

Canolfan Adnoddau Ty Luke O'Connor
 Luke O'Connor House Resource Centre
 21 Llys Barter 21 Barter Court
 Hightown Hightown
 Wrexham Wrexham
 LL13 8QT LL13 8QT



T: 01978 291562 E: clerk@offa-cc.gov.uk W: www.offa-cc.gov.uk

MINUTES OF THE FULL COUNCIL HELD ON THURSDAY 12th March 2026

Present: Cllrs: Griffiths, Jenkins, A Jones, D Jones, Orange, Rogers, Stephens, Vale , Williams, G Wynn and P Wynn.

Absent: Cllrs: Ramm, Ranger, and Wilkinson.

In attendance: Helen McCarthy Deputy Clerk and Lee Jakeman (Locum Support), Jonathan Stump (Caia Park Partnership)

1. To receive and consider apologies for absence.

Apologies were received from Cllrs: Ranger.

2. Declarations of Members' interests.

Nil

3. Minutes of the Full Council meeting held on Thursday 12th February 2026.

RESOLVED: To approve, and authorise the Chairman to sign, the minutes of the Full Council meeting on Thursday 12th February 2026.

4. Minutes of the Planning and Environment Meeting held on Thursday 5th March 2026

RESOLVED: To note the minutes of the Planning and Environment Meeting held on Thursday 5th March 2026.

5. Public Session.

A representative from the Caia Park Partnership provided an overview of the services they provide and in particular the current service provision provided to Offa Community Council. (The matter of the contract renewal was for discussion by the Council under agenda item 14.)

6. Payments February 2026

RESOLVED to approve the Payment List for February 2026 (Total £19,444.40)

7. Banking Reconciliation

RESLOVED to note the Bank Reconciliations dated 28th February 2026 and the balances held:

| | |
|------------------------|--------------------|
| Petty Cash | Nil |
| Barclays | £88,699.71 |
| Santander | £60,725.19 |
| Lloyds Current Account | £121,228.78 |
| Lloyds Savings Account | <u>£82,143.69</u> |
| TOTAL | £352,797.37 |

(Clerk's Note: The corresponding bank statements were available at the meeting for members to views)

8. Co-Option – Vacancy Brynffynnon Ward

RESOLVED to Co-opt Alan Filmer as a Community Councillor for the ward of Brynffynnon.

9. Banking Matters

Members received a brief regarding current banking arrangements and some of the difficulties being encountered with access due to changes of staff and councillors.

RESOLVED:

- a. To confirm that the bank account with Santander Bank should be closed at the earliest opportunity, with the funds being transferred to the Lloyds bank account held by Offa Community Council; with the Deputy/ Interim Clerk (Helen McCarthy) being granted delegated powers to liaise with and confirm instructions with Santander Bank, on behalf of Offa Community Council.
- b. To confirm that the bank account with Barclays Bank held by Offa Community Council be closed at the earliest opportunity; with the Deputy/ Interim Clerk (Helen McCarthy) being granted delegated powers to liaise with and confirm instructions with Barclays Bank, on behalf of Offa Community Council.
- c. To reconfirm (for clarity) that Offa Community Council should open a new bank account with Unity Trust Bank with the Deputy/ Interim Clerk (Helen McCarthy) being granted delegated powers to liaise with and confirm instructions with Unity Trust Bank on behalf of Offa Community Council and, that the Deputy Clerk Helen McCarthy, Councillor Christine Griffiths, Councillor Steve Vale and Councillor Phil Wynn be authorised signatories of the account
- d. To reconfirm (for Clarity) that the Council should apply to open a Public Sector Deposit Fund (PSDF) with CCLA. with the Deputy/ Interim Clerk (Helen McCarthy)

being granted delegated powers to liaise with and confirm instructions with the CCLA on behalf of Offa Community Council and, that the Deputy Clerk Helen McCarthy, Councillor Christine Griffiths, Councillor Steve Vale and Councillor Phil Wynn be authorised signatories of the account

- e. That the Deputy/ Interim Clerk, Helen McCarthy, be authorised as a signatory for both the CCLA account and the Unity Trust Bank Accounts.

10. Well Being Report for 2025/2026

Members considered the draft Well Being Report circulated with the agenda.

RESOLVED. To approve and adopt the draft Well Being Report

11. Code of Conduct

Members considered the draft Code of Conduct policy circulated with the agenda.

RESOLVED. To approve and adopt the draft Code of Conduct

12. Working Groups Membership.

RESOLVED to appoint the members to the working groups as listed below:

- a. Community Centres: Cllrs C Griffiths, A Jenkins, M Stephens and P Wynn
- b. Pride of Place Grant Funded Projects: Cllrs A Jones, A Jenkins, M Stephens and P Wynn.
- c. Environmental Clean Up Days: Cllrs: G Rogers and P Wynn (and subject to their willingness to do so Cllr K Wilkinson)
(Clerk's Note Cllr Wilkinson was not at the meeting however Cllr P Wynn had suggested that she would likely be interested and therefore a place on the WG should be made available) .

13. Offa Community Council Magazine

RESOLVED that from May 2026 the Council produces and distributes a Council magazine and that a new budget line 'Offa Magazine' of £4,000 be created.

14. Contracts and Service Level Agreements

RESOLVED

- a. Little Vawnog: To approve the SLA with the WoodsWork CIC for the provision of Maintenance and Management of Little Vawnog (woodland habitat) from 1 Apr 26 to 31 Mar 2027 at a cost of £4488.

AND

- i. Approving the waiving of financial regulations (to not put out to tender or obtain other quotes) as a result of Woodwork CIC being largely a local residents group that supplemented significantly through volunteer activity the enhancement of the area.
- b. Youth Services: To approve the continued provision of Youth Club activity at the Luke O'Connor House (LOCH) from 1 April 2026 to 1st March 2027, at a cost £13,135.08) with the Caia Park Partnership.

AND

- i. Approve the waiving of financial regulations (to not put out to tender or obtain other quotes). The recent absence and departure of the Clerk had meant that the Council had not been able to advertise the contract in a timely fashion ahead of the current contract expiring and that to do so now would mean a suspension of the vital service to residents. It should be noted that 2 other elements of the previous SLA (cost circa £18k) had not been renewed.
- c. Inspection and Maintenance of Play Area. To approve the contract and SLA with Wrexham County Borough Council for the Inspection and Maintenance of Play Area from 1 April 2026 to 31 Mach 2027 at a cost of £16,128.
- d. Funded Play Provision. (having considered the variety of options on offer) To approve the funding for the WCBC Staffed Play Provision for: one playwork session for 49 weeks of the year (£10,821.28) and, in addition, the cost of 2 sessions per week throughout Easter, Whit, Summer & October school holidays (cost £4,187.80)

15. Next Meetings

Members noted that next scheduled meetings of both the Full Council and Planning Committee

- a. Planning and Environmental Committee, 7pm Thursday 2nd April 2026. B
- b. Full Council, be 7pm Thursday 9th April 2026.

16. Exclusion of the Press and Public.

RESOLVED. 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. Staffing Matters.

(Note: the Deputy Clerk left the meeting).

Members received an update from the Chair of the Staffing Committee (following its meeting held that evening prior to the full council meeting) regarding decisions made in relation to staffing matters and recommendations to be put to the Full Council. The Locum support confirmed that the verbal briefing was in line with the first draft of the Staffing Committee minutes.

RESOLVED:

- a. To note the decisions of the Staffing Committee (that would be published with the Committee Minutes in due course).
- b. To approve the (confidential) recommendation of the Staffing Committee in relation to the vacant permanent Clerk to the Council position.

The meeting concluded at 21:25 hrs.

-----END-----