



CONNAH'S QUAY TOWN COUNCIL

Minutes of Meeting held in Person and Hybrid - Wednesday 1st April 2026

Present: (Attendance Register)

Councillor A. Manship (Chair) presiding

Councillors A. I. Dunbar, E. S. Faulkner, G. A. Faulkner, R. Fenwick, E. Loughnane, D. Richardson, V. Roberts, I. R. Smith & A. S. Wren.

Mrs S. Wilson (Clerk)

Miss H. M. Edwards (Administrative Officer)

5 x members of the public

270. NOTICE OF MEETING

The notice of meeting was received.

271. APOLOGIES

Apologies for non-attendance were received from Councillors D. Addaway, J. B. Attridge, L. Attridge, W. Catterall, A. Dunbobbin, A. Hughes, R. Mansell, A. R. Owen, D. Owen & P. Shotton.

272. DECLARATIONS OF INTEREST

Councillor A. S. Wren declared a Personal Interest in Item 25 – Allotment Tenancy Agreement and Tenants Handbook.

273. COMMITTEE REPORTS ETC

- (a) Consultative Meeting – 4 March 2026
- (b) Planning Committee – 4 March 2026
- (c) Finance & General Purposes Committee – 4 March 2026
- (d) Recreation & Entertainments Committee – 4 March 2026
- (e) Declarations of Interest – 4 March 2026

RECOMMENDED:

That reports (a), (b), (c), (d) & (e) be approved and adopted as a correct and accurate record.

274. POLICE CONSULTATIVE ARRANGEMENTS

The Chair welcomed PCSO Jacquie Pleszak to the meeting.



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PCSO Pleszak informed the Councillors that due to half term there has been an increase in anti-social behaviour with off road vehicles and shop lifting with some arrests being made.

Members raised the following concerns and question with the responses:

- Thornfield Avenue shops – youths are gathering behind the shops, shouting and screaming most nights. The paper shop is the main attraction, banging on metal shutters and giving out abuse.

PCSO has been attending frequently. PCSO Roberts and PC Lewis are working with the shop owner. Some Community Resolution Orders have been given out.

- Councillor A. Manship suggested a PCSO visit the school in term time.
PCSO Plesak informed members that this had happened and due to this the names of the perpetrators have been obtained.
- Councillor D. Richardson enquired about the monitoring and response in receiving footage from the upgraded CCTV cameras and the process.

PCSO Plesak confirmed the monitoring is based in Ewloe at the FCC building.

A request is put into the Control room on Foxtrot 66 which is the Flintshire cameras.

A job number or incident number is assigned.

Cameras are not monitored 24/7. PCSO Plesak is not aware of operators' rotas so is unable to confirm hours they work as the operators are employed by FCC. PCSO also stated how helpful the operators are in providing images and information requested.

- Councillor G. Faulkner enquired about Police presence at Bethal Place
PCSO Plesak informed members that this is an ongoing investigation and that a female had been detained and a male in hospital.
- A member of the Public enquired about an abandoned white transit van by Dean's Place that has been blocking the view by the bus stop it had been reported to PCSO Emma Moody.
PCSO Plesak stated that she will chase this up.
- Councillor R Fenwick had concerns regarding the speeding along Wepre Lane especially at nighttime and had reported this to GoSafe.

PCSO Plesak will share this with Officer Awareness and the Road Policing Unit.

Councillor E. Faulkner thanked North Wales Police for their fast response to a reported incident that had taken place.



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PCSO Plesak asked that if any Councillors had anything further issues to email her directly.

The Chair thanked PCSO Plesak for her attendance.

275. STREETSCENE MATTERS

An update was provided from County Councillors regarding matters on their ward.

Councillor A Wren stated that he had nothing to report to Council.

Councillor D Richardson gave an update on the state of Bryn Road Cemetery. The area should have been tidied up last week by FCC. This has still not been completed. Councillor Richardson will be sending a firm email stressing his disappointment to the Bereavement Services Manager. A meeting is scheduled on Thursday concerning the lack of progress.

Councillor Faulkner made Councillors aware that the potholes on Bryn Road had still not been improved. Councillor Faulkner had not received an update from Councillor D Owen. Councillor Richardson will investigate.

On behalf of Councillor Mansell, the Chair informed Council of the increased litter in Wepre Ward especially in the play area on Fron Road. This has been reported to FCC.

276. CHAIR OF THE COUNCIL UPDATE

The Chair of the Council gave an update on events he had attended during March.

Councillors G. Faulkner and E. Loughnane stated that the Chairs Evening was a fantastic evening, the entertainment was great, and the buffet was good. Councillor E. Loughnane informed members that he had received a compliment regarding the office staff and Civic Hall staff.

277. PUBLIC PARTICIPATION

The Chair invited Members of the public to address the Council on any item that appeared on the agenda.

No items at this stage were raised by the Public.



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Presiding Chair

Councillor I. Smith left the meeting before the next agenda item.

PLANNING COMMITTEE – 01/04/26

Councillor A. S. Wren (Chair) presiding

278. MINUTES

The Minutes of Meeting held 4 March 2026 were received and approved as correct records and signed by the Chair.

279. NOTIFICATION OF PLANNING DECISIONS

The Clerk submitted notification of planning decisions for the month of February 2026 (copies forwarded to Councillors with the Agenda).

Councillor D. Richardson gave an update on Flintshire Planning and the HMO situation. HMO Intermittent Guidance Policy has now been approved which will be followed for any HMO Planning applications.

RECOMMENDED:

That this be received.

280. PLANNING APPLICATIONS

None received.

Confirmed 6 May 2026

Presiding Chair



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FINANCE AND GENERAL PURPOSES COMMITTEE – 01/04/26

Councillor V. Roberts presiding.

281. MINUTES

The Minutes of Meetings held 4 March 2026 were received and approved as correct records and signed by the Chair.

282. FINANCIAL REPORTS

The Clerk submitted the below reports (copies forwarded to Councillors with the Agenda):-

- (a) Summary of Income/Expenditure by Budget Heading – February 2026
- (b) Cash & Investment Reconciliation – February 2026
- (c) Statement of Imprest Account – February 2026
- (d) List of payments General Account – March 2026
- (e) List payments General Account – For the Chair of Finance and General Purposes to have delegated authority in approving the accounts for April 2026.
- (f) Bank Reconciliation – Chairs Account – February 2026
- (g) Bank Reconciliation – Petty Cash Office – February 2026

RECOMMENDED:

All were in favour that reports (a), (b), (c), (d), (e), (f) & (g) be agreed.

That report (c) Imprest Account for February be £6,459.76 be agreed that report (d) General Account for March be £58,233.18, (e) that delegated authority be given to the Chair of Finance & General Purposes to authorise payment of the accounts for the month of April 2026 and a copy be available to Council at the next meeting.

283. COUNCILLORS TRAINING SESSIONS

The Clerk submitted a list of Training Sessions for Councillors to attend run by One Voice Wales (copy forwarded to Councillors with the Agenda).

Members were advised to inform the Clerk if they wish to attend any of the training sessions.

RECOMMENDED:

That the list of training sessions be received.



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284. FREE TRAINING – CLERKS & CHAIRS

The Clerk submitted an email from Wendi Patience regarding a training module for Councils (copy forwarded to Councillors with the Agenda).

RECOMMENDED:

That the email be received.

285. DRAFT STANDING ORDERS

The Clerk submitted the 'draft' Standing Orders (Wales) (copy forwarded to Councillors with the Agenda).

Councillor A. Wren stated there was no justification as to the items in bold and not in bold.

The Clerk explained that the items in bold contain legal or statutory requirements which is based on the One Voice Wales model. The items not in bold can be amended to suit individual Councils.

RECOMMENDED:

That the Standing Orders be received, adopted and approved

286. POLICIES

The Clerk submitted the below policy: (copy forwarded to Councillors with the Agenda):-

(a) Protocol on Multi Location Meeting Policy.

RECOMMENDED:

That the policy be received, agreed and adopted.

287. INTERNAL AUDIT 2025/2026 – INTERIM AUDIT

The Clerk the Interim Internal Audit for 2025/2026 (copy forwarded to Councillors with the Agenda).

RECOMMENDED:

That this be received.



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288. MATCH FUNDING SCHEME

The Clerk submitted a letter from Paul Jones, Head of Business Improvement & Performance (Gwella) regarding improvements to Children's Play Areas 2026/27 (copy forwarded to Councillors with the Agenda).

After a discussion by Councillors and various points raised Councillors agreed for this to be deferred to May's meeting.

RECOMMENDED:

That this item be received and deferred to May's meeting

289. BUDGET RE-ALLOCATION

Members agreed the below budgets variances:

- (a) 4060 Repairs/Maintenance
£14k is allocated to 131 CCTV for 25/26
- (b) 225 Kathleen & May
£7900 is allocated to 131 CCTV for 24/25 contribution
- (c) 4038 Stocktake
£550 is allocated to 4047 card machines for the Civic Hall and Quay Building

RECOMMENDED:

That (a), (b) & (c) be agreed.

290. ANNUAL MEETING

The Clerk asked Members to agree a date for the Town Council's Annual Meeting.

The date was agreed for the meeting, Wednesday 13th May.

A vote took place for the meeting venue.

RECOMMENDED

That the date of the Annual Meeting be Wednesday 13th May at 6.30pm to be held in the Civic Hall.

291. FESTIVE LIGHTING

To agree to exclude members of the press and public for this item due to contractual information, for this item to be discussed after Item Agenda 29.

A vote was taken by Members, and it was unanimously agreed that this be discussed after Item 28 with the exclusion of the press and public as a confidential item.



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RECOMMENDED:

That this item be discussed after Item 28 with the exclusion of the press and public.

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Presiding Chair

RECREATION AND ENTERTAINMENTS COMMITTEE – 01/04/26

Councillor A. Manship (Chair) presiding

292. MINUTES

The Minutes of Meetings held 4 March 2026 were received and approved as correct records and signed by the Chair.

293. COMMUNITY AWARDS 2025/2026

The Clerk gave an update regarding the Community Awards 2025/2026.

The Clerk informed Members that no nominations had been received.

Councillor. R Fenwick suggested a change in format for next year. Some nominations could be put forward by members of the public as well as Councillors.

The Clerk suggested setting up a working party for this.

RECOMMENDED:

That the update be received.

294. ALLOTMENT TENANCY AGREEMENT AND TENANTS HANDBOOK

The Clerk submitted the Allotment Tenancy Agreement and Tenants Handbook (copy forwarded to Councillors with the Agenda).

Councillor D. Richardson enquired if a blank copy of the Allotment Tenancy Agreement and Tenants Handbook could be put on the Town Council's website.



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RECOMMENDED:

That the Agreement be received and a 'blank' copy provided on the Town Council's website.

295. FIT, FED & READ - COMMUNITY PROGRAMME

The Clerk submitted a letter dated 28th January from Michelle Vaughan Thomas, Active Communities Manager, Gwella regarding the Summer 2025 Fit, Fed & Read (copy forwarded to Councillors with the Agenda).

Councillors agreed a financial contribution of £1,000.

RECOMMENDED:

That a financial contribution of £1000 be donated to Gwella in support of the programme.

296. CABAN CAE'R NANT

The Clerk submitted an email from S Bland, Manager inviting the Town Council to visit the Community Centre on Tuesday 21st April (copy forwarded to Councillors with the Agenda).

The Clerk advised members that if they wished to attend then they can reply directly to S. Bland

RECOMMENDED:

That the email be received.

297. WAIVER/REDUCTION OF HIRE CHARGES

Civic Hall – Financial Year 2026/27

- a) 50+ Action Group
International Day for Older People
Saturday 3rd October 2026
WAIVER
- b) Alcoholics Anonymous North Wales
Annual Convention
Saturday 7th November 2026
WAIVER

RECOMMENDED:

That the waivers be agreed.



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Presiding Chair

Meeting commenced at 6.30pm and ended at 8.03pm (including Part 2 – Confidential. Exclusion of press and public)

DRAFT