



AGENDA

For the Quarterly Meeting of the Association to be held on
Friday 21st October 2016 at the Offices of Rhyl Town Council

1. Welcome by the Mayor of Rhyl

To receive a welcome by the Mayor of Rhyl Town Council.

2. Notice of the meeting

To receive the notice of the meeting.

3. Record of attendance

To record attendance and any apologies for absence.

4. Minutes of the last meeting

To approve the minutes of the last quarterly meeting (see appendix A)

5. Speaker for the meeting

To receive a presentation from the North Wales Police on how they are approaching anti-social behaviour. (Sargent Steve Edwards)

6. Remuneration Panel for Wales

To meet with two members of the Remuneration Panel for Wales who have requested to meet with the Association.

7. Actions taken since the last meeting

To receive a report on actions taken since the last meeting.

- i) Responses from Hospital Trust
- ii) Gain a copy of the cross border on health provision regarding care provided by England to people living in Wales.
- iii) Regular updates to be gained from Betsw Cadwallader Trust.
- iv) Continue with meeting arrangements with Ministers Office.
- v) Produce questionnaire and paper for all member Councils on the boundary commission and boundary changes that might affect Town and Community Councils.
- vi) Get Well card and Flowers for Ann Holloway to be arranged.
- vii) Administration expenses to be paid to Welshpool Town Council (£400)

8. Financial Report

To receive a financial report. (see appendix B)

9. Executive

To receive the minutes of the Executive Meeting. (see appendix C)

10. Health Board Matters

To consider any responses from Robert Callow following the last meeting:

To respond to the following questions:

- 1) The question of the use of expensive drugs was raised bearing in mind the extra funding now made available. (£30m was mentioned)
- 2) Are the new hospital beds being constructed to be added to or just to replace existing bed places.
- 3) Regular updates to be issued by Betsw Cadwallader Trust.
- 4) Production of a chart to show how the organisation and its services work.

11. Local Government Re-organisation

11.1 General

To receive an update on any progress announced by Welsh Government.

11.2 Asset Protection

To discuss and consider the paper on asset protection when the Local Council review takes place. (see appendix D)

12. Local Government Review (boundary advice)

To consider the results of the survey carried out since the last meeting and to consider a proposed report to the Boundary Commission.

A separate paper will be published on the web site by end of 1st week in October and will be available at the meeting.

13. Future Plan for the Association

To consider if the Association should have a forward plan to set policy and objectives.

If the meeting is in agreement then a draft can be put together following a consultation period seeking ideas and views.

14. Presidential Elections

To consider adoption of a policy for the election protocol for the President. (see appendix E)

15. Job descriptions

To note a short paper on the roles of the Officers of the Association. (see appendix F)

16. Dates of future meetings

To note the dates of the next meetings.

Quarterly Meetings

Friday 20th January 2017 – Bay of Colwyn

Friday 21st April 2017 - Welshpool

Friday 14th July 2017 the Civic Halls of Connah's Quay.

All meetings start at 10.30am

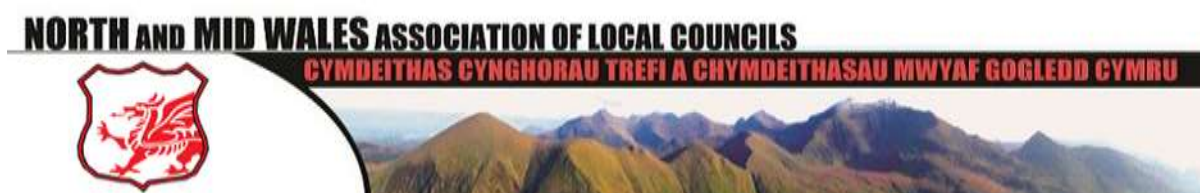
Executive Meetings

Friday 9th December 2016

Friday 10th March 2017

Friday 9th June 2017

10.30am start in all cases. Meetings held at Rhyl Town Council Offices.



MINUTES

of the Quarterly Meeting of the Association held on
Friday 15th July 2016 following the Annual Meeting
at the Civic Hall Connah's Quay

Council	Present	Apologies
Officers	Cllr B C Roberts (Chair) Cllr H Meredith (Vice Chair) Robert Robinson (Secretary) Cllr Joan Butterfield (President)	
ABERGELE TOWN COUNCIL	Cllr R Waters	Cllr John A MacLennan
ARGOED COMMUNITY COUNCIL	R Hampson Jones D Jenkins	Cllr J Holiday Cllr J Taylor
BANGOR CITY COUNCIL	Cllr D Hainge Cllr E Butler I Jones Town Clerk	
BAGILLT COMMUNITY COUNCIL	Cllr C R Williams	
BAY OF COLWYN TOWN COUNCIL	Cllr Lindsay Griffiths Cllr Mrs Roy	Tina Earley Clerk
BUCKLEY TOWN COUNCIL	Cllr A Woolley	Cllr J Woolley Cllr A Williams
CAERWYS TOWN COUNCIL		
CAIA PARK COMMUNITY CONCIL		
CONNAH'S QUAY TOWN COUNCIL	Cllr P Attridge Cllr E Faulkner Cllr G Faulkner Cllr M White S Goodrum (Clerk)	Cllr C Grainger
CONWY TOWN COUNCIL	Cllr Bill Chapman	Cllr H Roberts
DENBIGH TOWN COUNCIL		
FLINT TOWN COUNCIL	Cllr Terry Renshaw A Loveridge Town Clerk	Cllr D Cox
HAWARDEN COMMUNITY COUNCIL		

HOLYWELL TOWN COUNCIL	Cllr P York	C Pierce Clerk Cllr Karin Davies Cllr P Curtis
LLANFAIR CAEREINION TOWN COUNCIL		Viki Griffiths Clerk
LLANDUDNO TOWN COUNCIL	Cllr B Bertola Cllr T Davies	Cllr G Burdett
LLANASA TOWN COUNCIL		
LLANFAIRFECHAN TOWN COUNCIL	Cllr C Gell	
LLANDRINO & ARDLEEN COMMUNITY COUNCIL		C Davies (Clerk)
LLANDYSILIO COMMUNITY COUNCIL		C Davies (Clerk) Cllr Frances Buckingham
LLANGOLLEN TOWN COUNCIL		
MEINAI BRIDGE TOWN COUNCIL		Cllr D M Davies
PENMAENMAWR TOWN COUNCIL	Cllr M Baines Mel Ab-Owain Town Clerk	
PRESTATYN TOWN COUNCIL		N Acott Clerk Cllr J Szabo
RHUDDLAN TOWN COUNCIL	Cllr S Gaskin	Cllr M Kermode
RHYL TOWN COUNCIL	Cllr D Simmonds	Cllr A Jones G Nickels Clerk
RUTHIN TOWN COUNCIL	Cllr J Bryan Cllr A Roberts	Cllr E Wynn
SHOTTON TOWN COUNCIL		
ST ASAPH CITY COUNCIL	Cllr P G Morton Helen Stewart Clerk	
TOWYN AND KINMELL BAY TOWN COUNCIL	Cllr H Stewart	Cllr B McLaughlin
WELSHPOOL TOWN COUNCIL	Cllr H Chave Cllr A Bowen	Cllr Ann Holloway

A minutes silence was held in memory of those who lost their lives in the incident in Nice France in the previous 24 hours.

1. Notice of the meeting

The meeting received the notice of the meeting.

2. Minutes of the last meeting

The meeting approved the minutes of the last meeting.

The Secretary reported on Cllr A Holloway. It was **AGREED** that a get well card and flowers should be sent.

3. **Speaker for the meeting**

The Chair welcomed the speaker for the event – Robert Callow of the Betsw Cadwallader Hospital Trust.

The main points covered in the question and answer session were as follows:

- i) The theme was of 'engagement and consultation'.
- ii) When the Trust was in special measures it was about governance and not about care.
- iii) A cross border protocol exists regarding care provided by England to people living in Wales.
- iv) There is a new Mental Health Director – improvements in this field are now expected.
- v) The question of the use of expensive drugs was raised bearing in mind the extra funding now made available. (£30m was mentioned)
- vi) The meeting felt that people were surveyed out and fed up with consultations which to date have not produced any improvements.
- vii) Better information and publicity is needed to inform residents.
- viii) A site for a new facility in Flint has been identified and under construction – the people need to be consulted over how it is used.
- ix) Issues around the use of inappropriate labour on the new Flint building were raised.
- x) A suggestion of 24 hour clinics was raised due to the shortage of GP doctors.
- xi) Staff shortages were an issue. (this applies to many areas of the UK)
- xii) Generally the meeting was looking to see positive actions and not more surveys, engagement or consultations.

4. **Actions taken since the last meeting**

The Secretary reported on actions taken since the last quarterly meeting.

5. **Financial Report**

The meeting noted the financial report from the AGM.

The meeting considered and **APPROVED** the administration charge to cover stamps, paper and copying for Welshpool Town Council in the sum of £400.

6. **Executive**

The meeting received the minutes of the last meeting.

A report on the Secretariat will be available for the October meeting.

7. **Welsh Government**

The meeting noted the new Ministers of the Welsh Government as follows:

Ken Skates

Cabinet Secretary for Economy and Infrastructure

Vaughan Gething

Cabinet Secretary for Health, Well-being and Sport

Mark Drakeford

Cabinet Secretary for Finance and Local Government

Kirsty Williams

Cabinet Secretary for Education

Lesley Griffiths

Cabinet Secretary for Environment and Rural Affairs

Carl Sargeant

Cabinet Secretary for Communities and Children

Jane Hutt

Leader of the House and Chief Whip

Julie James

Minister for Skills and Science

Alun Davies

Minister for Lifelong Learning and Welsh Language

Rebecca Evans

Minister for Social Services and Public Health

8. Local Government Re-organisation

The meeting considered an update on the above.

There will be more news in the autumn when Mark Drakeford makes his statement. However, it was noted that the review of Town and Community Councils was still proceeding.

9. Health

To consider any updates on the following:

i) Mid Wales Hospitals

A report was given by the Secretary on progress.

The Welshpool Town Council booklet contained the latest Shrewsbury Telford hospital proposals.

ii) North Wales Hospitals

Nothing further to add – please refer to visiting speakers notes.

10. Local Government Review (boundary advice)

The meeting considered the paper issued for discussion.

The Secretary is to circulate the paper with a questionnaire asking each member council to discuss at their Council meetings with a report issued for the October meeting.

11. Dates of future meetings

Quarterly Meetings

Friday 21st October 2016 - Rhyl

Friday 20th January 2017 – Bay of Colwyn

Friday 21st April 2017 - Welshpool

Friday 14th July 2017 the Civic Halls of Connah's Quay.

All meetings start at 10.30am

Executive Meetings

Friday 9th September 2016

Friday 9th December 2016

Friday 10th March 2017

Friday 9th June 2017

10.30am start in all cases. Meetings held at Rhyl Town Council Offices.

12. Actions to be taken forward:

The following actions are to be taken forward:

For Robert Callow

- 1) To respond to the following questions:
- 2) The question of the use of expensive drugs was raised bearing in mind the extra funding now made available. (£30m was mentioned)
- 3) Are the new hospital beds being constructed to be added to or just to replace existing bed places.
- 4) Regular updates to be issued by Betsw Cadwallader Trust.
- 5) Production of a chart to show how the organisation and its services work.

For the Association

- 1) Gain a copy of the cross border on health provision regarding care provided by England to people living in Wales.
- 2) Regular updates to be gained from Betsw Cadwallader Trust.
- 3) Continue with meeting arrangements with Ministers Office.
- 4) Produce questionnaire and paper for all member Councils on the boundary commission and boundary changes that might affect Town and Community Councils.
- 5) Get Well card and Flowers for Ann Holloway to be arranged.
- 6) Administration expenses to be paid to Welshpool Town Council (£400)
- 7) Circulation with Minutes the EU Referendum paper issued by a member at the meeting.

APPENDIX B

ANNUAL ACCOUNTS YEAR TO 31.3.2017						
		APRIL	MAY	JUNE	JULY	AUGUST
INCOME	Membership & Meals				105.00	255.00
	Interest					
	Debtors					
	Other					
	TOTAL	0.00	0.00	0.00	105.00	255.00
COSTS	Meals					495.00
	Expenses				157.70	
	Administration				400.00	
	Bank charges					
	Gavel					
	Web hosting					
	Web site					
	Translation					
	Other					
	TOTAL	0.00	0.00	0.00	557.70	495.00
	BALANCE	0.00	0.00	0.00	-452.70	-240.00
BANK	Start	6815.50	0.00	0.00	6642.15	6189.45
	End	0.00	0.00	6642.15	6189.45	5949.45
	Balance	6815.50	0.00	-6642.15	452.70	240.00

NORTH AND MID WALES ASSOCIATION OF LOCAL COUNCILS



CYMDEITHAS CYNGHORAU TREFI A CHYMDEITHASAU MWYAF GOGLEDD CYMRU



MINUTES

Of the Meeting of the Association Executive held on
Friday 9th September 2016 at 10.30am
at the Offices of Rhyl Town Council

Committee Membership (max 10)	The President Cllr Joan Butterfield The Chair Cllr Brian Roberts The Vice Chair Cllr Helen Meredith The immediate past Chair Cllr Eve Butler Cllr Brian Bertola Cllr John McLennan Cllr Terry Renshaw Cllr Lindsay Griffiths Cllr Derek Hainge Robert Robinson Secretary
Remit of the Committee	To aid the preparation of the quarterly meeting and annual meeting agenda, aid preparation of information for such meetings and to consider any recommendations to the Full Meeting.
Authority of the Committee	To make recommendations to the Full Meeting and deal with any urgent business.

2. Attendance record:

Present were	Apologies received from
The President Cllr Joan Butterfield The Chair Cllr Brian Roberts The Vice Chair Cllr Helen Meredith Cllr Brian Bertola Cllr Terry Renshaw Cllr Lindsay Griffiths Cllr Derek Hainge Robert Robinson Secretary	Cllr John McLennan and The immediate past Chair Cllr Eve Butler

2. Minutes of the last meeting

The meeting approved the minutes of the last meeting of the Executive.

3. Information

The meeting was updated on the situation with Cllr Ann Holloway and with Val Graul. The Secretary is to pass on the Associations best wishes.

4. Actions taken since the last meeting

The meeting consider actions taken since the last meeting including a lack of response from the Hospital Trust. This will be chased up:

- viii) Responses from Hospital Trust
- ix) Gain a copy of the cross border on health provision regarding care provided by England to people living in Wales.
- x) Regular updates to be gained from Betsw Cadwallader Trust.
- xi) Continue with meeting arrangements with Ministers Office.
- xii) Produce questionnaire and paper for all member Councils on the boundary commission and boundary changes that might affect Town and Community Councils.
- xiii) Get Well card and Flowers for Ann Holloway to be arranged.
- xiv) Administration expenses to be paid to Welshpool Town Council (£400)

The answers from the Hospital Trust area awaited and will be chased up.

5. Financial Report

The meeting consider the financial report from the secretary.

Due to Val at Welshpool not being well there has been a delay in getting the papers to the auditors, It is hoped this can be done in the next two weeks.

6. Agenda for the Quarterly Meeting to be held on 21st October

The meeting considered the agenda for the next quarterly meeting. See attached approved version.

7. Responses to the Boundary Commission Paper

To date only two responses have been received from Llandudno and Welshpool.

An update on County Council re-organisation was given.

The Town and Community Council review will be more clear in the autumn.

8. Asset protection

The Chair raised the subject of 'asset' protection when the Local Councils are reviewed. There were differing views around the table but it was clear that the subject needed to be discussed and view settled upon. A paper will be prepared for discussion at the next Quarterly Meeting.

9. Future Plan for the Association

The Executive agreed that a future plan for the Association with aims and objectives would be a good idea. Initial approval to prepare such a plan is to be sought from the next Quarterly Meeting.

10. Presidential matters

The President is elected the annual meeting following a general council election. The next being May 2017. It was agreed that the following be taken forward:

A recommendation to the Full Meeting that nominations for President be sought 7 days before the election with a summary of their experience. Voting would then take place on a formal voting paper at the Annual Meeting.

11. Date of next meeting

Friday 16th December 2016 at 10.30am at Rhyl Town Council

Note new date. (to be followed by lunch hosted by Cllr J Butterfield).

APPENDIX D

North and Mid Wales Association of Local Councils

Paper on Asset Protection

Introduction

There has been some concern expressed that when the Town and Community Council review is affected that some assets may be a risk.

There are a number of views on this including:

- i) Combining Councils – will Councils agree together which assets they want or where a central office is held (leaving assets unused etc).
- ii) If the new Council does not want an asset what happens to it. Does the County Council get involved etc?

There are many others areas of concern connected with the property assets on Local Council review.

An outline of land ownership is set out below with some key considerations.

Who can own land

The persons or bodies who can hold land are:

Government, County, Town and Community Councils
Companies
Partnerships
Individuals
Trusts and Charities (Corporate or individual trustees needed)

All land (or buildings) will fall in one of the above categories.

Even if land is held for the 'people of a community' or owned by the 'people of a community' the asset will still be held in one of the above ways.

What is land tenure

Freehold

Land owned outright with or without restrictions.

Leasehold

A term of years where you own the property until the lease expires.

License

A fixed short term agreement to occupy. If a license has been renewed with no gaps between each it could be a lease in law.

There are other more unusual land tenures such as Tenant in Common and Common Land holding. These are very specialist and would need professional advice.

Issues to consider**VAT**

Is the property elected for VAT?

Covenants

Land maybe subject to covenants as to its use. These are difficult to create unless the land is being sold due to the fact they have to benefit adjoining land – otherwise they would only be personal and run with the land but be lost of next sale.

There is an opportunity to protect open spaces and sports fields via the Fields in Trust scheme which would protect the use of the land. However it does not protect asset transfer.

Stamp Duty Land Tax

Any transfer of a property attracts Stamp Duty Land Tax. The rate depends on the circumstances. Some charities can claim relief.

Sale at under value

Councils may not transfer assets at under value without an option being included to be able to buy back at £1 if ever sold.

Land registration

The land registration certificate is the bible. What is in the land certificate is proof of the tenure. If any property asset is not registered it is very wise to do so. One reason is that it is clear who the owner is and therefore who would be the successor in title.

Actions to be taken

The following actions should be taken by Local Councils:]

Land Registry

Find out if your ownerships are registered. If they are not it is very wise to get them registered.

Leasehold

If you occupy under a lease, how long is the lease unexpired, does it have break clauses or rent reviews. Is the lease inside or outside the Landlord and Tenant Act 1954 Part II (do you have protection).

VAT

Is the asset registered for VAT, is it right to register?

Values and Taxation

What is the value of the asset and if you were transfer it what are the Stamp Duty Land Tax implications?

Advice

Whatever you decide to do you should not take any advice without consulting a Chartered Surveyor or Solicitor who deals in Land Law.

Remember – Land ownership is complicated in law and not all ownerships or solutions are right for everyone.

Other issues related:

The issue when Councils are combined (at present as a whole and not split up) is proving succession in title. Along with this are other issues which include:

- i) Reserves to back the assets.
- ii) State of the assets and liabilities.
- iii) Asset stripping before the review.

This paper is very brief for a very wide ranging subject. It is only for general guidance only.

R A Robinson FRICS FILCM

Secretary

September 2016

North and Mid Wales Association of Local Councils

Election of the President of the Association

Introduction

To give clear guidance on the election of president the Members are asked to approve a protocol. The suggested protocol is set out below.

Election term

The election term for a President is from the general Local Council election to the next general Local Council Election.

Eligibility

Any elected member may be nominated for the position of President. However, if during the term the member is not longer a Councillor then they must stand down within a reasonable period of that occurrence.

Election protocol

The following election protocol proposal is as follows:

- 1) Nominations are sought via the Agenda papers issued at least 4 weeks before the Annual Meeting.
- 2) Nominations are to be received in writing by the secretary at least 5 clear days before the date of the meeting.
- 3) Nominations should be accompanied by a short statement of experience etc. (statement of experience no more than 200 words).
- 4) The voting papers with detail of candidates will be issued on the day for the election.

R A Robinson

Secretary

September 2016

APPENDIX F

North and Mid Wales Association of Local Councils

Roles of the officers

Introduction

The following are the general duties of the officers of the Association.

President

To oversee that the Association is being properly administered and run.

To deal with any disputes which can't be resolved by the Chair or Secretary?

To act as a figurehead for the Association.

Chair

To chair the meetings of the Association and Executive.

To lead the Association in its debates and decision making.

To liaise with the Secretary and others as necessary to ensure the smooth running of the Association.

To take decisions where there is no agreement between the membership.

Vice Chair

To support the Chair in their duties and to chair meetings if the Chair is not present.

Secretary

To administer the Association (including finances), prepare and agenda and minutes, to research and prepared subjects for discussion, keep the web site up to date, be free for advice to Councils and to carry out the wishes and decisions of the Association. To advise on all matters of procedure and law with regard to the activities of the Association.

R A Robinson

Secretary

September 2016