
 - ensure community matters are fed into strategy formulation and service provision; and
 - develop and support community leadership.

2.3 Mayor/Deputy Mayor

The positions of Mayor and Deputy Mayor of Jersey are confirmed at the Annual Meeting. Mayors and Deputy Mayors have additional responsibilities. These responsibilities mean that they are not to be involved with employees may be different from more complex than those of other councillors. However, they must still respect the impartiality of Office and must not ask them to undertake work of a party political nature, or do anything which would prejudice their impartiality.

- 4 ! YSPotth: & Gnci; a;:: Ji es *il* civic capacity representing the Council
- at various public engagements and focal events. The position is non-political and
 - this must be reflected when invitations to functions are accepted.

- It is reasonable for the Mayor to be supportive of local business, but the Office should not be used for commercial promotions. The Mayor should not use the position of Office to by-pass recognised systems of working. Similarly, the Mayor should not use the position of Office to exert undue or overbearing influence on Council officers.

The authority of the Mayor/Chair is limited to matters of procedure it confers no rights (other than a casting vote at meetings) on matters of policy which are not possessed by other members.

Committee Chairs

Such appointments to the Council's committees, sub-committees and working groups will normally be confirmed at the Council's Annual Meeting.

2.4 Officers

Officers of the Council have in broad terms, the following main roles:

- initiating policy proposals;
- implementing agreed policy, managing and providing the services and being accountable for the efficiency and effectiveness of the services provided;
- providing professional advice and support to the Council, its various bodies and individual members; and
- ensuring the Council always acts in a lawful manner.

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not instruct the officer to make a recommendation contrary to the officer's professional view, nor victimise an

any other person. This is to ensure the effectiveness of office procedures and processes and as far as possible to follow Council Standing Orders.

Whilst members may be asked to prepare or draw up proposals for consideration in the agenda of a forthcoming meeting, it must be recognised that the Council is not a professional body. Officers should sign the agenda so as to have the final decision on the style and content of the agenda.

3. Member's Officer Responsibilities

3.1 *Member's Officer Responsibilities*

- All duties must be carried out from the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- a working partnership;
- Officers should understand and support respective roles, workloads and pressures;
- Actively respond to enquiries and complaints;
- Offer professional advice, not influenced by political views or personal preferences;
- regular? Provide date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Officers outside the council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- That Officers will at all times comply with the relevant code of conduct.

3.2 Officers can expect from Members:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- recognise the authority and statutory roles of the Clerk, as proper officer to the Council and the Responsible Financial Officer and of the significance attached to their advice;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That Councillors will at all times comply with the council's adopted Code of

3.3 Officers are responsible for the day-to-day managerial and operational decisions within the Council and will provide support to all members in their various roles.

3.4 Members must not obstruct the work of officers by unnecessarily taking up their time or in any way attempting to impede their ability to perform their professional duties. Similarly, officers must equally respect the role of members and will only suggest additional supporting work from members where necessary or beneficial to the Council.

3.5 Neither members nor officers should seek to gain an unfair advantage of their position in relation to the other. Members should be aware that officers, especially junior officers, may sometimes be overawed and feel at a disadvantage. Such feelings are ill-founded given that members make decisions through direct communication with officers.

3.6 Officers should not do anything that they are unwilling to do or are not empowered to do. Similarly, officers must not seek to use influence on an individual member to make a decision in their personal favour, as opposed to in the interests of the Council.

3.7 The personal familiarity between individual members and officers can damage the principle of mutual respect. It could also, unintentionally, lead to the passing of confidential information which should not properly be passed between them, such as personal information and details. Such familiarity could also cause embarrassment to the members and/or other officers and could give rise to suspicion of favouritism. It should therefore be avoided.

3.8 Any close personal or family relationship between members and officers should be disclosed to the Clerk who will then decide how far this needs to be disclosed to others. Officers must also declare any such relationship with a member which might be seen as influencing their work.

3.9 Members and officers must conduct themselves in a way that is acceptable within a professional environment. They must have awareness of the effect of their behaviour on others and only make reasonable and manageable demands. They must start from the assumption that everyone is working to the

best of their ability, considering their current stage of personal and professional development and be open to constructive criticism.

3.10 It is the responsibility of officers to express their professional views and to make recommendations (where appropriate) when tendering support and advice to members and when preparing and presenting professional reports. Members should not seek to pressure the officer to make a recommendation contrary to the officer's professional view because of their wish to express a contrary view.

3.11 The Clerk has certain statutory roles and obligations and members must understand these roles and obligations must be fulfilled and therefore must not obstruct the Clerk in the discharge of the individual's responsibilities and must not victimise, bully or harass the individual for discharging those responsibilities.

3.12 The following key principles reflect the following: Which officers generally relate to members:

- all officers are employed by and are accountable to the Council;
- support from officers is needed for all of the Council's functions;
- day to day managerial and operational responsibilities should remain the responsibility of the Clerk and other officers and not the members;
- all officers will be provided with training and development to help them support the various member roles effectively.

3.13 It must be remembered that the Council and the Clerk are accountable to the members of the Council and the Clerk. The Clerk must ensure that whilst officers should always seek to assist a member, they must not, in so doing, go beyond the boundaries of the authority they have been given by their line manager or the Clerk.

3.14 It is the responsibility of the Clerk to ensure that no officer take any action, or not take action that the officer considers unlawful or illegal, is in direct contradiction of any code of governance, contrary to the Council's budget or policy framework or which would be likely to amount to maladministration.

3.15 Regular contact between members and senior officers is necessary to ensure the efficient working of the Council and should occur on a planned and reasonable basis in order that it is constructive and not destructive to the ability of officers to perform their duties. Planned appointments, where meetings are needed to further the interests of the Council are the best way of arranging contact between members and officers.

3.16 This protects the interests of the Council and its employment responsibilities by ensuring that the ability of the officer to carry out the work of the Council is not impeded and to ensure that the officer can set aside an appropriate amount of time to meet with and concentrate on a member or group of members.

4. Member/Officer Relationships at Formal Meetings

- 4.1 Members and officers will wish to discuss policy issues and officers will often require political guidance in framing proposals. However, when officers write reports for member decision they have a duty to give the advice dictated by their professional expertise and in accordance with their own professional codes of conduct. In some instances an officer will be under a duty to submit a report on a particular matter. Officers expect to have their professional integrity respected and not to be influenced or required to reduce options, withhold information or make recommendations to the Council they cannot professionally support.
- 4.2 The Clerk or other senior officers will always be responsible for the content of any report submitted in their name. This means that any such report will be amended only where the amendment reflects the professional judgement of the author of the report. Consequently, any issues arising between a member and the Clerk or other senior officer should be resolved informally if possible using appropriate line management, and where appropriate, progressing through relevant Council procedure where formal resolution becomes necessary. Reports will always contain a recommendation unless the issue is clearly one where political judgement is required. Members should raise issues with officers prior to the meeting if at all possible?
- 4.3 The Chairman and members should give the opportunity to present any report and give any advice they wish. Officers' advice should be full and impartial and should include all relevant options to enable a full considered decision of the Council.
- 4.4 Members should seek the advice of the Clerk. *Here* they consider there is a doubt about the legality of a proposal. They consider it to be reasonable and they consider a decision might be taken in accordance with Standing Orders and or previous decisions of the Council.
- 4.5 Members should be mutually supportive in order to minimise any potential for conflict. Criticism of officers should be dealt with privately, and Members should not raise matters relating to the conduct or capability of an officer at meetings held in public, and by the same token officers will never be publicly critical of the Council or its policies.
- 4.6 At all times, Members and officers should show respect to one another and although members are entitled to question officers at meetings they should avoid personal attacks on officers and ensure that criticism is constructive and well founded. Officers would expect to have the opportunity to explain what could be a performance failure or inconsistency.
- 4.7 Whenever a public meeting is organised to consider a local issue, all the members representing the ward(s) affected should, as a matter of course, be invited to attend the meeting. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the ward members should be informed at the outset of the exercise.
- 4.8 The Council's committee and sub-committee meetings may have executive powers and as such are run in a formal manner. They are subject to the Council's rules and procedures which can only be amended or waived by decision of the Council. Members of the relevant body are required to consider and take decisions on the matters falling within the terms of reference of the body on behalf of the Council.

- 4.9 Officers present reports at these meetings, answer questions and provide advice and support and act as record keeper of proceedings by taking the minutes and recording members' declarations of interest.
- 4.10 From time to time the Council will set up working groups or consultative committees. These are more informal bodies and have no executive powers to make decisions. Instead they may make recommendations to the relevant body (Council, Committee or Sub-Committee as the case may be) or may advise an officer to whom delegated power has been given. Officers are more likely to have a participative role, joining in the debate and contributing their own views and comments.
- 4.11 The Council is sometimes invited and in some instances has a right to be represented on outside bodies, both statutory and voluntary. The role to be exercised by the representative(s) may be to represent the collective view of the Council or to act according to individual judgement. Members may attend meetings with outside bodies where they may be negotiating or putting forward the Council's views but cannot bind the Council when acting in such a capacity. Officers need to provide professional advice to the member representative and may also be asked to provide appropriate briefings. Members should note that declaration of interest requirements apply to their service on outside bodies.

5. Officer Support: Member's Rights, (>

- 5.1 An officer's duty is to the group as a whole and not to an individual member, or to a political or other group within the Council. However, officers may be called upon to provide advice to the majority group or to individual members. This should not place officers in opposition to the majority group.

- 5.2 In advising members, officers should maintain political impartiality and must not suppress their own views or professional judgement in the face of political views.

! .. An important source of difficulty is the lack of certainty in this area of officer advice to political parties (should be raised with the Clerk who will then discuss them with the relevant group).

- 5.4 Individual members, just those of the majority group, are entitled to receive confidential, but not covert, support and advice. All members shall be given the information required in their role as councillor and shall have the same rights and obligations in their relationship with officers.

- 5.5 Officers will provide support services to members (e.g. stationery, typing, printing, photo-copying, transport etc.) to assist them in discharging their role as members of the Council. Such support services must only be used on Council business and must never be used in connection with party political business or political campaigning activity.

- 5.6 Officers are neutral and do not serve a political group whereas members might have an affiliation with a particular group. However, members have a responsibility to the Council and its electorate as a whole when making decisions. This does not exclude members and officers from reacting to a political issue where it affects the interests of the electorate in that area.

6. Delegated Powers

- 6.1 The Council may delegate power for executive functions to a committee, subcommittee or to an officer but cannot delegate to a member or group of members.
- 6.2 There is a difference between one-off delegations to deal with a particular issue and permanent delegations which can only be agreed by the Council. Powers may be delegated to a single officer and if in practice they are sub-delegated by a scheme of management this should be recorded and open to public inspection. In some instances authority is delegated to an officer in consultation with the Chairman, etc. However, the officer must not act under the dictation of a member and the officer remains accountable for the action taken.

7. Public Relations and Press Releases

- 7.1 The Clerk has overall responsibility for public relations and press releases on behalf of the Council. Political /; \hCi lobby/action group correspondence, press releases and publicity must be issued at the initiative of a member or officer using the resources of the Council.
- 7.2 However, there is nothing to prevent any member from communicating in a personal capacity with the media, but members should bear in mind that they are not doing so on behalf of the Council and should not use Council facilities or
- 8
- 7.3 The Council should not be used for personal gain or advantage and nor should it be used to support personal interests in the wider community. The Council should not be used to support personal interests in the wider community. The Council should not be used to support personal interests in the wider community. The Council should not be used to support personal interests in the wider community.

8. Disputes

- 8.1 With goodwill, respect and integrity on both sides, there ought to be very few occasions when a disagreement between an officer and a member cannot be resolved amicably. If there is a serious dispute of substance it should be discussed in the first instance between the member and the Clerk and dealt with using appropriate line management and, where needed, Council procedures.
- 8.2 Most situations ought to be resolved outside the formal route but where this is not possible because of the circumstances then the most common formal routes of action for unresolved disputes and behaviour issues are recourse to disciplinary/grievance procedures (and in some cases employment tribunals) and reports of breach of the Members' Code of Conduct.
- 8.3 Bullying or harassment, of whatever kind, of officers by member(s) is unacceptable. Members should not use their position and knowledge of the Council to place undue pressure on officers to take a different course of action than they would otherwise have done. Officers must be afforded suitable support and protection when they feel that members' expectations

are overbearing and unreasonably demanding or in conflict with managerial instruction or Council policy or procedure.

- 8.4 In instances where an officer wishes to raise a grievance for alleged bullying or harassment, reference should be made to the Council's 'Dignity at Work/Bullying and Harassment Policy Statement' for initial guidance. The Council's existing grievance procedure will be used as the framework for dealing with such issues. However, the procedure may need to be varied as appropriate in order to accommodate a grievance being raised against a member(s).
- 8.5 Members have the right to criticise reports or the actions taken by officers but as stated earlier they should always avoid personal attacks on officers and ensure that criticism is constructive and well founded. Members should avoid undermining respect for officers at meetings, or in any public forum. This would be damaging both to effective working relationships and to the public image of the Council. It would also undermine mutual trust and courtesy that is an essential element of a wellrun Council. >
- 8.6 Complaints about officers, services or staff issues will be referred to the Clerk to be dealt with in accordance with Council procedures. The Clerk will arrange for the issue to be reviewed using the appropriate line management procedure available and will inform the complainant of the outcome and whether any action is/ will be taken. If action is to be taken it may be necessary to use the Council's disciplinary
- 0
- 8.7 : : t: d ; enf ot actio ihg ; 6 tin; ttter a member must not attenjp(to influence the level of discipline) to be taken nor insist (nor seen) to insist) that an officer is disciplined.
- 8.8 False allegations of bullying or harassment will not be > !.9!er<1ted anqWiffbefdel!With as serious misconduct under the disciplinary procedure and referred to the Public Services Ombudsman (Wales).

9. Responsibilities

- 9.1> All parties to the Council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop.

10. Interpretation>:J G ther Advice

- 10.1 Questions of interpretation of this protocol will be determined by the Clerk. Advice on its application should also be referred to the Clerk.
- 10.2 Copies of this protocol will be issued to all members, upon election, and all line managers.

Town Council Meeting

28th November 2018

Item 18

Schedule of Payments Processed since the Last Meeting

Date	Chq No.	Payable to	Amount	Details	Powers
25/10/2018		VIS SFX Supplies	£67.32	Charity concert confetti	S145 Local Govt Act 1972
26/10/2018		DD I!Data Com Ltd	£201.18	telephone and internet	S111 Local Govt Act 1972/S137
26/11/2018		BP Running Imp	£873.65	Santa suits	S145 Local Govt Act 1972
26/11/2018		VIS Post office	£22.77	postage	S111 Local Govt Act 1972/S137
29/10/2018		VIS ALCC	£30.00	membership	S111 Local Govt Act 1972/S137
29/11/2018		VIS SLCC	£258.00	membership	S111 Local Govt Act 1972/S137
29/11/2018		DD Your Repair Home Plan	£18.00	gas heating	S214 Local Govt Act 1972
31/10/2018		BP Cinnamon Dee Design	£81.43	Novefest poster	S145 Local Govt Act 1972
01/11/2018		ATM Petty Cash	£300.00	Novefest	S145 Local Govt Act 1972
01/11/2018		DD Flintshire County Council	£684.00	NNDR Town Hall	S133 Local Govt Act 1972
01/11/2018		DD Flintshire County Council	£94.00	NNDR Cemetery	S214 Local Govt Act 1972
02/11/2018		ATM Petty Cash	£300.00	Novefest	S145 Local Govt Act 1972
02/11/2018		VIS UK Ticket Printing	£158.75	Novefest ale tickets	S145 Local Govt Act 1972
02/11/2018		VIS Postermywall	£2.34	Christmas events poster Eng	S145 Local Govt Act 1972
02/11/2018		DR HSBC	£0.06	non sterling transaction	S111 Local Govt Act 1972/S137
02/11/2018		VIS Amazon	£78.98	Poster A Board	S145 Local Govt Act 1972
05/11/2018		ATM Petty Cash	£300.00	Novefest	S145 Local Govt Act 1972
05/11/2018		BAGS SLCC	£150.00	Comm Governance Course deposit	S111 Local Govt Act 1972
05/11/2018		BAGS J Griffiths	£200.00	Grave excavation	S214 Local Govt Act 1972
05/11/2018		VIS Postermywall	£2.37	Christmas poster Welsh	S145 Local Govt Act 1972
06/11/2018		ATM Petty Cash	£300.00	Novefest	S145 Local Govt Act 1972
08/11/2018		VIS Poundstretcher	£14.00	Novefest expenditure	S145 Local Govt Act 1972
08/11/2018		VIS Charlies Stores	£15.98	Novefest dust sheets	S145 Local Govt Act 1972
08/11/2018		VIS B&M retail	£5.97	Novefest stationery	S145 Local Govt Act 1972
08/11/2018		VIS Postermywall	£2.35	Christmas poster	S145 Local Govt Act 1972
08/11/2018		VIS Postermywall	£2.35	Christmas poster	S145 Local Govt Act 1972
09/11/2018		ATM Petty Cash	£150.00	Novefest	S145 Local Govt Act 1972
12/11/2018		VIS Farmfoods	£52.81	Concert refreshments	S145 Local Govt Act 1972
12/11/2018		VIS Tesco	£36.51	concert refreshments	S145 Local Govt Act 1972
13/11/2018		BACS S Williams	£80.39	Novefest expenses	S145 Local Govt Act 1972
13/11/2018		BACS The cavernites	£400.00	concert performer	S145 Local Govt Act 1972
13/11/2018		BAGS Loka Polly Ltd	£252.00	Novefest ale	S145 Local Govt Act 1972
13/11/2018		BAGS Tsohost	£41.76	Citta Mold website	S137 Local Govt Act 1972
13/11/2018		VIS Bargain Booze	£219.60	Novefest ale	S145 Local Govt Act 1972
15/11/2018		VIS Ebay	£28.66	Santa dash trophy	S145 Local Govt Act 1972

16/11/2018	BACS salaries 24.10.18-16.11.18	£8,049.08 salaries	S112/S214/S151/S137/S111/S133 Local Govt Act 1972
16/11/2018	SACS Post Officer	£1.87 Postage	S111 Local Govt Act 1972/S137
19/11/2018	BACS Prudential	£175.00 AVC's	S112/S137 Local Govt Act 1972
19/11/2018	BACS Clwyd Pension Fund	£1,522.29 Superannuation	S112/S137 Local Govt Act 1972
19/11/2018	BAGS V Collett	£43.62 B&S expenses	S145 Local Govt Act 1972
19/11/2018	BACS P jones	£53.10 mileage	S153 Local Govt (Wales) Measure 2011
19/11/2018	BAGS A Leech	£312.00 Cemetery additional labour	S214 Local Govt Act 1972
19/11/2018	SACS A Mearns	£48.50 travel expenses	S111 Local Govt Act 1972
19/11/2018	VIS Postermyswall	£4.01 Christmas lights poster	S145 Local Govt Act 1972
19/11/2018	VIS Postermyswall	£4.01 Christmas lights welsh	S145 Local Govt Act 1972
19/11/2018	VIS Postermyswall	£4.01 Float poster	S145 Local Govt Act 1972

£15,642.72

Resolved that in pursuance of the powers conferred by S137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of that section, the Council approves expenditure in the sum of £1759.42 as detailed above.

Authorised
Signature:

Town Council Meeting 28th November 2018

Item 18

Schedule of Petty Cash Payments Processed since the Last Meeting

Date	Ref	Payable to	Amount	Details
01/09/2018	18/48	Homebase		£10.39 raw plugs, screws
19- Sep-18	18/49	Costco		£8.99 refreshments
1-Oct-18	18/50	Homebargains		£8.35 cleaning materials
6-Oct-18	18/51	P Jones		£23.50 key cut, gateway plants
17/10/2018	18/52	Tesco		£10.00 gateway sign plants

Powers

S111 Local GovtAct 1972/S137
S145 Local Govt Act 1972
S111 Local Govt Act 1972/S137
S111 Local Govt Act 1972/S137
S137 Local Govt Act 1972

£61.23

Resolved that in pursuance of the powers conferred by S137 of the Local Government Act 1972 and being of the opinion that the expenditure satisfies the requirements of that section, the Council approves expenditure in the sum of £10 as detailed above.

Authorised
Signature:

Report for Mold Town Council

17.3, '
Item

Date of Meeting: 28th November 2018

Confidential

Staffing Matter - Support Officer/Town Manager

1. Purpose of Report

To review the current roles of the Support Officer and Town Manager following notification from the Town Manager of his decision to retire.

2. Background

Jane Evans was appointed to the role of Support Officer on 12th May 2014 with the attached job description. In May 2015 the Town Council made the post permanent and increased the hours to 22.5 hours. As the role had evolved considerably the hours were increased once again the following year to 32 hours per week

Dave Hill was appointed to the role of Town Centre Manager on 1st June 2008 with the attached job description. In 2011 the post was made a permanent position with a review in the pay grade to SCP 32-35. The 22.5 hours remained the same.

3. Proposals

Town Manager

Dave Hill is currently employed to work 22.5 hours per week, in the role of Town Manager. During the 10 years he has worked in this position Dave has evolved the role by introducing a number of events in the town with the aim of increasing the visibility and footfall of our market town. In doing so the role has (in some ways) taken a different direction. Whilst the introduction of such events has been positive for the town, it has created a knock on effect where due to the hours of the role it has reduced the amount of time spent on town centre management priorities.

As Dave has now indicated that he intends to retire in the Spring it is an ideal opportunity to review the Town Council's priorities and consider the required roles for the future delivery of events, business support and regeneration.

Support Officer

Similarly, Jane has now worked for the Town Council for 4 ½ years, and she has also developed and evolved the role. When the Town Council first created the

position of Support Officer it recognised that the role may evolve as it was a new position.

Jane has introduced a number of new community focused events to the town that she leads on and delivers, which has created similarities between the duties she performs and those Dave performs. Whilst Jane still meets the requirements of her current duties, the additional duties she performs go above and beyond that of a Support Officer. It is therefore advisable that the Town Council reviews both the Town Manager and Support Officer roles to ensure equality and fairness.

HR Consultants advice

In anticipation of reviewing the two roles the Clerk sought advice from the HR consultants providing the above information.

The Equality Act 2010 sets out equality of terms provisions, which state men and women performing work of equal value should receive the same pay.

The Town Council is able to complete a review and evaluate the two roles, which if the outcome is that a role significantly changes resulting in the existing role becoming redundant it is permissible to ring fence the new position to allow the employees affected to apply for the new position, even where there is only one employee affected.

Proposed new roles

Business and Regeneration Officer

Due to austerity at local authority level and human resource reductions Regeneration has taken a significant hit resulting in no Regeneration Officer for the town or local area. Upon reviewing the current role of the Town Manager and considering the needs of the town the Clerk has researched other similar roles. There is a natural overlap between the role of a Town Manager and a Regeneration Officer. There is also a growing need to identify/source and apply for grants to invest in the town which can be a specialist skill set with some grant processes.

The attached draft job description and job specification for a Business and Regeneration Officer brings back the focus of the old role to businesses, traders and regeneration of the town. In researching, the salary grading of the new role reflects that of the existing Town Manager role so there would be no additional budget pressure on any agreed changes unless the Town Council determines that additional hours are required above the existing 22.5 hours.

Community and Events Officer

If the Business and Regeneration Officer role is supported it would leave a gap in the delivery of a number of events in the town, including a responsible person for

holding the alcohol and premises licences in addition to ensuring health and safety is met through suitable risk assessments.

Upon researching similar roles for the delivery of events it was evident that Jane Evans already meets many of the criteria associated with an Events Officer. However, her role goes beyond that of an Events Officer as she is very community focused administering the civic awards, the Mayor's diary and associated civic events, she also manages and keeps up to date social media and the website.

The attached job descriptions of the two proposed new roles have been drawn up based on similar roles researched from the Town and Community Council sector. The banding of the salaries detailed within the job descriptions also reflect the salary banding of similar roles and responsibilities.

Personnel Committee comments

Members agreed that there needed to be a re-focus on the businesses and regeneration within the town and believed the revised job description would assist in providing this focus. Members also commented on the need to have a hand over period between the retiring officer and any newly appointed officer. This would require advertising the new role at the latest January 2019.

Members also agreed the need to have a dedicated Events Officer now that the Town Council delivers and enables so many events in the town. Members understood the responsibilities associated with event organising including the holding of Alcohol Licence, premises license and risk assessments, and why the proposals for a Community Engagement and Events officer had the same pay grading as the Business and Regeneration Officer. However, members asked the Clerk to consider where savings could be made to enable the post to be approved by the Town Council. The following savings have been estimate within the staffing costs for 2019/20 compared to 2018/19:

Town Centre Manager costs 2018/19	Business Regeneration Officer 2019/20
Salary: £23,000	Salary: £17,504
Employer NI: £2,047	Employer NI: £1,254
Employer Pension: £4,002	Employer Pension: ££3,045
Total costs: £29,049	Total costs: ££21,803

The above figures provide a cost saving of £7,246 for 2019/20. This saving is due to the newly appointed officer beginning their employment on the lowest pay grade of the post, whereas the current post holder was on the top of the pay grade. In addition, members will recall that approval had been given for the Clerk to award overtime to the current post holder due to the hours worked and the time spent on events. The allowance for overtime has been removed.

4. Recommendations

The Personnel Committee recommend Full Council approval of:

- a) That the proposal for a Business and Regeneration Officer be approved for introduction following the retirement of the current Town Manager;
- b) That the proposals following the review and job evaluation of the Support Officer role are recommending for approval;
- c) That the new Community and Events Officer be introduced from April 2019;
- d) That the new Community and Events Officer role is ring-fenced for the affected employee currently in the role of Support Officer.

5. Financial Implications

If the proposals are approved there will be an impact on the staffing budget for 2019/20, but savings of £7,246 detailed in the report have been identified to help offset this.

5. Equalities Impact

The Equality Act 2010 sets out equality of terms provisions, which state men and women performing work of equal value should receive the same pay.

6. Personnel Implications

If the proposals are approved there will be a vacancy for the role of Business & Regeneration Officer which will need be advertised. In addition, the current post holder of Support Officer will be affected. As the role will no longer exist the new post will be ring fenced for the current Support Officer who meets the person specification and currently carries out a large proportion of the tasks in the new role.

7. Consultation

The current post holders of Town Manager and Support Officer have been consulted on the proposals and both understand and support the amendments.

MOLD TOWN COUNCIL

JOB DESCRIPTION

BUSINESS AND REGENERATION OFFICER

Purpose of the Job:

To maintain and improve the quality and viability of Mold Town Centre for all users by acting as a co-ordinator and catalyst and encourage co-operation between key stakeholders and to ensure the promotion of Mold as a place for shopping, tourism, living and working.

Responsible to:

The Clerk and Finance Officer and Mold To: 66uf-18i1.

Key Accountabilities:

To enhance co-operation between providers and users of Mold Town Centre services and facilities.

To co-ordinate the purpose and inter-relationship of stakeholders to enhance the quality, attractiveness and success of Mold Town Centre;

To contribute to the development of a shared vision for Mold and to undertake specific initiatives to improve its attractiveness, accessibility, economic viability and security;

To improve the profile and perception of Mold Town Centre;

To promote future development and redevelopment opportunities of Mold, projects which improve or protect the Town Centre and day to day management issues which affect the Town; and

To identify new funding initiatives to implement these opportunities;

Hours of Working:

The Business and Regeneration Officer is expected to work the equivalent of 22.5 hours each week. It is not possible to be precise as to which hours will be worked each week as this will be dependent upon the requirements of the job and flexibility is needed. The hours of work will be agreed each week with the Clerk and Finance Officer. There will inevitably be a need for working outside of normal office hours and the rate of pay reflects this requirement.

Rate of Pay:

The salary will be in the pay range SCP 31-34 (£28,785-£31,371). The salary will be paid monthly by bank transfer on the 18th day of each month.

Term of Employment

This contract is a 12 month contract subject to the outcome of the BID process with the potential of becoming a permanent position.

Holiday Entitlement

The Business and Regeneration Officer will be entitled to the pro-rata equivalent of 23 days, excluding bank holidays.

Main duties and responsibilities

1. PARTNERSHIPS & COMMUNICATIONS

To build relationships and improve communication with all stakeholders, funders, council services and partner agencies in the town.

- First point of contact with businesses and traders
- Keep businesses informed of any issues in the town centre
- Deal with any issues reported by businesses/traders - e.g. environmental issues, etc.
- Work with the community to develop initiatives and proposals for the town
- Represent the town on the Fliitshire Rural Development Partnership, "with a responsibility for applying for European Funding for the rural areas of Fliitshire, including the town"
- To promote understanding of Public and Private Sector needs and operational requirements of the other Sector.

2. CO-ORDINATION

- Co-ordination of the efforts, resources and interests of all key players in the town centre to enhance attractiveness.
- Completion of grant applications to various bodies for eg funding for projects concerning environmental improvements.
- Seeking and then putting to best effect sponsorship for initiatives.
- Contribute to the establishment and management of effective partnerships to support the delivery of regeneration activities
- Utilising available resources to best effect.

- Encouraging other involved organisations to pool resources to maximise effect on town centre.
- Support all of the various agencies and organisations having an interest in the development of the Town.
- Liaise with and develop a close working relationship with the Commercial Letting Agents/ Property Surveyors who manage units in the Town.
- Improving other organisations' awareness of town priorities and how they can assist

3. BUSINESS PLAN

- Assist in the creation and delivery of a profit business plan agreed and approved by the town council
- To promote the town outside the immediate catchment area ensuring Mold is known as a destination of choice and developing shopping centre
- To work with the County Council consultants on the feasibility study for a Business Improvement District (BI) in Mold.

4. IMPROVEMENTS

To undertake and assist with initiatives to improve and develop the attractiveness and accessibility.

- Attractiveness: cleaning, removal of graffiti
- flyposting; etc.
- To liaise with the Police and Enforcement Wardens to high-jack the town centre
- To respond appropriately thus enhancing the town centre
- To improve the accessibility of the town centre

>- To improve links with the groups

>- To ensure that the town centre delivers the standards required

>- To improve the signage around the town centre.

5. SECURITY

- Co-ordinate and manage the Crime Prevention Groups, monitor crime levels and coordinate action to reduce crime and fear of crime in the town centre in partnership with South Flintshire Police
- Continued development of safer town centre via shopwatch and pubwatch schemes
- Radio scheme/ Flintshire Against Business Crime

6. DEVELOPMENT

- Supporting the attraction of business investment

- To encourage a higher footfall and dwell time of the shoppers into the town via:

The co-ordination of the opening times of the town traders to encourage all premises are united in trading hours

Future development of the extension of trading hours for the town, ie Sunday, Bank, Holidays and later evening trading.

- To support the developing evening and night time economy

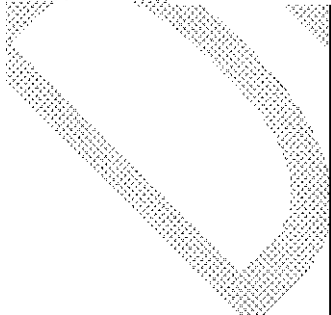
7. MARKETING AND PROMOTING THE TOWN CENTRE

To maximise the opportunity to market and promote the town using a variety of methods including

- Website - regularly updated
- Social media
- Seasonal activities & promotions- (not necessarily) e.g. Small Business Saturday, etc.
- To promote public perception of the Town Centre as a good place to visit, shop, work, etc., via
- Media - free/paid publicity
- Town Centre newsletter to all business
- Supporting other Town Centre events & activities
- Highlighting benefits of Town Centre, e.g. Shops, CCTV, etc.

8. GENERIC

- To prepare a plan for the Town Centre and Regeneration (CDR) Committee meetings
- Attend and provide advice at the CDR committee meetings
- Preparation and submission of a report for the Council, CDR committee and other meetings



MOLD TOWN COUNCIL

PERSON SPECIFICATION FOR POST OF BUSINESS AND REGENERATION OFFICER

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must have to be considered for the job.

The Desirable Criteria are used to help decide between candidates who meet the Essential Criteria.

The How Identified column shows how the necessary information about you can be obtained.

If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria you MUST include in your application enough information to show how you meet this criteria. You should include examples of your paid or voluntary work.

ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA
a) Experience and job knowledge		
Retail, business or related experience	Application form, and interview	Awareness of Business Improvement Districts
Experience of partnership working	Application form and interview	Experience of working with the SME sector
Experience of finding funding to sustain business activity	Application form and interview	
Experience in completing grant applications	Application form and interview	
Marketing, business planning skills	Application form and interview	
Experience of managing projects	Application form and interview	Awareness of Health & Safety Legislation
Knowledge of the range of issues facing town centres	Application form and interview	Understanding of public sector accountability
Experience of promoting, managing and raising money from sponsorships	Application form and interview	
b) Job related skills and behaviours		
Excellent persuasion, influencing and communication skills. Politically astute	Interview	Awareness of current challenges facing town centre sustainability and small businesses
Demonstrable ability to develop and sustain good working relationships with a varied range of contacts	Interview	Competence in Microsoft office products including PowerPoint, Excel etc.

An understanding of and commitment to equal opportunities in the provision of services	Interview	Understanding of social media
cL <u>Special workin 11</u> conditions		
Willingness to travel/attend various business/regeneration meetings throughout the region	Application form and Interview	The ability to speak Welsh
Willingness to work flexible hours, including evenings and weekends subject to the needs of the service	Interview	

MOLD TOWN COUNCIL

JOB DESCRIPTION

COMMUNITY ENGAGEMENT AND EVENTS OFFICER

Purpose of the Job:

To develop and deliver the Council's engagement strategy, to support and encourage third parties in delivering events, to actively engage with the community raising the profile of the Town Council.

Responsible to:

The Clerk and Finance Officer and the Chair of the Council

Key Accountabilities:

- To plan and deliver a programme of events in Mold
- To promote the Council's events, projects, initiatives and community engagement
- To establish a community network and work in partnership to facilitate and promote community initiatives
- To liaise with and work in partnership with the council's strategic partners
- To maintain records and files as required to support strategic aims of the council
- To support the administrative function of the Town Council.

Hours of Work:

The Community Engagement and Events Officer will be required to work 35 hours per week, with the hours agreed with the Town Clerk.

Rate of Pay:

The salary will be in the pay range SCP 31-34 (£28,785-£31,371) pro rata. The salary will be paid monthly by bank transfer on the 18th day of each month.

Term of Employment

This contract is a permanent contract

Holiday Entitlement

The Community Engagement and Regeneration Officer will be entitled to the pro-rata equivalent of 23 days, excluding bank holidays increasing to 28 days excluding bank holidays after five years.

Main duties and responsibilities:

To co-ordinate the delivery of events in the town including negotiating with suppliers, managing operational and administrative functions/preparing event layout and organising entertainment.

To promote Mold, its events and attractions, through the use of traditional and digital media

To work closely with a variety of community groups and leaders to support initiatives in the town

To act as lead contact with local residents and engage young people in town events.

Contract manager of the town including supervision of suppliers and liaisons with agencies such as council, highways and Police.

Organise and manage the town as may be required.

High standards are maintained at all

To maintain clear accessible files of information related to the post, including the council's civic awards including Blooming Mold Competition and the Community Awards

To maintain clear communication with stakeholders at all times

To administer an associated budget within the council's policies and procedures, including keeping a clear record of income and expenditure.

To maintain and develop a calendar of events in the town

To maintain the Council's website and social media, ensuring that minutes of the Council and relevant Committees together with other pertinent information are placed on the website in a timely manner.

To cover duties of the Town Clerk regarding meetings, correspondence, etc during absence.

To attend and provide minute taking for agreed Council meetings.

To organise and administer civic events such as the Town Mayor's Civic Sunday, Annual Dinner, official visits, etc. To maintain a file of the Mayor's year.

To maintain and administer the Council's booking system for third parties using the Council Chamber and/or function room, ensuring that invoices are raised and monies recovered in relation to the bookings.

To assist elected members with enquiries.

To prepare and maintain a Personal Development Plan and to attend training courses or seminars on the work and the role as required;

To work in any premises in the ownership or interest of the Council in

such as to perform other duties as and when the capabilities of the person and goals

as required: to perform other duties as and when the capabilities of the person and goals

UNITY ENGAGEMENT EVENTS JOB DESCRIPTION 2013 V3 - 181119

MOLD TOWN COUNCIL

PERSON SPECIFICATION FOR POST OF COMMUNITY ENGAGEMENT AND EVENTS OFFICER

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must have to be considered for the job.

The Desirable Criteria are used to help decide between candidates who meet the Essential Criteria:

The How Identified column shows how the necessary information about you will be obtained.

If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ESSENTIAL CRITERIA	HOW IDENTIFIED >-	DESIRABLE CRITERIA
a) Experience and job knowledge		
Experience in delivering events	Application form and interview	First Aid qualification
Experience of job partnership working	Application form and interview	Understanding of public sector accountability
Experience of community and stakeholder engagement	Application form	
Experience in working in an office environment	Application form and interview	
Experience of managing projects	Application form and interview	
Understanding of H&S in the workplace and public realm	Application form and interview	
Experience and understanding of risk assessments	Application form and interview	
Experience of promoting, managing and fundraising money from the community	Application form and interview	
b) Job related skills and behaviours		
Excellent persuasion, influencing and communication skills. Politically astute	Interview	Awareness of current challenges facing town and community councils
Good oral and written skills	Interview	

Demonstrable ability to develop and sustain good working relationships with a varied range of contacts	Interview	
Excellent interpersonal skills	Interview	
Competence in Microsoft office products including PowerPoint, Excel etc.	Interview	
An understanding of and commitment to equal opportunities in the provision of services	Interview	
Understanding of social media	Interview	
c) Special working conditions		
Willingness to travel/attend various meetings throughout the region	Application form and Interview	The ability to speak Welsh
Willingness to work flexible hours, including evenings and weekends subject to the needs of the service	Interview	