

**Luke O'Conner
House, 21 Barter
Court, Hightown,
Wrexham, LL13 8QT**



**Canolfan
Adno ddau Ty Luke
O'Conner, 21 Llys
Barter, Hightown,
Wrecsam, LL13
8QT**

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Friday 23rd January 2026

Dear Councillor,

You are summoned to attend the Extraordinary **Full Council** meeting at **7pm, Thursday 29th January 2026** at **Luke O'Connor House, 21 Barter Court, Wrexham LL13 8QT** and remotely by Teams.

Helen McCarthy invited you to a Microsoft Teams Meeting:

EGM Full Council Meeting 7pm Thursday 29th January at Luke O'Connor House

29 January 2026
19:00 - 21:00 (GMT)

Meeting link: [EGM Full Council Meeting 7pm Thursday 29th January at Luke O'Connor House | Microsoft Teams | Meet-up-Join](#)

Gyda Diolch / With thanks

H McCarthy

Helen McCarthy.
Deputy Clerk

AGENDA

1. To receive and consider apologies for absence.
2. To receive declaration of member interests.
3. To note the resignations of Cllr Subacchi and Cllr Lloyd.
4. To approve and sign the minutes of the Full Council meetings held on :
 - (a) Monday 15th December 2025 (EGM) (report attached).
 - (b) Thursday 18th December 2025 (Full Council) (report attached).

5. To note the minutes of the meetings held on :
- (a) Monday 15th December 2025 (Staffing) (report attached)
 - (b) Thursday 8th January 2026 (Planning) (report attached)
 - (c) Thursday 8th January 2026 (Staffing) (report attached)

6. Public Session.

A period not exceeding 12 minutes for Members of the Public to ask questions or submit comments.

7. To consider and approve payments for December 2025 / January 2026 to the value of £50,475.37. To note payments for September, October, and November to the value of £53,285.08 (Reports attached)
8. To discuss and note the Income and Expenditure Budget Monitoring for Q3 2025/26 (report attached).
9. To note the Bank Reconciliations dated 31st December 2025 (attached).
10. To discuss and approve member bank account signatories for online banking facilities (attached).
11. To consider and approve the application for co-option for the Hermitage Ward Vacancy (application to be circulated separately).
12. To note correspondence received from Audit Wales during:
- (a) May 2025 (attached) relating to the submission of our 2023/2024 accounts
 - (b) August 2025 (attached) relating to the submission of our 2023/2024 accounts.
 - (c) December 2025(attached)relating to the submission and the non-submission of our 2024/2025 accounts
- and to agree a response to address those concerns.
13. To note the following correspondence relating to the completion of the audit of our 2024/25 accounts and approve the necessary actions to be taken:
- (a) Annual Internal Auditors Report to Offa Community Council (attached).
 - (b) Approve Annual Governance Statement 2024/25 (attached).
 - (c) Note the date of electors' rights (To be discussed)
 - (d) Approve bank reconciliation year-end 2024/25 (attached).
 - (e) Note the explanation of significant variances (attached).
14. To receive and approve the Offa Community Council Annual Reports for:
- (a) 2023/2024 (attached).
 - (b) 2024/2025 (attached).

15. To agree and set the date of the next Full Council meeting and for the other committees, for the remainder of the current civic year. Dates of meetings currently approved are:

Community and Events – 22nd January 2026 @7pm. - Meeting Cancelled
Environmental – 26th January 2026 @ 11am
Planning and Environment – 5th February 2026 @7pm
Full Council – 26th February 2026 @7pm

Planning and Environment – 5th March @7pm
Finance and Governance – 12th March 2026 @7pm
Community and Events – 19th March 2026 @7pm
Environmental – 23rd March 2026 @ 11am

16. **To propose that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 17 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**
17. To receive an update from the Staffing Committee meeting held on the 8th January 2026 (verbal update).