

Minutes of the Ordinary Meeting of Caia Park Community Council held remotely via Zoom on
11th June 2020 following the AGM

Cllr M. King (Chair) (A/V)
*Cllr M. J. Downward (Vice Chair)

Cllr B. Cameron (A/V)	Cllr J. Johnson (A/V)
Cllr L. C. Crawford (A/V)	* Cllr S. Jones
* Cllr A. K. Gregory	Cllr C. Lloyd (A)
Cllr B. Halley (A)	Cllr L. M. Platt (A/V)
Cllr C. Harper (A/V)	Cllr C. Powell (A/V)
Cllr A. J. Jeorrett (A/V)	Cllr Paul Williams (A/V)

*Absent

Key (A/V) = Audio and visual presence
(A) = Audio presence

20. APOLOGIES

Apologies for absence were received from Cllrs. Michelle Downward. Councillor S. Jones intended to participate but had connection problems.

The Clerk reported that Cllr M. Downward had recently started new employment and attendance at meetings was currently difficult. It was resolved to approve authorised absence for Cllr. Downward until the position was clarified.

21. CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the Ordinary meeting held on 14th May 2020 be accepted as a true and accurate record.

Arising:

22. ANNUAL RETURN, ACCOUNTS & SUPPORTING STATEMENTS FOR FINANCIAL YEAR 2019/20 (PM10)

The Clerk reported that the Annual Report and supporting documents had been forwarded to the external auditors who had acknowledged safe receipt. The Clerk was thanked for his work in preparing the annual accounts and year end returns.

23. DECLARATIONS OF MEMBERS INTERESTS

Cllrs M. King as trustee of Caia Park Partnership and Cllr J. Johnson as an employee of Caia Park Partnership declared an interest in Agenda Item 7 (monitoring report and future options Caia Park Partnership) and Agenda item 8 (part) request for financial assistance for Caia Park Partnership. It was agreed to revise the agenda so these items were considered at the end of the meeting to allow appropriate withdrawal.

24. MEMBERS REPORTS (Omitted from original agenda)

Cllr. B. Cameron: Reported a tree had been removed from Coed y Bryn for safety reasons and that he had requested an update from Wrexham CBC on the proposed refurbishment of Pentre Gwyn Play Area.

Cllr. C. Lloyd: Advised that there seemed to be an increase in off road motor bike usage again. Suggested contact the Police or PCSO at the time.

Cllr B. Halley: Outlines some of the procedures put in place by the LEA Governor Support Team and Hafod y Wern School to keep Governors informed of progress/events during the Covid 19 situation.

25. CORRESPONDENCE

- (i) **Wrexham CBC** – Provided reports of annual playground inspections which had taken place. Those in the community were considered low or very low risk and did not require any immediate intervention. The Clerk advised that he could make individual copies of the reports available to Members on request. **RESOLVED:** *To note the reports*
- (ii) **Wrexham CBC** – Notification of the annual charges for the school crossing patrols for 2020/21. **RESOLVED:** *To note the information.*

26. INTERNAL AUDIT REPORT 2019/20 AND APPOINTMENT OF INTERNAL AUDITORS FOR 2020/21

The Clerk presented the findings of the internal audit for Financial Year 2019-20 with two items to be brought to Members attention.

- i. That purchase orders were not being issued for the procurement of goods and services in accordance with Standing Orders.
The Clerk advised that this was not always practicable and that largely for significant orders this was done by email rather than a formal letter. It was suggested that this matter be further considered when undertaking a review of Standing Orders later in the year. It was noted that most items of a significant nature were procured via service level agreements signed by both parties.
- ii. That a posting error had occurred with regard to staff travel expenses. These had been shown as staff expenses but as they did not exceed the HMRC guideline rate, they should have appeared as general expenditure. The Annual Return was amended accordingly.
The Clerk advised that the wording in the accounting guidelines was not particularly clear and that this had not been challenged in any earlier audits.
RESOLVED: *To review procedures for purchase orders when considering a review of Standing Orders and to note the correction in point ii listed above.*

The Clerk asked Members to formally consider the appointment of internal auditors for Financial Year 2020/21.

RESOLVED: *That the Council appoint Messrs J.D.H. Business Services. Carreg Llwyd, Cefn Bychan Road, Pantymwyn, Flintshire as internal auditors for 2020/21.*

27. COVID 19 POSITION STATEMENT (May 2020)

The Clerk presented a report on the current impact on service delivery and staff working arrangements.

It was noted that the aim was for advice workers to attend the office for one day each per week and that whilst it was hoped this would happen from w/c 8th June, it was now more likely to be w/c 22nd June. He advised that all other staff except for the Community Agent were attending work at some point during the week. He emphasised the need for safety and protection in the work-place which was proportionate to the risks involved, hence the limited return on an individual basis. He also drew Members attention to the potential need to require staff to take some leave entitlement if the lock-down procedures are extended for any significant amount of time. It was emphasized that this was not a return to normal and that the public would still not be allowed to engage with Advice Staff.

In accepting and noting the report, Members expressed thanks to the staff and commented that when the lock-down ends, the needs of the community are likely to be even greater than ever.

(Variation in agenda to accommodate Members declarations of interest)

28. FINANCIAL MONITORING

The Financial Statement for period ending 31st May 2020 was submitted.

RESOLVED: *That the financial statements for the period be received and adopted.*

29. ACCOUNTS FOR PAYMENT

Notwithstanding any additional expenditure resulting from grant awards at the meeting:

The Clerk advised that one further account had been received since the publication of the agenda (J. W. Hinds) details of which was provided verbally at the meeting.

(i) RESOLVED: *That the following schedule of accounts paid during June 2020.*

D.D.	Pace Telecom	CAS	* 350.64	
		General Admin	* <u>233.76</u>	584.40 (I.T., phones etc)
7509	CPAG	CAS		145.29
D.D.	SSE (Elect)	Prince Charles Road	*	58.27

Accounts above the line have already been paid either by direct debit or in the case of cheques, because they were deemed to be urgent)

D.D.	WCBC	Prince Charles Road		522.75 (Rates)
7514	Graphic Office Systems	General Admin	* 6.27	
		CAS	* <u>6.27</u>	12.54
	Petty cash (stamps etc)	CAS	40.00	
		General Admin	<u>40.00</u>	80.00
7515	J. W. Hinds	Prince Charles Road		130.00
D.D.	Natwest card (Zoom month 1)	General Admin	*	14.39
D.D.	Hafren Dyfrdwy	Prince Charles Road		39.22 (Water rates)
	Hope House	s137 Donation (June)		100.00

Caia Park Partnership Wrexham Allotment & Leisure Gardeners	s137 Donation (June)	500.00
K. Davies	(Sal adj Jun)	
H.M. Revenue & Customs	Tax NI (Jun)	
Clwyd Pension Fund	Pensions (Jun)	100.00

*Figs include VAT which is reclaimable

30. REQUESTS FOR FINANCIAL ASSISTANCE

It was **RESOLVED:** *That the Council, in accordance with its powers under S137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:*

- i. *Wrexham Allotment & leisure Gardeners Assoc* £100
(On the condition that if it not used in 2020 it be reserved for 2021/22)
- ii. *Hope House* £100
- iii. *Caia Park Partnership* £500

Cllrs J. Johnson and M. King declared a personal and prejudicial interest in *iii*. Above and withdrew from the meeting when this item was discussed. (Councillor C. Harper chaired the meeting for *iii*. Above.

It was further **RESOLVED** to defer the following applications until later in the financial year:

- i. *Children's Wales Air Ambulance (Last grant given Nov 2019)*
- ii. *British Red Cross*

It was also **RESOLVED:**

That the sum of £400 be pledged to the Friends of Wrexham Museum and paid when confirmation has been received that the other three Wrexham Town Community Councils have contributed equally.

31. CAIA PARK PARTNERSHIP HALF YEARLY MONITORING REPORT – YOUTH OUTREACH & SERVICE DELIVERY OPTIONS FOR THE FUTURE.

Members received the six -monthly monitoring report in accordance with the terms of the service level agreement. A Member commented that the contacts made in the Queensway Ward seemed disproportionately high when compared to the other Wards. It was agreed to query this with Caia Park Partnership. **RESOLVED:** *To accept the report.*

Members were reminded that a small working group had been exploring alternative methods of delivery, moving away from “outreach”. Three options had been put forward and were detailed in the report with the first option being favoured by the working group. It was noted that any changes could not take place until the Covid 19 restrictions had eased and that in the interim, outreach work would continue.

RESOLVED: *That option 1 be adopted as the preferred option – namely:*

“Gap funding for Caia Park Youth Clubs – operate a continuation service during school holidays

For the last few years the Caia Park Partnership has been contracted through WCBC to provide a term time only (39 week) open access youth work service across central Wrexham. As part of the service there are 3 youth clubs being delivered within Caia Park. In the past we have tried to maintain a 52 week service by subsidising the extra 13 weeks and keeping the Youth clubs open as we believe youth club sessions during school holidays are essential for places such as Caia Park, ensuring that young people have a consistent service as well as somewhere to go for continuous adult engagement and access to positive role models.

This year we are unable to subsidise this, therefore it is likely that the 3 youth clubs we deliver in Caia Park on a Tuesday, Wednesday and Friday will not be open consistently during the school holidays.

Research indicates that when youth provisions have a gap in service during the school holidays the positive relationships and the consistency young people have from a weekly service takes a step back, and sometimes it takes a few weeks of the clubs being open again after a break to get the attendance to where it was, and in that time there is a high chance that whilst bored, young people are more likely to engage in ASB, criminal activity and risk taking behaviour.

One of the proposals we are putting forward is that Caia Park Community Council would allow us to use the current budget allocated to the Youth Team for 2020/21 to plug the current gap in school holiday youth work provision resulting in CPP being able to continue delivering a service all year round. (excluding Christmas/New Year)

As part of the school holiday provision CPP would continue to deliver 3 weekly youth club sessions for young people aged 10-18, take groups off the estate on educational trips (5 in total) hopefully helping to broaden horizons, increase aspirations and develop positive social behaviour whilst out of their comfort zone. (many have never had the opportunity to leave the local area).

We would also be aiming to have 20 young people achieve formal AQA accreditation for their participation in informal education during the school holidays.

The sessions would also provide an avenue for some young people that would usually access free school meals to access food, whether this be from partaking in our cook and eat sessions at clubs or through partnership working with the Holiday Hunger Programme on Caia Park.”

(Cllrs J. Johnson and M. King declared a personal and prejudicial interest in this item and withdrew from the meeting when this item was discussed). Councillor C. Harper chaired the meeting for this item).

