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MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THURSDAY 14th May 2026

Present: Cllrs: P Wynn (Chair), G Rogers (Vice Chair), C Griffiths, A Jenkins, M Stephens, S Vale , K Williams, G Wynn , A Jones, A Filmer

Absent: Cllrs: D Jones , Orange .

In attendance: Helen McCarthy Temporary Clerk and Karen Benfield Clerk support officer.

1. **Election of Chair – it was RESOLVED to re-appoint Cllr Phil Wynn as Chair of the Council for the Municipal Year 2026-27. The Declaration of Acceptance of Office was signed at the meeting by the Chairman in the presence of the Clerk.**
2. **Election of Vice-chair – it was RESOLVED to re-appoint Cllr G Rogers as Vice-chair of the Council for the Municipal Year 2026-27.**
3. **To receive and consider apologies for absence.**

Apologies were received from Cllrs: D Jones.

4. **Declarations of Members' interests.**

There were no declarations of interest.

5. Minutes

- a) It was **RESOLVED** to approve the minutes of the Council meeting held Thursday 9th April 2026
- b) Matters arising (from Council minutes (for information only)

It was noted that the request had been made for the new CCTV camera to be located outside Maesgwyn Community Centre. However permission is required first from WCBC for it to be attached to a lamppost. The Clerk has contacted them.

- c) The minutes of the Planning Committee held on 30th April were received and noted.

6. Public Session –

(To consider a recommendation to suspend the meeting for up to 12 minutes to permit members of the public to make representations, answer questions and give evidence in respect of any business included on the agenda (in accordance with Standing Orders 3 e,f,g and h). A member of the public shall not speak for more than 4 minutes.)

There were no members of the public present.

7. Review of Policies

It was **RESOLVED** to defer the approval of Standing Orders and Financial Regulation to a future meeting. The Clerk was asked to arrange a small working group meeting to go through both documents and make amendments where required. These recommendations will then come before a future Council meeting for members to approve.

It was **RESOLVED** to defer the annual review of all other policies to a future date as noted in Standing Order 5 j.

8. Standing Committees

a) It was **RESOLVED** to approve the terms of Reference and structure for the Planning Committee and the Staffing Committee.

b) It was **RESOLVED** to appoint The Chair and Membership of the Planning Committee as follows: Chair Cllr R Alun Jenkins, Members Cllrs Keith Williams, Mark Stephens, David Jones and Steve Vale, Graham Wynn and Alan Filmer. The Committee to consist of 7 members with a quorate of 3.

c) It was **RESOLVED** to appoint the Chair and Membership of the Staffing Committee as follows: Chair Cllr Steve Vale, C Griffiths, D Jones, R Alun Jenkins and Mark Stephens. The Committee to consist of 5 members with a quorate of 3.

9. Meeting Schedule

It was **RESOLVED** to approve the Councils meeting schedule for 2026-27 as follows:

- Council meetings to be held on the second Thursday of every month apart from during the August Recess.
- Planning Committee meetings to be held on the first Thursday of every month apart from during the August Recess (emergency planning meetings as required during August recess)
- Staffing Committee meetings to be held every quarter when required.

10. Member Co-Option and election notices

- a. It was noted that a person had declared an interest in one of the 3 co-option vacancies for Offa, Hermitage and Brynyffynnon wards. Further information will be available at the next meeting.
- b. It was noted that there are also now 3 new elections following the resignations of Andrew Ranger, John Ramm and Katie Wilkinson. The Clerk has written to all 3 former members to thank them for their time on the Council. The Electoral office has been notified and election notices displayed.

11. Banking Matters. A report on current banking arrangements had been circulated by the Clerk prior to the meeting. It was **RESOLVED** to approve the recommendation of the Clerk and transfer £120,000 to the new Unity Bank account providing instant access withdrawals are allowed during the term when required.

12. Appointment of Signatories on Bank Accounts

It was **RESOLVED** for signatories on all accounts at Lloyds Bank to be: Cllrs P Wynn, K Williams, C Griffiths and the Clerk H McCarthy.

It was **RESOLVED** for signatories at Unity Bank to be: Cllrs P Wynn, C Griffiths, S Vale and Clerk H McCarthy,

13. Schedule of Payments

- a) It was **RESOLVED** to approve the schedule of payments and salaries for April in the sum of £40,082 including vat and note the bank reconciliations.
- b) The schedule of direct debit payments was noted and approved.

14. Financial Reports

- a) The finalised 2025-26 accounts were received and approved
- b) The budget line virements for 2026-27 were approved. It was noted that £21,000 of the budget still remained to be allocated. Discussion took place on the Pride in Place application and the match funding required of around £15,000 towards the play area refurbishments. In addition it was anticipated that around £24,000 would be required to complete the other priority projects throughout the area that had been discussed in PIP meetings, making a shortfall of around £45,000 in total.

It was RESOLVED for the £21,000 budget reserve that is still to be allocated to be used towards this £45,000 with the remaining £24,000 to come from reserves. The Chair also informed members that he would make enquiries into possible section 106 funding available and report back to the next meeting.

Discussion also took place on proposals to re-start the Offa Carnival in Bellevue Park for 2027. A request was made to include this item on the next council agenda in June.

15. Internal Audit Report 2025-26

The report of the internal auditor for 2025-26 was received and discussed at the meeting. The following matters arising were noted:

- a) Annual Risk Assessment not carried out in 2025-26 – **noted that this has now been implemented**
- b) Contract for £6,000 awarded to Fair Event Management without obtaining alternative quotes. It was explained to the Internal Auditor that it had not been possible to obtain alternative quotes due to the nature of the contract. This decision was minuted in the Event Committee minutes at the time but not in the Council minutes– **noted that it needs to be minuted by the Council when a contract is awarded**
- c) Confirmation of receipt of grants required – **implemented, the grant form has been amended**
- d) Payment to WCBC for 25-26 play services contribution correctly entered into Scribe accounts but not recorded in schedule of payments – **to be included in May accounts for payment**
- e) Financial Regulations state that payments are approved online by 2 signatories before electronic payments are made. The Council must review the internal controls in place. The risks relating to online banking including supplier fraud must be reviewed as part of the annual risk assessment – **implemented, the accounts for payment list presented to Council meeting will also be signed by 2 Councillors**
- f) Minor amendments to annual return to add community agents cost to staff costs and amend brought forward balances from 2024-25– **implemented**

The Internal Auditor had commended the Clerk on the end of year process for 2025-26.

16. Annual Return 2025-26

The Annual Return for 2025-26 was received and approved. The Chairman was authorised to sign the document prior to submission to External Audit.

17. Inventory Land and Assets

The updated asset register was received and noted.

18. Working Groups

- a) **Community Centres Report** – a report from the most recent meeting held 21/4/26 was given by the Chair Cllr Christine Griffiths

1) To confirm the centre complied with current regulations and regular inspections had been held, which were up to date. The clerk confirmed that all the necessary inspections were being done on a regular basis and the centre is compliant with statutory regulations.

Cllr Mark Stephens advised that the quarry tiles in the disabled toilet do not now meet new requirements, which it is agreed is a priority, Helen has been asked to obtain quotes for a non-slip surface to be laid.

2) To investigate the feasibility of moving Community Council Staff to the Parciau Community

Centre if the Charity at LOCH take up a licence for the whole building. After consideration, we suggest that the Committee Room/Lounge be converted to an interim office for the staff. It would require moving the landline, improving the lighting and ventilation, redecorating and shampooing the carpet. The Clerk has been asked to cost.

3) To prioritise repairs and renovations. Several repairs/renovations have been identified, some of which would take priority in order to facilitate the Community Council's office being re-located to the first floor. They include:-

Replacement of the wooden staircase.

Removal of metal grills on the windows.

New fire door at the bottom of the emergency exit staircase from the first floor.

Repair/replacement of first floor windows.

Repair/renovation of the offices and other areas on the first floor.

Renovation of flat roof.

Clean, repair, replace guttering and rainwater goods.

Updated signage over main entrance

General clean up and re-painting outside where necessary.

Soundproofing and replacement LED lighting in main hall

Replacement of both fire and standard doors where necessary.

The clerk will contact appropriate firms for information, advice and relevant costings for the priority improvements.

4) To discuss long term ideas and plans –

To renovate/redecorate all areas of the community centre, as necessary.

To upgrade the furniture – with a variety of chairs and items – so there is something suitable for the many types of groups and activities taking place at the centre, which are often in conjunction with events in the park.

To look at the possible reconfiguration and improvements which could be made, not only within the centre itself, but also the storage spaces and external areas within the footprint covered by the lease, to ensure the future viability of the centre.

The minutes of the meeting were noted. The Chair requested that the Committee hold their next meeting at the Maesgwyn Community Centre to inspect the facilities and make any recommendations.

b) Pride in Place Funding

It was reported that the PIP application had been submitted as follows:

- Zip Wire installation at Bellevue Park £28,000
- New fencing to extend junior play area at Bellevue Park £6,000
- Installation of an aerial rotator with safety surfacing at Court Rd play area £15,000
- Installation of steel agility equipment at Bryn Offa play area with grass matting safety surfacing £10,000

The total cost would be in the region of £59,000. The maximum PIP grant amount that could be applied for was £44,117. **It was RESOLVED for the additional cost of £14,883 to come from Council Reserves.**

Other projects marked as a priority were discussed:

1. Monger Rd cut through path to Bodhyfryd school. To investigate bollards/barriers to prevent electric scooters/motorbikes using it. (region of £5000)
2. Range Rd – tidy up, fencing
3. Planted area corner of Ruabon Rd/Victoria Rd – to refurbish
4. Flashing speed signs -new for Berse Rd and Bradley Rd and Ysgol Bodhyfryd. Replacements for Ruabon Rd (out of town) and Ruthin Rd.
5. 2x metal benches- Brynyffynnon (approx £3,000)
6. Lea Rd – bollards (approx. £2,000)
7. Brickfield – bench and litter bin. Planting (approx. £2,000)
8. Mural on back wall of shelter above memorial area in Bellevue Park (between £2,000/2,500)

Further projects noted when funding is available:

new street signage – or refurbishment, new litter bins , new benches – metal or recycled

c) Environmental Clean Up Day

A report from a recent meeting was received by members and noted:

1. we need to purchase a banner promoting the Environmental Clean Up Days have been funded by Offa Community Council.
2. Agree to work in partnership with WCBC Streetscene and Probation Services.

3. Agree locations and dates for the four wards.
4. Agree which Offa councillors will lead these events.
5. The events can either rely on the availability of a large skip or a smaller skip with the saving in cost used to purchase Probation Services equipment. In return for their assistance with the Clean-up days it was **RESOLVED** to purchase equipment for the Probation Services to the value of £1,000.
6. Events advertised by flyer printed off by the Clerk, distributed by lead councillor.

Skip delivery requested for 8am-9am with the event held 9am till 12 noon. Skip to be collected circa 12noon.

19. Policies Review – the Clerk’s support officer was asked to prepare a report for the next meeting on the policies required as advised by One Voice Wales.

20. Council Office Review

Discussion took place on the proposal to relocate the Council office from LOCH to a more central location at the Parciau Community Centre. Initially the move would be to the downstairs committee room while grant funding is investigated to carry out the necessary improvement to the top floor. It was **RESOLVED** to give consent to the relocation of the office back to the Parciau Community Centre.

This would then leave Adferiad, who currently occupy most of the office space at LOCH, to have sole occupancy of the whole building under a Licence agreement. The Chair and the Clerk were authorised to commence discussion with Adferiad on the Licence conditions and report back to the next meeting for final approval. It was noted that the licence agreement would require reference to the youth club who currently have the premises on a Tuesday evening.

21. Grant Requests

It was **RESOLVED** to award the following grants under the power of section 137 LGA 1972:

Wrexham Litter Pickers £500

Wrexham Allotment and Leisure Gardens £50

Community Payback Scheme £350

Wisteria Court Residents £200

The Clerks support officer was asked to prepare a Grants Scheme framework.

22. Next Meetings

Planning Committee 7pm thurs 4th June 2026

Council meeting 7pm thurs 11th June 2026

The meeting concluded at 21.00 hrs.