



AGENDA

For the Quarterly Meeting of the Association to be held on
Friday 19th January 2018 at
The Springfield Hotel Holywell (just off A55)

1. Welcome by the Mayor of Bay of Colwyn Town Council

2. To receive the Notice of the meeting

To receive 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. Actions taken since the last meeting

To note the actions taken since the last meeting.

i) The secretary is to meet with the Independent Review Panel for Wales to pass on the concerns of the Association.

A full report will be given at the meeting on correspondence with the Panel Chair.

ii) Follow up the re-cycling rubbish review as per the Minister's letter.

A Welsh Government Review is taking place with the results due out early in the Spring of 2018.

iii) Invite Police and Crime Commissioner to the AGM in July 2018.

Organised.

iv) The secretary to write to each County Council asking for Town and Community Councils affected by Traveller Site proposals at an early stage as a consultation.

Letters sent.

v) The secretary to write to the Welsh Government seeking a reason why the two workshops on Nuclear Waste sites were not held.

Letter sent, report will be given at the meeting.

vi) Prepare all the necessary information for a Seminar on the Future of Local Government in January 2018.

Prepared for the meeting to be held in January.



vii) The secretary is to find out what stations are due for re-opening on the network overall and report back.

The stations noted for opening in the next Franchise are

Cardiff – Ely Mill/Victoria Park
Cardiff – Newport Road/Rover Way
Cardiff – St Mellons
Newport – Llanwern
Swansea – Cockett
Swansea – Landore
St Clears
Deeside Industrial Park/Northern Gateway
North Wrexham
South Wrexham
Llangefni
Bow Street

A short report will be given to the meeting on progress with regard to the Franchise progress.

6. Financial Report

To receive a financial report. (see appendix B)

7. Executive

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

7a. Membership of the Executive

To note and congratulate Cllr B Bertola on his recent election success.

To consider a recommendation from the Executive to appoint Cllr B Bertola from Llandudno Town Council to the Executive.

8. Data Protection

To consider an update on the course attended by the Secretariat. (see Appendix D)

9. To note Dates of future meetings

To note the dates of the next meetings as follows:

Quarterly Meetings

Friday 20th April 2018 Welshpool Town Council

Friday 20th July 2018 the Civic Halls of Connah's Quay.

All meetings start at 10.30am

Executive Meetings

Friday 9th March 2018

Friday 8th June 2018

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

10. Local Government Re-organisation

Workshop to prepare response to the Local Government Review. (see appendix E)



APPENDIX A

MINUTES

of the Quarterly Meeting of the Association held on
Friday 27th October 2017 at Holywell

Attendance Record

Council	Present	Apologies
Officers	Cllr B C Roberts (Chair) Cllr Joan Butterfield (President) Robert Robinson (Secretary)	Cllr H Meredith (Vice Chair)
ABERGELE TOWN COUNCIL	Cllr S Jones-Roberts	Cllr Richard Waters
ARGOED COMMUNITY COUNCIL	Cllr J Holliday Cllr R Hampton-Jones Cllr W J Taylor	
BANGOR CITY COUNCIL	Cllr D Hainge I Jones Town Clerk	Cllr I James
BAGILLT COMMUNITY COUNCIL	Cllr C R Williams	
BAY OF COLWYN TOWN COUNCIL	Cllr S Williams Cllr J Pearson Cllr P Richards	
BUCKLEY TOWN COUNCIL	Cllr A Woolley Cllr V Brondek	
CAERWYS TOWN COUNCIL		
CAIA PARK COMMUNITY CONCIL		
CONNAH'S QUAY TOWN COUNCIL	Cllr G Faulkner Cllr E Faulkner Cllr P Davies S Goodrum Town Clerk	
CONWY TOWN COUNCIL		
DENBIGH TOWN COUNCIL	Cllr R Tickle	
FLINT TOWN COUNCIL	Cllr S License	
HAWARDEN COMMUNITY COUNCIL		
HOLYWELL TOWN COUNCIL	Cllr J Baker Cllr Karin Davies Cllr J Johnson Cllr P York	



LLANFAIR CAEREINION TOWN COUNCIL		Viki Griffiths Clerk
LLANDUDNO TOWN COUNCIL		
LLANASA TOWN COUNCIL		
LLANFAIRFECHAN TOWN COUNCIL	Cllr G Gell	
LLANDRINO & ARDLEEN COMMUNITY COUNCIL		C Davies (Clerk)
LLANDYSILIO COMMUNITY COUNCIL		C Davies (Clerk) Cllr Frances Buckingham
LLANGOLLEN TOWN COUNCIL		
MENAI BRIDGE TOWN COUNCIL	Cllr M Davies	
PENMAENMAWR TOWN COUNCIL	Cllr M Baines Mel Ab-Owain Town Clerk	
PRESTATYN TOWN COUNCIL		
RHUDDLAN TOWN COUNCIL		
RHYL TOWN COUNCIL	Cllr J Chamberlain-Jones Cllr A James G Nickels Clerk	
RUTHIN TOWN COUNCIL	Cllr S L Beach Cllr K Allsorp-Robson	
SHOTTON TOWN COUNCIL		
ST ASAPH CITY COUNCIL	Cllr P Morton	
TOWYN AND KINMELL BAY TOWN COUNCIL		
WELSHPOOL TOWN COUNCIL	Cllr H Chave Cllr N Morris Cllr F Veenstra	

4. Welcome by the Mayor of Holywell Town Council

The Mayor of Holywell Town Council (Cllr J Johnson) welcomed everyone to Holywell and the meeting.

5. Minutes of the last meeting

The meeting approved the minutes of the last quarterly meeting.



4. Actions taken since the last meeting

The secretary gave a report on actions taken since the last meeting.

The secretary should write to all County Councils, AM's, PM's and the Betsw Cadwallader Trust seeking their support in recyclable packaging at source and making them aware of the recycling percentages of 50% alcohol related, 25% smoking, 20% fast food and 5% remainder.

The letters were sent with most responding, all positive including the Officer of the Minister.

The Secretary should meet the Ministers Office (when he meets them over other subjects) to take forward the idea of recyclable packaging.

See above.

The secretary to liaise with Cllr Woolly who has some knowledge of the subject.

The Secretary has made contact with Cllr Woolly for his views and a paper issued on the subject for members. (see attached to these minutes)

The Secretary is to write to Welsh Government suggesting that rules, such as this one, should be funded by Welsh Government and that rules should not be made up costing others.

No positive response but the theme will be taken forward at each meeting with Welsh Government.

The secretary to write to the appropriate bodies in support of the re-opening of the Montgomeryshire Canal.

This has been completed.

Letter to Welsh Government on rail matters.

The letter on rail matters was sent and the Secretary can report at the meeting on latest developments with regards the Franchise.

The secretary is to prepare a paper on education to go with an invitation to Kirsty Williams Minister to speak to the Association.

The Secretary has been in contact with Kirsty Williams to seek a date when she can come and speak to the Association. This will be April at the earliest.

The invite to the Police and Crime Commissioner for North Wales.

The date agreed for a visit was to be 27th October. Unfortunately another date has appeared in his diary and cannot make this meeting. The Secretary did pursue a new date but due to the discussions needed on the Future of Local Government this may now be July 2018.



5. Financial Report

The meeting receive a financial report. Current bank balance £7,710.45p

6. Executive

The meeting receive the minutes of the Executive Meeting.

7. Independent Review Panel for Wales

The meeting discussed at some length the proposals in the draft annual report with comments required by 29th November.

The substantial majority objected to the allowances in all their forms with a small number supporting the principle. However all present were of the view that such allowances should be optional for a Council and not mandatory.

The concerns expressed by the membership were as follows:

- a) The level of financial obligation in determination no 50.
- b) Who was going to pay for such allowances which could potentially by a substantial amount.
- c) The words 'must provide for' gave the impression that the Councils must provide a sum set aside for the purpose of determination no 50.
- d) Some Councils had taken up the option to allocate the smaller allowances.
- e) The other main concern was that an unelected body was mandating an elected body on what to do – it was considered that this was undemocratic and a burden on the local councils.
- f) If the panel and Welsh Government wish to impose such amounts then they should pay for them and not the local residents.
- g) Bangor City Council was looking at the allowances from a different standpoint which was slightly different to that offered at the meeting. Clarification can be sought on this via a meeting with the Panel.

The meeting **Resolved** *not to publish any article from the Association on the subject until a report back had been made after a meeting with the panel.*

The meeting **Resolved** *to object to any proposal that makes such allowances mandatory.*

The meeting asked the secretary to meet with the Independent Review Panel when at Welsh Government early in November.

8. Local Government Re-organisation

The meeting considered an update on the Local Government Review.

Some Councils have been asked to prepare a complete paper for the Panel and most a general questionnaire with 4 topics on it.

The subject was considered so important that the meeting **Resolved** to discuss it in full at the January 2018 meeting on a Seminar basis.

The secretary is to liaise with the Panel on this timescale.



9. Rail Franchise for Wales

The meeting considered an update on the rail franchise for Wales.

The secretary has a meeting with the Ministers Office on 17th November on the subject.

The secretary is to find out what stations are due for re-opening on the network overall and report back.

10. Consultation - Elections

The meeting received the consultation response on Elections and Voting in Wales which had been agreed by the Executive due to time restraints. A copy had been posted on the web site for comment.

11. Consultation – Small Business Rates

The meeting received the consultation response on Small Business Rates in Wales which had been agreed by the Executive due to time restraints. A copy had been posted on the web site for comment.

The response did seek to gain the same rule for Town and Community Councils and also suggested that Town and Community Councils should not pay any rates as it is double taxation.

12. Health

North Wales

The meeting received a full update on North Wales Hospital Care. The Hospital Trust is still in special measures and there is no sign that this will change soon. An update was given on the various aspects of changes that affect North Wales.

Mid Wales

The meeting received an update on the Shrewsbury/Telford Hospital situation with regards to emergency services and planned care. Welshpool had held referendum on the matter with both the adults and youth supporting emergency services staying at Shrewsbury.

13. Data Protection

The meeting consider a paper on the above. There appears too much information about but nothing which states what each Council must do. The secretary is going on a course on 6th December so can report back to the January meeting.

14. Location of sites for Travellers

The meeting considered the implications of the allocation of sites for permanent and temporary travellers and to consider sending a letter with observations to County Councils. The main concern was the lack of consultation at an early stage.

There was also the viewpoint put forward that all people have a right to be looked after and that included the travelling fraternity.



Cont...

The secretary is to write to each County Council seeking assurance that Town and Community Councils will be consulted before final decisions are made.

15. Location of sites for Nuclear Waste Disposal

The meeting considered the issue of selecting sites for Nuclear Waste Disposal and the implications. The two workshops to be held were cancelled, the secretary is to find out why and to seek new ones in their place.

16. Dates of future meetings

To note the dates of the next meetings as follows:

Quarterly Meetings

Friday 19th January 2018 Bay of Colwyn Town Council

Friday 20th April 2018 Welshpool Town Council

Friday 20th July 2018 the Civic Halls of Connah's Quay.

All meetings start at 10.30am

Executive Meetings

Friday 8th December 2017

Friday 9th March 2018

Friday 8th June 2018

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

17. Actions to be taken forward:

The following actions are to be taken forward:

- viii) The secretary is to meet with the Independent Review Panel for Wales to pass on the concerns of the Association.
- ix) Follow up the re-cycling rubbish review as per the Minister's letter.
- x) Invite Police and Crime Commissioner to the AGM in July 2018.
- xi) The secretary to write to each County Council asking for Town and Community Councils affected by Traveller Site proposals at an early stage as a consultation.
- xii) The secretary to write to the Welsh Government seeking a reason why the two workshops on Nuclear Waste sites were not held.
- xiii) Prepare all the necessary information for a Seminar on the Future of Local Government in January 2018.
- xiv) The secretary is to find out what stations are due for re-opening on the network overall and report back.



NOTE ON RE-CYCLING MATTERS – Cllr A Woolley

Good afternoon Lizzie,

Thanks for the email and the reminder. Please pass on to Robert that after our last meeting I took a good look around and spoke with one or two individuals usually current on Waste and Recycling Matters. In blunt terms, it would seem that since the launch of The Zero Waste Charter, in July of 2002 at the House of Commons, Westminster, not a lot of real progress has been made. Initially, after the launch, there was a brief period when the Government's Strategy Unit there supported many of the principles of The Charter. That led to a radical increase in Landfill Tax.

The Unit supported increased rates of recycling and composting, secured additional funding for the Waste & Resources Action Programme (WRAP) to enable that to engage in the promotion of waste prevention and recycling issues. It also led to the first recommendation for greater use of Mechanical and Biological Treatments as alternatives to the incineration and landfilling of residual waste materials.

However, those initial efforts left what can only be described as a "Bridge Half-Built" because the progressive initiatives slowed and, under successive governments since then, each has slipped back into their previous reluctant approach to the issue, of being timid on targets and promoters of incineration and co-incineration, mostly through PFI deals and 25-year contracts.

In the face of that, the Zero Waste Policies, espoused by numerous groups locally, nationally and internationally, have had to swim against that tide, rather than go along with it.

That has resulted in the UK being where it currently is in European terms, way behind more progressive nations.

Perhaps as a result of scientific evidence and public opinion pressures, the UK Government, through DEFRA, published in 2014, as part of a set of Producers Responsibility Regulations, based on 2007 legislation, the "Packaging Waste: Producer Responsibilities Regulations, which, in brief, requires all "Obligated Packaging Producers" as defined in the regulations, to register by 7th April of each year.

A company falls within the definition, if it, or any group of which it is a part of, has a turnover of more than £2 million in the last financial year and handled 50 tonnes of packaging materials or packaging in the previous calendar year. There are distinctions between small and large producers and the way each is regulated.



The registered and regulated entities are then given an “Obligation Weight”. Fees for registration have to be paid and the entities must produce evidence of waste packaging recycling and recovery equivalent to their “Obligation Weight.”

Failure to comply may, in England and Wales, incur prosecution under both civil and/or criminal law.

That little lot of legal/bureaucratic activity may or may not have reduced the notable weight of packaging materials that we councillors are forever battling with both to collect, whether by rounds, recycling centres or from fly tipping activities. Neither has it provided any addition/improved method of disposing of that material, most of which finds its way to incineration processes or to landfill or gets out and onto our beaches and into our seas, where it does untold harm.

Members of our Association might care to note that for any packaging producer/handler needing to register, the following organisation is there to help them:-

1. [Recycle Wales Ltd](http://www.recycle-wales.co.uk)

www.recycle-wales.co.uk

RECYCLE WALES LTD PACKAGING WASTE COMPLIANCE SCHEME .

Recycle Wales Ltd is a packaging waste compliance scheme offering compliance to companies who are obligated ...

While admiring their business acumen and enterprise, we councillors have to simply ask the question, “How do they and their activities assist us as councils and councillors?” Might one of their people care to come along to our next meeting to tell us the answer? Just a thought!

I hope Robert finds that material helpful

Best wishes,

Arnold

(Cllr) Arnold Woolley, DipIM, MCMI



APPENDIX B

NORTH & MID WALES ASSOCIATION OF LOCAL COUNCILS								
ACCOUNTS YEAR TO 31.3.2018								
		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
INCOME	Membership & Meals	190.00		144.00	334.00			288.00
	Interest							
	Debtors							
	Other							
	TOTAL	190.00	0.00	144.00	334.00	0.00	0.00	288.00
COSTS	Meals		759.00				528.00	671.00
	Expenses							
	Administration							360.00
	Bank charges							
	Gavel							
	Web hosting							
	Web site							
	Translation							
	Other							
	TOTAL	0.00	759.00	0.00	0.00	0.00	528.00	1031.00
	BALANCE	190.00	-759.00	144.00	334.00	0.00	-528.00	-743.00
BANK	<i>Start</i>	7710.45	7900.45	7141.45	7285.45	7619.45	7619.45	7091.45
	<i>End</i>	7900.45	7141.45	7285.45	7619.45	7619.45	7091.45	6348.45
	<i>Balance</i>	-190.00	759.00	-144.00	-334.00	0.00	528.00	743.00



APPNDIX C

MINUTES

of the Executive Meeting of the Association held on
Friday 8th December 2017 at 10.30am
at the offices of Rhyl Town Council

Membership	Cllr B Roberts (Chair), Cllr H Meredith (Vice Chair), Cllr J Butterfield (President), Cllr D Hainge, Cllr H Chave, Cllr B McLoughlin, Cllr Richard Waters, Cllr B Barton, Cllr Michael Davies and Robert Robinson (Secretariat)
Remit and Authority	To consider and authorise decisions that need to be completed between Main Meetings. To agree the agenda for the next Main Meeting.
Attending	Cllr B Roberts (Chair), Cllr H Meredith (Vice Chair), Cllr J Butterfield (President), Cllr H Chave, Cllr Michael Davies and Robert Robinson (Secretariat)
Apologies	Cllr D Hainge and Cllr H Meredith

- 1. Minutes of the last meeting**
The meeting approved the minutes of the last meeting.
- 3. Actions taken since the last meeting**
The meeting considered the actions taken since the last quarterly meeting and noted the report included in the main agenda for the January meeting.
- 4. Financial Report**
The meeting received the financial report from the secretary. (see appendix A)
- 5. Independent Review Panel for Wales**
The meeting considered an update on the above including the following:
 - A) What has been the recommended actions for Councils from both the Independent Review Panel and the External Auditors.
 - B) An approach to Welsh Government to bring forward determination dates for the next time to allow time for any inclusion in budgets
- 6. Data Protection Legislation – 25th May 2018**
The secretary had been on a course the day before. A short report was issued. See paper at appendix B.



7. Quarterly Meeting Agenda

The meeting agreed the quarterly meeting agenda as per enclosed. (see appendix C)

The venue is to be the Springfield Hotel just off the A55 at Holywell to allow space for the seminar style of Quarterly Meeting.

8. Executive Membership

The meeting noted that Cllr B Bertola had been elected via a by-election to Llandudno Town Council. The Executive agreed to recommend that Cllr B Bertola be asked to join the Executive.

9. Dates of future meetings

To notice the dates of future meetings as follows:

Quarterly Meetings

Friday 19th January 2018 – Bay of Colwyn

Friday 20th April 2018 - Welshpool

Friday 20th July 2018 the Civic Halls of Connah's Quay.

All meetings start at 10.30am

Executive Meetings

Friday 9th March 2018

Friday 8th June 2018

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



APPENDIX D

NOTES FROM A COURSE ON THE NEW DATA PROTECTION RULES FROM 25.5.2018

INTRODUCTION

The paper sets out the basic principles and actions needed following the introduction of the new rules on Data Protection on 25th May 2018. There will be a Data Protection Bill presented to Parliament in the summer of 2018. Details of what will be included in that Bill are unclear.

To ensure that the Council complies both Robert Robinson and Rosemary Charman attended a course held in Birmingham on 6th December 2017 administered by ECSC (specialist company)

ISSUES

The issues identified were:

- i) Comprising of emails bringing in virus
- ii) Protection of personal and company information held
- iii) Loss of personal and company data
- iv) Information on Staff, Pensions and HR matters
- v) Credit cards security
- vi) Holding of credit card and bank details
- vii) Holding information on peoples security numbers

WHAT YOU NEED TO DO

The following is what you need to do – the excuse of it not being affordable is not a defence if an incident happens:

- i) Report any breaches or compromises of your computer systems linked to the internet within 72 hours of knowing it has happened.
- ii) A written policy should be prepared with procedures. (this should be available for public inspection with regard to public bodies)
- iii) All relevant staff should be trained in the policy
- iv) The computer server should be fully protected with a complete 'firewall' – programmes such as Norton Anti-Virus are not enough.
- v) Computer updates should be programmed to take place automatically.



- vi) Back up files should be completed daily so that data is not lost in the case of a 'hack'.
- vii) Appointment of a Data Protection Officer (normally this is not the Clerk)
- viii) It is advised to have separate emails for each member of staff to restrict any infection.
- ix) Computers should be set to record a log of all activity.
- x) Private information in paper should be restricted and kept in a safe. Credit Card information (security number) should not be kept beyond its use)

IF YOU DO NOT DO IT

The important points I you do not comply are:

- i) All persons using computers could be responsible and fined if the system is not property protected and the rules complied with.
- ii) You need to comply by 25th May 2018.
- iii) Fines range between 2% and 4% of turnover – however in practise if you can demonstrate that you have done all you can fines are rarely imposed.

R A Robinson FRICS FSLCC
Town Clerk
Welshpool Town Council
6.12.2017



APPENNDIX E

NORTH AND MID WALES ASSOCIATION OF COUNCILS

SEMINAR

Friday 19th January 2018

FUTURE OF TOWN AND COMMUNITY COUNCILS IN WALES



Contents of Pack

- 1. Programme for the day**
- 2. The subjects for the day**

R A Robinson FRICS FSLCC

Secretary

8th December 2017



1. Programme for the day

10.45 Introduction and purpose of the conference

10.50 What the Welsh Government is looking for in the subjects and outline of what needs to be considered

11.15 Into working 6 groups taking a subject each with a member of the executive to aid discussion

12.30 Feedback

13.00 Lunch (chat on over Lunch)

14.00 Final roundup and where we go from here

2. The subjects for the day

Those attending will be split into 5 groups so that everyone has a change to take a real part.

Each group will be facilitated by a Member of the Executive who has been briefed beforehand.

Each group will be asked to consider a specific section first and then to move onto other sections after that in order.

Please remember that the views expressed must be able to be applied to both larger and smaller councils.



The list of questions is set out below.

Administered by Cllr B Roberts

GROUP	Heading	Detail
RED	The Council	Should Councils be combined or clustered?
		What size should a Council be?
		If clustered how would this work?
		How many Councillors should there be?
		How would you set up combining Councils or clustering of Councils?
		Are there any issues with the Council Ward sizes or boundaries?

Administered by Cllr J Butterfield

GROUP	Heading	Detail
BLUE	Financial	Precept level – taking into account current Town and Village levels.
		Precept and how it is set if Councils are clustered.
		What about reserves to support services?
		What about Councillor allowances when the Council is larger?
		Are there any issues around assets and liabilities of each Council when the changes come into effect?



Administered by Cllr M Davies

GROUP	Heading	Detail
PURPLE	Duties and powers	What duties should be applied to Local Councils?
		What powers should be applied to Local Councils?
		What services should Local Councils be expected to provide?

Administered by Cllr H Chave

GROUP	Heading	Detail
BLACK	Staffing	How should the new head of service be appointed?
		What should be the minimum qualifications for a new Chief Officer?
		Is there a role in an enlarged Council or Clustered Councils for existing Clerks?
		What issues are there around inheriting staff from other Councils and how should it be addressed?
		What about the Pension deficits that Councils have?
		Where should the Council Offices be located and should there be more than one. ie a weekly base in outlying villages away from a town?
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Administered by Cllr

GROUP	Heading	Detail
BROWN	Civic and culture	How would you cope with differing cultures including the Welsh Language.
		How should the name of any new Council or Cluster of Councils be arrived at?
		Are there any issues around civic ceremonies (ie some communities have a Mayor and others a Chair? For example: what about remembrance where there might be more than one memorial in a new Council area?
		How about decision making and the best way of doing this when making decisions on all of the subjects raised where there might be disagreement?